

AMENDED BY-LAWS
OF THE
PARK HILLS CIVIC ASSOCIATION
SILVER SPRING, MARYLAND

Submitted for vote by:

Christopher Richardson, Secretary
[May 15, 2007]

ARTICLE I.

NAME

The name of this organization shall be the Park Hills Civic Association.

ARTICLE II.

OBJECT

The object of this Association shall be to promote the general welfare of its membership and to aide in all movements for the betterment of Montgomery County in general and the local community in particular.

ARTICLE III.

ASSOCIATION AREA

The area of this Association shall be bounded by Sligo Creek on the north, Dale Drive on the south (north side of Dale Drive is within the Association area), Piney Branch Road on the east (west side of Piney Branch Road is within the Association area), and Greenbrier Drive on the west (east side of Greenbrier Drive is within the Association area).

ARTICLE IV.

MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP. Persons residing in the area designated in Article III or holders of property located in said area may become members in good standing upon payment of the annual dues for the current year in such amount as shall from time to time be prescribed by the Association. Each person who is at least eighteen (18) years of age living in the same household where dues have been paid in accordance with the provisions of the Association shall be considered a full member. No more than one member from each household, when present at a meeting, shall have a full vote.

ARTICLE V.

OFFICERS

SECTION 1. The officers of this Association shall be a President, a Vice President, a Secretary and a Treasurer, who shall hold office for a period of one year from the date of election or until such time as their successors shall have been duly elected, but in no case for more than a period of twenty-four (24) months after date of election.

SECTION 2. The President or Vice President of this Association shall not be eligible for election for more than two successive terms.

ARTICLE VI.

EXECUTIVE COMMITTEE

The officers of the Association and the Chairs of appointed committees who have been nominated by the Executive Committee and confirmed by the membership at a regular or special meeting shall constitute the Executive Committee of the Association. The Executive Committee shall have the power to act for the Association in the interim between regular meetings. The Executive Committee shall convene at the call of the President of the Association or upon agreement of any three (3) members of such Committee. Three (3) members shall constitute a quorum for the transaction of business. All members of said Committee shall receive due notification of each meeting.

ARTICLE VII.

ELECTIONS

SECTION 1. There shall be a nominating committee consisting of four (4) members of the Association in good standing. It shall be the duty of this committee to make nominations for the offices of President, Vice President, Secretary and Treasurer. Nominations for such officers may also be made from the floor by any member of the Association in good standing.

SECTION 2. The officers of this Association shall be elected each year at the regular meeting held in June or at another time announced at least fourteen (14) days in advance as a meeting at which election of officers will take place and shall immediately after election take office.

In the case of vacancies in any elective office, such vacancy shall be filled at the next regular meeting in accordance with this Article, ELECTIONS.

ARTICLE VIII.

DUTIES

SECTION 1. It shall be the duty of the President to preside at all meetings of the Association, call special meetings of the Association, enforce the By-laws, and see that the officers, delegates and appointed committees perform their respective duties. The President, with the concurrence of a majority of the officers, shall appoint committees, committee chairs and individuals for such special purposes or assignments as, from time to time, may be appropriate.

SECTION 2. The Vice President shall assist the President. In the absence of the President, the Vice President shall preside at the meetings of the Association and shall otherwise assume the duties and responsibilities of the President.

SECTION 3. The Secretary shall be charged with the responsibility of notifying all members of the Association in good standing of the date, time and place of all regular or special meetings of the Association, such notification to be given each member of the Association in good standing at least seven (7) days prior to the date of the meeting or three (3) days prior to the date of a special meeting if such shortened notice is approved by a majority of the Executive Committee. The Secretary shall keep a record of the proceedings of all meetings of the Association and of the Executive Committee and shall conduct the Association correspondence.

SECTION 4. The Treasurer shall have charge of the funds of the Association and shall be responsible for the safekeeping and accounting thereof. The Treasurer shall be responsible for the collection of dues of members of the Association and for the collection of all other moneys to which the Association may be entitled, and shall receipt therefore and keep account thereof. The Treasurer shall under no circumstances disburse funds of the Association unless such disbursement has been previously authorized by the Association. The Treasurer shall obtain receipts for all disbursements, and such receipts shall be considered a part of the records of the Association. The accounts and other records of the Treasurer shall be open to inspection by the President and by a committee appointed for the purpose of auditing same.

SECTION 5. Upon relinquishing their respective offices, the officers of this Association shall turn over to their respective successors all records, official papers, books of accounts, receipts, moneys, and any equipment, supplies or materials of the Association in their possession.

ARTICLE IX.

DUES

SECTION 1. The membership dues for each Association year shall be set or altered at a regular or special meeting of the Association, provided that changes have been announced to the members in writing in the notification of the meeting. Dues shall be payable in advance. For the purposed of this Article the Association year shall be from January to December.

SECTION 2. For the purpose of this Article, a member shall be construed to include all adult (18 years or older) members of one household.

SECTION 3. Any member three (3) months or more in arrears for dues shall not be considered to be a member in good standing and shall not be entitled to the rights and privileges of membership.

SECTION 4. Should the Association not solicit dues over a twelve (12) month period, all members in good standing shall remain so until dues are next collected.

ARTICLE X.

AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present; provided, that written notice of such amendment shall have been given at the previous regular meeting or by written notification at least fourteen (14) days prior to meeting at which such amendment is voted upon..

ARTICLE XI.

CONDUCT OF ASSOCIATION BUSINESS

SECTION 1. Meetings.

The regular meetings of this Association shall be held at least three (3) times per year.

Special meetings may be called by the President, by a majority of the Executive Committee, or upon petition of seven (7) or more members. Notice of such meetings and the reason therefore must be given to the membership at least seven (7) days prior to the meeting, unless a shortened notice period of three (3) days is approved by a majority of the Executive Committee.

SECTION 2. Quorum.

Seven (7) members or 5% of the current membership in good standing, whichever is greater, shall constitute a quorum for the transaction of business at any regular or special meeting of the membership.

SECTION 3. Motions and Resolutions.

All motions, resolutions, or requests made or presented at any regular meeting of the Association shall be referred to an existing committee or to a special committee appointed by the President for its action and report at the next regular meeting, unless the Association, by a two-thirds vote of the members present, shall determine to take immediate action thereon. Upon request of the Secretary, motions and resolutions shall be presented in writing.

SECTION 4. Order of Business.

At all regular meetings of this Association the order of business shall be as follows, unless deviation therefrom is voted by a majority of the members present:

- (1) Calling the meeting to order
- (2) Approval of the minutes of the preceding regular meeting.
- (3) Approval of the minutes of any meeting or meetings of the Executive Committee held subsequent to the preceding regular meeting of the Association.
- (4) Treasurer's report.
- (5) Reports of appointed committees.
- (6) Old business.
- (7) New Business.
- (8) Adjournment.

ADOPTED:

May 15, 2007

Secretary Signature