

CHAPELGATE COMMUNITY ASSOCIATION BY-LAWS

ARTICLE I: Community Definition.

Section 1. The name of the Association is, "The Chapelgate Community Association," hereinafter called, "Association."

Section 2. The Community shall consist of the following streets or addresses: Beltram Court, Burlington Drive, Cadbury Drive, Chapelgate Drive, Chapelview Drive, Edwards Drive, Farrara Drive, Greyswood Road, Hallock Drive, Huntover Drive, Passage Drive, Tenbrook Road, Waugh Chapel Road (# 763, 765, 767, 769, 771 and 773), and Wickell Road.

ARTICLE II: Objectives and Purpose.

Section 1. The Association will encourage the advancement of educational, civic, social, recreational, and economic interests of the Community.

Section 2. The Association will promote community pride and integrity, good faith, safety, health, and friendly relations among its members.

Section 3. The Association will represent the Community in the consideration and decisions of public policy in local, county, and state affairs.

Section 4. The Association will further harmonious relations with neighboring communities and civic associations in the greater Odenton area.

Section 5. The Association will maintain a nonpolitical, nonpartisan, nonsectarian and nonprofit posture with all funds being devoted to the furtherance of the Association.

ARTICLE III: Membership.

Section 1. Membership shall be available to persons, 18 years of age or older, owning or residing within the Chapelgate Community.

Section 2. Membership dues shall be payable by May 1. The membership year will run from March 1 through February 28 (29 in a leap year). New members may join at any time upon payment of annual dues. Any member in arrears past May 1 shall be considered inactive.

Section 3. Annual membership dues shall be paid by all members of the Association, in such amounts as fixed by the Executive Board and approved by a majority vote of the members at a membership meeting. Membership dues shall be for one household membership to include up to two voting members. Additional voting members can be added for an additional annual fee for each voting member.

Section 4. Any person(s), 18 years of age or older, who is a paying member can vote.

Section 5. No person(s) shall act in the name of the Association either in person or in writing, without prior written approval by the Executive Board. Any group of persons holding current membership in the Association may request permission to use the name of the Association for sponsorship of any function providing such group requests permission in writing to the Executive Board. The Executive Board may approve the sponsorship providing such group signs a certificate releasing association from any liability. This provision shall apply to those functions that are not organized by the Association.

ARTICLE IV: Membership Meetings.

Section 1. Business at all meetings shall be conducted as set forth in the latest version of Robert's Rules of Order, except when in conflict with the Articles of Incorporation, these by-laws, or written operating rules or procedures approved by the Executive Board of directors.

Section 2. The regular meetings of the membership shall be held a minimum of four (4) times per year at a time and place designated by the Executive Board.

Section 3. The annual election meeting of the membership of the Association at any time, provided at least three days public notice is given regarding the date, place, hour and purpose of such meeting and no other business shall be transacted.

Section 4. The President may call a special meeting of the membership at any time, provided at least three days public notice is given regarding the date, hour, place, and purpose of such meeting and no other business shall be transacted.

Section 5. The President shall call a special meeting of the membership to be held within thirty days after receiving a written petition requesting such by fifteen members or from a majority of the Executive Board. Such a petition shall state the purpose(s) of the special meeting.

Section 6. A quorum shall be the members present at the time the meeting is called to order.

Section 7. The Executive Board may designate any place as the place of meeting for any annual meeting or for any special meeting called by the Executive Board.

Section 8. Notice of all membership meetings providing the purpose of the meeting, place, day and hour shall be posted by direction of the President not less than three days prior to the meeting. Public notification shall consist of Community website(s), publications(s), and signage.

ARTICLE V: Executive Board of the Association.

Section 1. The Executive Board of the Association (hereinafter called "the Board") shall be the President, Vice President, Secretary and Treasurer, each of whom shall be elected by the current membership for a term of two years each. The President and the Secretary shall be elected together. The Vice President and Treasurer shall be elected together. A Sergeant at Arms may be appointed by

the President. Executive Board members shall not serve more than 1 term of two years in length in their elected office. Completing term of office does not constitute a full term.

Section 2. Members of the Association may not be elected to more than one position on the Executive Board.

Section 3. The Board will be responsible for the interpretation of these by-laws.

Section 4. Any member of the Board who fails to attend two consecutive regular meetings and who fails to notify the Board with a reasonable excuse for such absence may, upon majority vote by said Board members present at their Board meeting, be replaced and be so notified. Further, any Board member may be removed for non-performance of duties, upon majority vote by the Board members present at their Board meetings.

Section 5. In the event that a vacancy occurs among the Board, the Board shall, as soon as possible, appoint a member to fill said vacancy for the remainder of the term. The appointee shall be ratified by the general membership within sixty days.

ARTICLE VI: Duties of the Executive Board.

Section 1. The President shall preside at all meetings of the membership and of the Board. The President's responsibilities shall include:

- the general supervision of the affairs of the Association,
- nomination of such committees and agents as deemed necessary,
- together with the Secretary or Treasurer as authorized by the Board or the membership, the President shall sign all legal documents of the Association,
- shall make such reports to the Board or the membership as may be required,
- shall appoint an Auditing Committee once a year which shall include the Treasurer. The Auditing Committee will provide a formal written report to the Board,
- and shall perform all other duties incident to the office that are properly required by the Board or the membership.

Section 2. The Vice President shall assist the President in the performance of his or her duties and shall perform the duties and functions of the President in his or her absence.

Section 3. The Secretary's responsibilities shall include:

- keeping the minutes of all membership and Board meetings,
- having charge of the Association documents,
- signing such documents, in conjunction with the President as required, and recording the affairs of the Association,
- preparing and sending out all documents, which are requested by the President and approved by the Board,

- and making copies of the minutes of all meetings available to the President and the membership.

Section 4. The Treasurer shall be bonded in an amount set forth by the Board. The Treasurer's responsibilities shall include:

- receiving the dues and all other monies belonging to the Association,
- keeping the funds of the Association in a bank as the Board may designate,
- keeping accurate accounts of all financial transactions for the Association,
- reporting the financial status of the Association at regular meetings of the membership and the Board,
- submitting the books and records of the Association to be audited at the end of each fiscal year and upon demand of the Board,
- and serving on the auditing committee as set forth in Article VI, Section 1.

ARTICLE VII: Elections.

Section 1. The elections of the Board shall be held at the regularly scheduled election meeting of the Association. This meeting will be held in April and the officers shall assume their offices on May 1.

Section 2. The President shall appoint a Nominating Committee at the regular meeting preceding the election, to consist of at least three but not more than five members. The Nominating Committee will prepare a slate of nominees to be distributed prior to the election meeting. In addition to the nominations proposed by the Nominating Committee, nominations will be accepted from the floor prior to each election.

Section 3. Elections shall be done by written ballot. The person(s) receiving the highest number of votes will be elected.

Section 4. In case of a tie, re-votes shall be limited to those parties who are tied with the most votes. Tie votes are to be broken by a second polling of the membership present. If the same tie exists thereafter, the tie is broken by the toss of a coin by the President.

ARTICLE VIII: Committees.

Section 1. The Board may establish standing committees to carry out the normal operation of the Association. The members shall serve from the time of their appointment until terminated by the Board.

Section 2. The Security Patrol shall be a subsidiary committee of the Association and shall be headed by a Chairperson from the Security Patrol.

- Administration of the Security Patrol shall be the responsibility of the selected Chairperson, who will be responsible to the Board.
- Selection of the members of the Security Patrol shall be internal to the Security Patrol.

- Communication with the Association and the Security Patrol in conjunction with the Board shall determine the operation of the Security Patrol.
- The Chairperson of the Security Patrol may select an alternate member of the Patrol to attend Association meetings.
- The Chairperson will submit a budgetary request to the Board every six months or as needed with a request for approval.
- Normal operation of the Security Patrol will require no action by the President or the Board.
- Any fund-raising requirements involving community participation must be brought before the Board for acknowledgement, discussion with other committees involved, and approval by the Board.

Section 3. The Fund Raising Committee shall be a subsidiary committee of the Association and shall be headed by a Chairperson from the Fund Raising Committee.

- Administration of the Committee shall be the responsibility of the selected Chairperson, who will be responsible to the Board.
- Selection of the members of the Committee shall be internal to the Committee.
- Communications with the Association and the Committee shall be maintained through the Chairperson of the Committee or his appointed alternate.
- The Committee in conjunction with the Board shall determine the operation of the Committee.
- The Chairperson of the Committee may select an alternate member of the Committee to attend Association meetings.
- The Chairperson will submit a budgetary request to the Board of Directors every six months or as needed with a request for approval.
- Normal operation of the Committee will require no action by the President or the Board.
- Any fund-raising requirements involving community participation must be brought before the Board for acknowledgement, discussion with the other committees involved, and approval by the Board.

Section 4. The Communications Committee is identical to Article VIII, Section 3 with the addition that the Committee may notify the public via the means established in Article IV, Section 8.

Section 5. The Projects Committee is identical to Article VIII, Section 3.

Section 6. The Membership Committee is identical to Article VIII, Section 3 with the addition that the Committee Chairperson will ensure recruiting drives for new Association members are carried out. The Chairperson will ensure that a current roster of Block Captains is maintained and that an accurate membership roster is provided to the Secretary on a monthly basis.

Section 7. Special committees may be appointed by the President as deemed necessary. The President may delegate to those committees such authority and responsibility as deemed proper. Such committees shall perform their function for the duration of their assigned projects, program or tasks.

Section 8. All committees will provide a written monthly status report at the *general meeting*. Any committee not providing written reports at a meeting of the *Board* will not be eligible for funds until the next meeting of the *Board*.

ARTICLE IX. Payments.

Section 1. Payment for any non-budgetary items of the Association will be submitted in writing to the Board for approval.

Section 2. All requests for monetary gifts, donations, etc. are to be written and submitted to the Board for approval.

Section 3. All approved expenses incurred shall be paid by the Treasurer. No check will be released without a proper receipt detailing the services and/or purchases. All income, without deduction for expenses, shall be submitted to the Treasurer for deposit.

ARTICLE X. Amendments.

Section 1. The by-laws may be amended by a two-thirds vote of the members attending any meeting of the membership of the Association, provided a quorum is present. All such proposed amendments shall be submitted in writing and publicly announced to the membership with notice of the meeting at least two weeks prior to such meeting.

Section 2. These by-laws, and any amendments hereto, shall become effective at once upon adoption as provided above.

ARTICLE XI. Order of Business.

Section 1. All regular meetings of the general membership the order of Business shall be as follows:

- a. Reading of the minutes of the last meeting.
- b. Report of the Treasurer.
- c. Committee and special reports.
- d. Unfinished business.
- e. New business.

f. Adjournment.

Section 2. The order of business, as stated in the Article may be changed from time to time by the President or by a majority of the Executive Board.

Section 3. The rules contained in Robert's Rules of Order shall govern this Association in all cases where they are applicable, and in which they are not inconsistent with the by-laws or special rules of order of the Association.

ARTICLE XII. Dissolving the Association.

Section 1. Should the members decide to dissolve the Association, all funds and possessions of said Association shall be given to a non-profit organization that has served the Chapelgate Community. Organization to be determined by majority member vote at the last meeting.

OATH OF OFFICE

WE, THE OFFICERS OF THE CHAPELGATE COMMUNITY ASSOCIATION, AFFIRM THAT WE WILL CARRY OUT THE DUTIES OF OUR OFFICE TO THE BEST OF OUR ABILITY, IN ACCORDANCE WITH THE BY-LAWS OF THE ASSOCIATION, AND FOR THE BETTERMENT OF OUR COMMUNITY.