

DRAFT

BYLAWS OF WEST LANHAM ESTATES CIVIC ASSOCIATION Friday, March 07, 2008

The following are the Bylaws of the community of West Lanham Estates, Hyattsville, Prince Georges County, MD. The Bylaws are the rules of self government of the neighborhood association named in Article One.

These Bylaws are the set of rules by which the neighborhood association operates and they are binding on all members associated with this neighborhood association.

If the Bylaws are found to be inconsistent with County or State Law, then those laws will override.

ARTICLE ONE ORGANIZATION NAME

The name of this organization shall be West Lanham Estates Civic Association (WLECA), a non-profit organization, hereinafter referred to as the Association.

ARTICLE TWO PURPOSE

The purpose of the Association is to promote a sense of family and community among all persons living in the West Lanham Estates, and to improve the quality of life in the West Lanham Estates neighborhood. Further the members of the Association will bond together to improve our diligence in matters of education, land use, environmental protection, public services, consumer protection, animal control, and preservation of the historic and unique character of our community. We will provide support to one another in matters of neighborhood concern and will promote and participate in the civic life of the communities along the Route 450 corridor and Prince Georges County.

ARTICLE THREE OBJECTIVES

The objectives of this association are to:

1. Represent and advance the interests of residents in the neighborhood.
2. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. Establish standing and ad-hoc committees to investigate and make recommendations to the Association on all matters of neighborhood concern.
4. Seek the improvement of dwellings by residents and absentee owners.
5. Establish mutual protection and safety.
6. Improve safety of the streets through better traffic control.
7. Facilitate the education of residents regarding available options relating to home ownership, zoning, rights, etc.
8. Work toward development and preservation of natural green spaces, parks,

trees, landscaping and general land-use management.

9. Develop, adopt, and monitor a neighborhood plan, including an inventory of land uses and facilities.

10. Establish and maintain liasion with our County Councilman and members of his staff, other country and community leaders, leaders of the police and fire departments, leaders of the school system, businessmen and county employees who contribute to the quality of life in our neighborhood.

ARTICLE FOUR BOUNDARIES

The boundaries of this neighborhood shall include all of the homes within the confines of West Lanham Estates to include the homes at the addresses between:

7512 and 7521 Ingraham Street;
5301 and 5415 76th Avenue;
5400 and 5410 76th Court;
7400 and 7410 Jefferson Court;
7411 and 7419 Jefferson Street;
7400 and 7419 Hendricks Drive;
7400 and 7516 Garrison Road.

ARTICLE FIVE MEMBERSHIP

Section 1 - Eligibility

a. Membership in the Association is voluntary and shall be open to all persons 18 and over residing in the neighborhood. There are two classes of membership: 1) Member (Any adult who has paid the annual dues.), 2) Associate (Any adult who lives within the boundaries of the Association who hasn't paid the dues.) Only those persons in the *Member* class may vote at general membership meetings or run for office in the Association.

b. Membership shall be granted to individuals upon payment of annual dues.

c. The Vice President is responsible for the maintenance of the active membership roll.

Section 2 - Dues

a. Dues shall be paid at the beginning of each fiscal year. The amount of dues for the each fiscal year will be recommended by the Executive Committee. At the Association meeting, just prior to the start of the new fiscal year, the membership will vote on the dues recommendation of the Executive Committee.

b. Anyone joining the Association after the beginning of the fiscal year must pay for a full year membership.

c. All memberships expire at the end of each fiscal year. Dues for the new fiscal year must be paid within 30 days of the beginning of the Association fiscal year. If dues are not paid by the due date, the resident loses his voting rights and right to hold office until the dues are paid.

ARTICLE SIX OFFICERS

Section 1 - Executive Committee

The officers of the Association shall be elected from the active membership and shall be a president, vice-president, secretary, and treasurer. These elected officers constitute the Executive Committee.

The duties and responsibilities of the officers will be set by these Bylaws, and will be under the continued direction of, the members of the Association.

Officers may be removed at any time with cause, and may resign at any time by delivering written notice to the Executive Committee.

PRESIDENT. The President is the principal executive officer of the Association and in general supervises and directs the daily business operations of the Association, subject to the direction of the Executive Committee and the voting members of the Association. The President shall preside at all meetings of the Executive Committee and the Association.

The President shall be an ex-officio member of all committees.

The President shall be empowered to speak, or write, on behalf of the Association consistent with the objectives and prior resolutions of the Executive Committee and the Association. All written statements shall be submitted to the members at the next regular meeting and made a part of the minutes of said meeting by the Secretary.

The President is the sole member of the Association who may sign documents generated by the Association. The president co-signs any checks written against the account of the Association.

The President from time to time may appoint committees of one or more members to carry out activities designated by the President, the Executive Committee or the membership at large.

VICE PRESIDENT. The Vice-President, acts as the Parliamentarian for the Association and will assume the responsibilities of the President in his/her absence.

The Vice-President shall chair the membership committee and is responsible for maintaining the records of membership. In this capacity he/she will decide any questions of eligibility to vote or run for office. At the end of term of office the Vice-President is required to turn over the records of membership to his/her successor.

SECRETARY. The Secretary prepares all outside correspondence of the Association. The Secretary is responsible for keeping accurate records of the Association. This includes keeping minutes at all meetings, and giving proper notice of any meetings of the Executive Committee or the membership at large. At the end of the term of office the Secretary is required to turn over to the incoming Secretary all written records of the Association to include the *official*

copy of the most current Bylaws of the Association.

TREASURER. The Treasurer is responsible for accounting for all monies of the Association, for executing all financial transactions of the Association and for keeping accurate records of said transactions. The President and Treasurer shall co-sign all checks drawn on the account of the Association

The Treasurer will submit both an oral and written financial report at each general meeting of the Association.

Prior to the end of term of office the financial records of the Association will be audited either by the other members of the Executive Committee or another party as selected by the President. Subsequent to the audit the Treasurer is required to turn over to the incoming Treasurer all monies and all written records pertaining to the financial affairs of the Association.

Section 2 - Nominations

The President will form a Nominating Committee prior to the annual election meeting. Any member-in-good-standing may run for office. Self nomination is permitted. The term for all officers is one-year. The membership should be informed of the slate of candidates prior to the election meeting. There should be at least one candidate nominated for each office prior to the meeting. Additional nominations may be made at the election meeting by a motion to nominate and a second.

Section 3 - Elections

The annual election meeting should be held prior to the end of September or earlier.

Elections shall be by secret written ballot and shall be opened and counted immediately after the ballots are cast.

Officers elected shall be installed immediately after verbally being sworn in by making the following statement in the presence of the members attending the meeting.

I promise the members of The West Lanham Estates Civic Association to do my best to faithfully support the objectives of the Association and to fulfill to the best of my abilities the duties of the office to which I have been elected.

Section 5 - Removal from Office

Any officer may be removed from office for cause at any meeting by two-thirds of the membership present and voting, providing that notice has been furnished to the officer and membership at least two weeks prior to said meeting.

Section 6 - - Replacement of Officers

When necessary, vacant offices may be filled by the Executive Committee for the unexpired portion of the term.

ARTICLE SEVEN MEETINGS AND ORGANIZATION

Section 1 - Regular Meetings

Meetings of the general membership of the Association shall be held once each quarter on dates set by the Executive Committee.

Section 2 - Special Meetings

Special meetings may be called by the President or Executive Committee as the need arises. A special meeting may also be called by a petition signed by ten members and submitted to the Association secretary.

Section 3 - Fiscal year

The fiscal year of the Association shall run from October 1st to September 30.

Section 4 - Quorum

A quorum shall be necessary for the transaction of Association business at the general meetings. A quorum shall be constituted when ten or more members are present.

The Vice President is responsible for insuring that a quorum is present prior to the opening of any meeting of the general membership of the Association.

Section 5 - Voting

An affirmative vote of more than fifty per cent of the members present and voting shall be binding on the Association and the Executive Committee.

ARTICLE EIGHT COMMITTEES

Section 1 - Executive Committee

a. The Executive Committee shall consist of the four elected officers of the Association.

b. The President serves as presiding officer of the Executive Committee. The Executive Committee shall conduct all business of the Association as required, and shall meet upon the call of the President or upon the call of three Executive Committee members.

c. Meetings of the Executive Committee shall be open to other interested members.

Section 2 - Executive Powers

The Executive Committee shall transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Association.

Section 3 - Other Committees

The President, with the concurrence of the Executive Committee, shall appoint all committees and approve the work of such committees. Such committees may be comprised of one or more members.

ARTICLE NINE SPECIAL PROVISIONS

Section 1

These Bylaws shall become effective upon approval of two-thirds of the members

present at the organizational meeting. During the life of the Association the Bylaws should be easily available to the members of the Association either in print or on the Internet.

Section 2

Other provisions of these Bylaws notwithstanding: officers may be elected immediately following approval of the Bylaws and shall serve until new officers are elected and installed in accordance with the provisions of the Bylaws.

Section 3

No member of the Association may hold the same office for more than two consecutive terms. Said person is eligible to hold another one of the four offices on the Executive Committee immediately following a two-year term in office. A member who served in a particular office for two consecutive terms may be elected again to that office after being out of that office for one term after the second term in office.

Section 4

The end of a fiscal year shall be the time for election of officers and balancing and auditing the financial records.

Section 5

If the Association fails to meet at least once in any fiscal year the Executive Committee is required, as soon as possible, to call an emergency special meeting of the Association to announce the intention to dissolve the association. A vote must be held at said meeting on the question of whether to dissolve or not. A two-thirds vote of the eligible voting members at this meeting is needed to disband. If the vote to dissolve fails, the members of the Executive Committee who called the emergency meeting, should immediately select members from the persons in attendance to become a Nominating Committee to call a special election to elect a new Executive Committee who once elected will take the necessary steps to revitalize the Association.

Section 6

If the Association is dissolved, all assets shall be given to a charity to be chosen by the members of the Executive Committee.

ARTICLE TEN AMENDMENT OF BYLAWS

Section 1

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members constituting a quorum provided that the amendment(s) has been submitted in writing to the membership at the previous meeting.

Section 2

If the Bylaws are amended the Executive Committee must take steps to provide copies of the amended Bylaws to the members of the Association in a timely manner.

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