**BYLAWS
of the
*NAME* CIVIC ASSOCIATION**

***DATE***

**Article I – Name**

**Section 1:** The name of this organization shall be the NAME Civic Association **(ACRONYM HERE).**

**Article II – Purpose**

**Section 1:** The Association shall be a not-for-profit civic association for the purpose of promoting the general welfare of the residents of the community, both through its own efforts and in cooperation with other organizations servingnot-for-profit purposes.

**Article III – Boundaries**

**Section 1:** The area and territory of the Association shall be encompassed by LIST BOUNDARIES HERE in CITY, STATE.

**Article IV – Membership**

**Section 1**: Membership in the Association shall be open to all adult persons 18 years or older, residing within or owning residential property within the boundaries.

**Section 2:** The General Membership of the Association shall be its legislative body and shall be responsible for election of officers, passage of resolutions or amendments to these by-laws, and taking such actions as shall benefit the Association contingent upon observation of the Constitution of the United States and the State of Maryland and all existing laws and regulations of Montgomery County.

**Section 3:** Each person’s membership is established bytimely payment of his or herannual dues.

**Section 4:** Each member shall be entitled to one vote.

**Article V – Dues**

**Section 1:**  The annual dues of the Association shall be determined by the Board of Directors subject to approval and/or revision by the General Membership.

**Section 2**: Dues shall be collected at the Annual general Election Meeting and cover the year until the next election meeting (See Article XII).

**Article VI – Officers**

**Section 1:** The officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer***.***

**Section 2:** The duties of the officers shall be as follows:

The President shall be the chief executive officer of the Association and shall be responsible for the administration of the Association; preside at all meetings of the Membership and the Board of Directors*,* both regular and special; cast the deciding vote in case of a tie vote in the General Membership or the Board; appoint committees as needed and be an *ex officio* member of all such committees except the Nominating Committee; appoint delegates to represent the Associationwhen needed; approve all disbursements of funds; and be responsible for keeping the membership informed through the use of meetings, newsletters, special announcements, or other appropriate communications media.

The Vice President shall carry out all duties of the in the latter’sabsence andshall otherwise assist the President in the discharge of duties, upon the latter’s request.

The Secretary shall maintaina copy of the by-laws as amended; record the minutes of all meetings; report on decisions and transactions of record; issue notices of meetings; handle correspondence as directed by the President; and turn over to the Secretary’s successor within two (2) weeks of leaving office all Association monies, books, records, and properties in the Secretary’s possession or under said official’s control.

The Treasurer shall receive and account for all dues and other monies paid into the Association from all sources; deposit such monies in an account in the name of the Association in a financial institution designated by the Board of Directors*;* issue all checks approved by the President; keep records of all financial transactions; report the financial condition at all regular Membership meetings and at meetings of the Board of Directors; and turn over to the Treasurer’ssuccessor within two (2) weeks of leaving office all Association monies, books, records, and property in the Treasurer’spossession or under said official’scontrol.

**Section 3:** No person shall serve inmore than one office at a time.

**Section 4:** A vacancy in the office of President shall be filled by the Vice President.

**Article VII – The Board of Directors**

**Section 1:** The Board of Directors shall consist of seven (7) members: the four (4) Association officers and three (3) additional Directors, who shall be elected at the Annual General Election Meeting. Their names and telephone numbers shall be listed at least once annually in the newsletter or other written media.

**Section 2**: All Directors, including the officers, shall serve without compensation for one (1) year or until their successors are elected. Their term of office shall begin at the close of the Annual General Election Meeting at which they are elected.

**Section 3:** The Board of Directors shall meet at least six (6) times annually, and such meetings shall be open to the General membership. Meetings shall be called by the President, or by request of three (3) or more Board members. Four (4) members shall constitute a quorum.

**Section 4:** The Board of Directors shall have general supervision of the affairs of the Association between its meetings; fix the time and place of the meetings; select the financial institution to serve the Association; make recommendations to the general membership; and perform such other duties as are specified by these by-laws or are assigned by the President.

**Section 5:** When a mid-term vacancy occurs (except in the office of the President), the President shall appoint a replacement with the approval of the existing Board of Directors.

**Article VIII – Committees**

**Section 1:**  Committees, may be appointed by the President, the Board of Directors,or amajority vote of the Membership at any regular or special meeting. The President shall be an *ex officio* member of all committees except the Nominating Committee.

**Article IX – Membership Meetings**

**Section 1:** In addition to the Annual General Election Meeting, at least one additional meeting per year shall be held at such time and place as may be determined by the Board of Directors.

**Section 2:** Written notices of meetings shall be provided to the Membership through its newsletter or other suitable media.

**Section 3:** Special meetings *may* be called by the President, a majority of the Board of Directors*,* or the request of fifteen (15) members of the Association. The purpose of any special meeting shall be stated in the request for the meeting*.* At least seven (7) days’ notice shall be given except in cases of emergency.

**Section 4:** Twenty-five (25) members of the General Membershipshall be considereda quorum.

**Article X – Parliamentary Authority**

**Section 1:** The rules contained in the current edition of Robert’s Rules of Order shall govern the Associationwhere those rules are applicable and not inconsistentwith these by-laws as amended, or any special rules of order that the Associationmay adopt.

**Article XI – Amendments to the By-Laws**

**Section 1:** These by-laws may be amended at meeting of the Association by a two-thirds (2/3) vote of the members present***.*** Proposed amendments shall besubmitted in writing either ata previous meeting or by newsletter or other mediaat least two (2) weeks prior to the meeting at which it is to be considered.

**Article XII – Elections**

**Section 1:** Officers shall be elected at the Annual General Meeting which shall be held after Labor Day and before Thanksgiving.

**Section 2:** Not less than two (2) weeks prior to the Annual General Meeting (see Article IX and Article XII), a Nominating Committee of at least three (3) members shall be named by the President. It shall be the duty of the Nominating Committee to nominate from the Membership willing candidates for the offices to be filled at the Annual General Election Meeting. The Committee shall report its recommendations prior to or at the Annual General Election Meeting. Additional nominations from the floor shall be permitted.

**Section 3:** Election of officers shall be by a majority vote. In the event that more than one candidate stands for an office, voting may be by secret ballot.

**Section 4:** If no candidate receives a majority of the votes cast, another vote shall be taken after eliminating all nominees except for the two candidates receiving the highest number of votes.