



BAHAMA BEACH IMPROVEMENT ASSOCIATION

INC. 1965

**7973 Central Avenue
Pasadena Maryland 21122**

BY-LAWS

(As revised and adopted (date TBD))

ARTICLE I PURPOSE

We pledge our hearts and hands to a better, safer and happier community.

ARTICLE 2 DIRECTORS

A Board of *Directors* shall consist of ten (10) members as follows: The officers elected under Article 5 below; the Chairman of the Board of *Directors* will automatically be the outgoing president or if he/she is elected to another term, the chairman will be elected among the Board of *Directors*; three (3) additional members will be elected by the association to a one (1) year term, unless the president steps down and becomes automatically chairman of the board, in which case, only two (2) members shall be elected to serve a one (1) year term.

ARTICLE 3 DUTIES OF THE BOARD OF DIRECTORS

The Board of *Directors* shall meet after the regular business meeting in December to elect a chairman (if so required), Vice-Chairman and Secretary.

The Board of *Directors* shall meet at least three (3) times yearly, at a time and place designated by the chairman, to review objectives and projects of the association, hear recommendations and complaints of the individual members, receive and review changes to the By-Laws.

Five (5) members of the Board of *Directors* must be present to conduct business; majority rule shall prevail in all matters except for recommendations for changes to the By-Laws. Five (5) members of the board shall here consent.

ARTICLE 4 DUTIES OF THE CHAIRMAN AND VICE-CHAIRMAN

The chairman of the Board of *Directors* shall continually review the progress of the association, and shall call such meetings of the board, as he/she deems necessary for the betterment of the community and the association. The vice-chairman shall act in his/her absence. In the event of a vacancy in the President or Vice-President's office, the chairman shall call for a special election as indicated under Articles 11, 13, and 14 of these By-Laws.

ARTICLE 5 OFFICERS

The Officers of the Bahama Beach Improvement Association shall consist of a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Secretary-Treasurer, and Sergeant-At-Arms, to be elected annually.

ARTICLE 6 DUTIES OF THE PRESIDENT

The President shall be the prime director of the association. He/she shall call regular and special meetings, advise the Board of Directors regarding the status and activities of the association, direct the Vice-President regarding special assignments and duties, direct the Secretary and Treasurer regarding correspondence with members, other individuals and organizations, and authorize expenditures in normal amounts for operating expenses, delegate to fellow officers and members such duties and assignments as may be in the best interest of the association and appoint necessary committees.

ARTICLE 7 DUTIES OF THE VICE-PRESIDENT

The First Vice-President shall act in the absence of the President, shall perform assignments as requested by the President or the Board of Directors, and shall attain a position of membership on committees appointed by the President or Chairman of the Board of Directors. The Second Vice-President shall assume the duties of the First-Vice President in his/her absence.

ARTICLE 8 DUTIES OF THE SECRETARY AND ASSISTANT SECRETARY-TREASURER

The Secretary shall record the minutes of each meeting (regular or special) of the membership and shall report same at the next regular meeting of the membership for review and acceptance. In addition the Secretary shall perform such correspondence activities as may be assigned by the President or the Chairman of the Board of Directors.

The duties of the Assistant Secretary-Treasurer will be to act in the absence of the Secretary, retain all records as described under Article 9, and to perform such other duties as assigned by the President.

ARTICLE 9 DUTIES OF THE TREASURER

The Treasurer shall record receipts and expenditures, shall make such purchases and payments as may be directed in writing by the President or by the President on authorization by the membership. A financial report shall be made by the Treasurer at each regular meeting.

ARTICLE 10 AUTHORIZATION OF PAYMENTS AND EXPENDITURES

The President is authorized to order expenditures in normal amounts for operating expenses. All payments and expenditures beyond normal expenses shall be authorized only on approval of two-thirds vote of the members present at a meeting of the membership.

ARTICLE 11 MEETINGS

The President or Vice-President, in his/her absence, shall notify the membership in advance of any regular meeting. Such notice shall indicate time, place, date, and any special orders of business. Regular meetings shall be held at 7:30 p.m. on the first Wednesday in February, April, June, September, November and December of each year. All special interest meetings shall be called at the discretion of the President with at least twenty-four (24) hours notice to the membership.

ARTICLE 12 DUES

Annual dues of this association shall be twenty-five dollars (\$25.00) per household. Notices shall be made a part of the February regular meeting and made payable thereon. Senior Citizens (60 years and older) are exempt.

ARTICLE 13 NOMINATION AND ELECTION OF OFFICERS

The annual election of officers (President, First Vice-President, Second Vice-President, Secretary, Treasurer, Assistant Secretary-Treasurer, Sergeant-at-Arms, and two (2) or three (3), as may be required, members of the Board of Directors shall be held at the regular meeting in December. Nominations for elections will be held at the November meeting. Members shall be so advised in their meeting notices distributed in November. The new officers elected under "New Business" shall succeed to office immediately. Any member of the association in good standing (regularly attends meeting and annual dues are

current) shall be eligible to election to any office, or to the Board of Directors. Election shall be by secret ballot and shall proceed in the order indicated in this article.

ARTICLE 14 SPECIAL ELECTIONS

The President may call special elections or the chairman of the Board of Directors, to take place at the next regularly scheduled meeting, to fill vacancies to any office herein described. Provisions of Article 13 apply regarding qualifications, order of election, and notification of membership.

ARTICLE 15 REMOVAL FROM OFFICE

An officer or member of the Board of Directors may be removed from office by annual election or by express consent of five (5) members of the Board of Directors and three-fourths vote of the attending membership, at the meeting, who are in favor of removal.

ARTICLE 16 ACCEPTANCE AND CHANGING BY-LAWS

The proposed amendment or amendments to the By-Laws of the Bahama Beach Improvement Association must be made in writing and presented to the Board of Directors for their review.

Upon review of the proposed amendment(s) by the Board of Directors, the amendment(s) shall be read at length at the next two regular association meetings and amended as desired. Two-thirds favorable vote of the members present at the second regular meeting shall constitute acceptance.

ARTICLE 17 MEMBERSHIP

All residents, age 18 or older, of the area known as Bahama Beach, Anne Arundel County, Pasadena, Maryland, shall be eligible for membership in the Association.

ARTICLE 18 NON-PAYMENT OF DUES

Due shall be considered in arrears three (3) months after the February meeting. Such non-payment shall cause an automatic suspension. Such suspension shall be lifted upon payment of the current year's dues. The membership may vote to waive payment of dues or extend payment date in unusual circumstances.

ARTICLE 19 PARTICIPATION

All members are urged to take every opportunity to benefit the community and association by their active support. Our association will be only as effective as we make it, our community only a reflection of ourselves.

ARTICLE 20 SERGEANT-AT-ARMS

There shall be an office of Sergeant-at-Arms, which officer shall keep order at all times, check all membership cards at the door. If anyone desires admittance without a card, they must be approved by the membership, pay their dues, and be accepted immediately. While their application is being voted upon, the Sergeant-at-Arms shall accompany them to another part of the building.

The Sergeant-at-Arms will count ballots or hands for any matters voted upon.

ARTICLE 21 COMMITTEES

There shall be at least two (2) permanent committees within the association. These committees shall be the "Membership Committee" and the "Property Committee". The newly elected President shall appoint a chairman for each committee each year. The President shall be an ex-officio member of the committees. The chairman of each committee shall appoint members to the committee as required to perform the duties assigned to the committee.

Duties of the "Membership Committee" shall consist of assisting the Treasurer in collecting dues and visiting new residents, and calling on current members delinquent in dues. The prime purpose of this committee will be to maintain a maximum membership within the association.

Duties of the "Property and Maintenance Committee" shall consist of supervision of the use, safekeeping, care taking, maintenance, and repair of all properties and facilities owned by or entrusted to the association. It shall be this committee's responsibility to advise the membership of repairs or improvements required or desirable on any such property or facility. It shall further be the responsibility of this committee to execute any contracts and to oversee any work done on any property or facility entrusted to the association. No payment will be made on any work performed on said property or facility without the approval of this committee.

ARTICLE 22 BAHAMA BEACH IMPROVEMENT FUND

Twenty-five (25%) percent of all profits over and above \$5,000 (the minimum that must be maintained) in the general treasury of the Bahama Beach Improvement Association are to be placed in this account to be used for fulfillment of the obligations and goals of the association. These goals, respectively, are maintenance and improvement of property owned and entrusted to the association.

ARTICLE 23 MEETING AGENDA

- A. Call To Order: By the President
 By the First Vice-President in the absence of
 the President
 By the Second Vice-President in the absence of
 The President and First Vice- President
- B. Welcoming and introducing guests and new members.
- C. Reading of minutes of previous meeting(s) by the Secretary for
correction and/or approval
- D. Reading of financial report by the Treasurer for correction and/or
approval
- E. Committee Reports: Final reports and commendations, status
reports and requests or recommendations. Appointing and
changing duties.
- F. Old Business (including any considerations tabled at previous
meetings)
- G. New Business
- H. Reading of Correspondence
- I. Authorization of payments and expenditures
- J. Dues in order
- K. Suggestions for general well being
- L. Adjournment
- M. Refreshments and recreation