

BROYHILL CREST COMMUNITY ASSOCIATION CONSTITUTION

Article I

Section 1: NAME - The name of this organization shall be the "Broyhill Crest Community Association," hereinafter referred to as the "Association."

Section 2: COMMUNITY - The community represented by the Association's membership shall be the area encompassed by the following sub-divisions: Annandale Mews, Annagrove, Annandale Gardens, Annanwood, Broyhill Crest, Chatelain Village, Holly Hills, Kenwood Park, Masonville Heights, Oliver Knolls, Oliver Park, Rolf's Heights, Timberwood, and homes between these sub-divisions and Annandale Road, and Beverly Manor Drive extending across Annandale Road.

Section 3: PURPOSE - The purpose of the Association shall be to promote the civic and community interests as well as the general welfare of the Community and its residents.

Article II

Section 1: MEMBERSHIP - Any resident of the Community, over eighteen years of age, shall be a member upon payment of prescribed dues; and any resident of an adjacent area, over eighteen years of age, upon application to the Executive Committee and approval of his application by a two-thirds vote of the membership present at the next Association meeting shall be a member upon payment of prescribed dues.

Section 2: DUES – Dues shall be established by the Executive Committee by a majority vote. Dues shall be set on a per year basis for a household and shall entitle each person of the household over eighteen years of age to membership in good standing in the Association. No member shall be subject to or liable for any financial obligation incurred by the Association in excess of his annual dues.

Article III

Section 1: OFFICERS - The officers of the Association shall consist of a President, a Vice President, a Treasurer, and a Recording Secretary, all of whom shall be elected at the annual meeting of the Association from among the members in good standing in the Association.

Section 2: PRESIDENT - The duties of the President shall be to preside at all regular and special meetings of the Association; to sign or authorize all official acts and orders necessary to carry out its will; to appoint initially the Chairman and the membership and their replacements of all standing committees and to act exofficio as a member of each such committee; to appoint the Chairman and the membership and their replacements of such special committees as may be authorized by the Association or by its Executive Committee and to act exofficio as a member of each such committee. The President shall be responsible for non-expendable property of the Association. Following his election, the President shall continue to serve until the next annual meeting of the Association and thereafter until his successor shall accept office. Upon accepting office following his election the President shall receive an accounting for all of the property of the Association and shall give his predecessors a receipt for said property and record same in the minutes.

Section 3: VICE PRESIDENT - The Vice President shall preside during the absence of the President, and shall succeed him in the event of his death, resignation or permanent incapacity.

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Section 4: TREASURER - Upon accepting office following his election, the Treasurer will receive an accounting for the funds and property of the Association and of financial transactions affecting the Association during the term of his predecessor. Thereafter, he shall be responsible for such funds, the collection of dues or other income of the Association, and for the payment, when authorized and directed so to do by the Association, through general or special action, of any obligation incurred by the Association. The Treasurer shall provide a report of the finances of the Association for each regular meeting and an annual report which shall be the subject of an audit by an Audit Committee, consisting of two qualified members of the Association appointed by the President. The Treasurer shall keep and maintain all files pertaining to the office.

Section 5: RECORDING SECRETARY - The Secretary shall, upon taking office, receive the completed minutes and historical records of the Association, and shall thereafter attend all regular and special meetings of the Association and maintain accurate notes of whatever business comes before the assembly, from which he shall prepare official minutes of the proceeding for submission and approval at the next successive regular meeting of the Association. He shall prepare all notices of meetings of the Association or its committees, as required by

the By-Laws or by the action of the Association. He is authorized to prepare and sign in the name of the Association, all official correspondence which is entrusted to him by the President or by action of the Association, and shall acknowledge and keep all files or correspondence addressed to the Association, except those of the office of the Treasurer. Upon conclusion of his term of office, the Recording Secretary shall be responsible for the completion of the official records and their tender to the incoming and succeeding Secretary.

Article IV

Section 1: STANDING COMMITTEES - The standing committees of the Association shall consist of the following:

a. The Executive Committee, also known as the Board, shall consist of all officers as set forth in Article III, the chairmen of the standing and special committees, and the immediate past president. The President shall be the Chairman of the Executive Committee. The Committee shall be authorized to act upon all ordinary business of the Association when the Association is not in session, and upon urgent matters requiring action prior to any regular or special meeting of the Association.

b. The Directory Committee shall be responsible for publication and distribution annually of an Association directory, which lists addresses and telephone numbers of area residents and such other information as may be considered appropriate or desirable.

c. The Newsletter Committee shall be responsible for the preparation of the Association Newsletter, monthly from September through June excepting the months of November and December which shall be a combined Newsletter published by the first week of December. The Newsletter shall contain information concerning the Association and other community activities. The Committee Chairman shall be the editor.

d. The Zoning Committee shall be responsible for the Association's interest in all matters pertaining to the harmonious and efficient use of the lands within the adjacent to the Association area, as affected by zoning legislation, regulations, or ordinances and the enforcement thereof.

e. The Parks Committee shall be responsible for the Association's interest in all matter pertaining to the provision and use of park and

recreation land within the Association area, including the actions of government agencies involved.

f. The Neighborhood Watch Committee shall be responsible for organizing, scheduling, and coordinating community patrols to provide prevention, detection, and reporting of crime.

g. The Hospitality Committee shall be responsible for maintaining and coordinating a network of residents for the purpose of welcoming new residents, providing directory information, and facilitating general communication between the Board and Association members.

Each standing committee shall consider all matters referred to it or otherwise coming within its preview, and may investigate and make recommendations to the Association for action consistent with its duties and the purposes of the Association. All committee chairmen serve at the pleasure of the President.

Section 2: SPECIAL COMMITTEES – The President shall appoint the Chairmen and specify the duties of such special committees as may be authorized from time to time by the Association or its Executive Committee. Each special committee chairman shall serve at the pleasure of the President.

Article V

Section 1: MEETINGS The Association shall hold at least one general membership meeting in the Spring and at such other times during the year as the Executive Committee may determine or as petitioned to the President by at least twenty members of the Association. Members shall be notified in the Newsletter, on the Web Site, or by Signage in the Community at least seven days prior to all Association meetings.

Section 2: SPRING MEETING - The Spring meeting shall be held for the purpose of presenting the reports of the Association officers and committees, the election and installation of officers for the forthcoming year, and such other business as may be appropriate.

Section 3: QUORUM – Twenty members shall constitute a quorum for the conduction of business in general membership meetings of the Association.

Section 4: VOTING - Except as otherwise provided in this Constitution and its By-Laws, all motions resolutions, or other business

of the Association shall be decided by a majority vote of the members present at a meeting.

Section 5: RULES - The rules contained in Roberts Rules of Order, Revised shall govern the conduct of business of the Association in all—cases in which they are applicable and not inconsistent with this Constitution or its By-Laws.

Article VI

Section 1: NOMINATION of OFFICERS - A nominating committee consisting of three members shall be appointed by the President. When possible, at least one member of the committee shall be a past president of the Association who will serve as chairman. The committee shall nominate one or more qualified candidates for each office of the Association, and shall advise the membership in writing of its slate two weeks prior to the Spring Meeting. Nominations will also be accepted from the floor, at the Spring Meeting, for any office of the Association.

Section 2: ELECTION - Elections of officers shall take place at the Spring Meeting. The candidates for each office presented by the nominating committee, together with such additional candidates as may be nominated from among the membership at the annual meeting, shall be presented for election. Election will be by a majority of those members present and voting at the Spring Meeting.

Section 3: VACANCIES - Any elective office becoming vacant shall be filled by appointment by the Executive Committee for the remainder of the elected term, except those stated in sections 3 and 4 of Article III.

Article VII

Section 1: BY-LAWS. By-Laws of the Association shall be adopted by an affirmative vote of three-fourths of the members of the Association present at a meeting attended by a quorum of not less than twenty members and may be amended thereafter following ten days notice in writing to the membership, including the text of proposed amendments, by a vote of three-fourths of the members present at the next succeeding meeting. No By-Laws shall be adopted which are inconsistent with this Constitution.

Article VIII

Section 1: AMENDMENTS - The Constitution may be amended by the adoption of draft of the amendment by an affirmative vote of three-

fourths of the members of the Association present at any general membership meeting attended by a quorum. The draft of the amendment must first be submitted to the membership at least five days prior to such meeting.