

# SEVEN OAKS EVANSWOOD CITIZENS' ASSOCIATION

of Silver Spring, Maryland

## Bylaws

### PREAMBLE

We, the citizens of the Seven Oaks Evanswood area believe that it is the right and duty of all citizens to take an active part in the affairs of their community, state, and nation. We understand that the best interests of our people and our community lie in the exercise of this right and privilege through peaceful assembly and community action. Therefore, we established this association and its bylaws (adopted September, 1968; revised September, 1975 May, 2001, and March, 2019).

### ARTICLE I – NAME

The name of this association shall be SEVEN OAKS EVANSWOOD CITIZENS' ASSOCIATION.

### ARTICLE II – OBJECTIVES

The objectives of this association are:

- (1) To form a body within its boundaries representative of the residential interests of the area as they relate to civic and community affairs; to promote the civic betterment of the area; and to work for the adoption of improved land use measures that will prevent deterioration of all land for residential use not zoned for other purposes; and
- (2) To encourage active participation and cooperation with other citizens associations or groups of associations in areas such as: civic, educational, recreational, and residential and commercial development matters; and
- (3) To secure and uphold the principles of and secure good government while remaining a non-partisan organization.

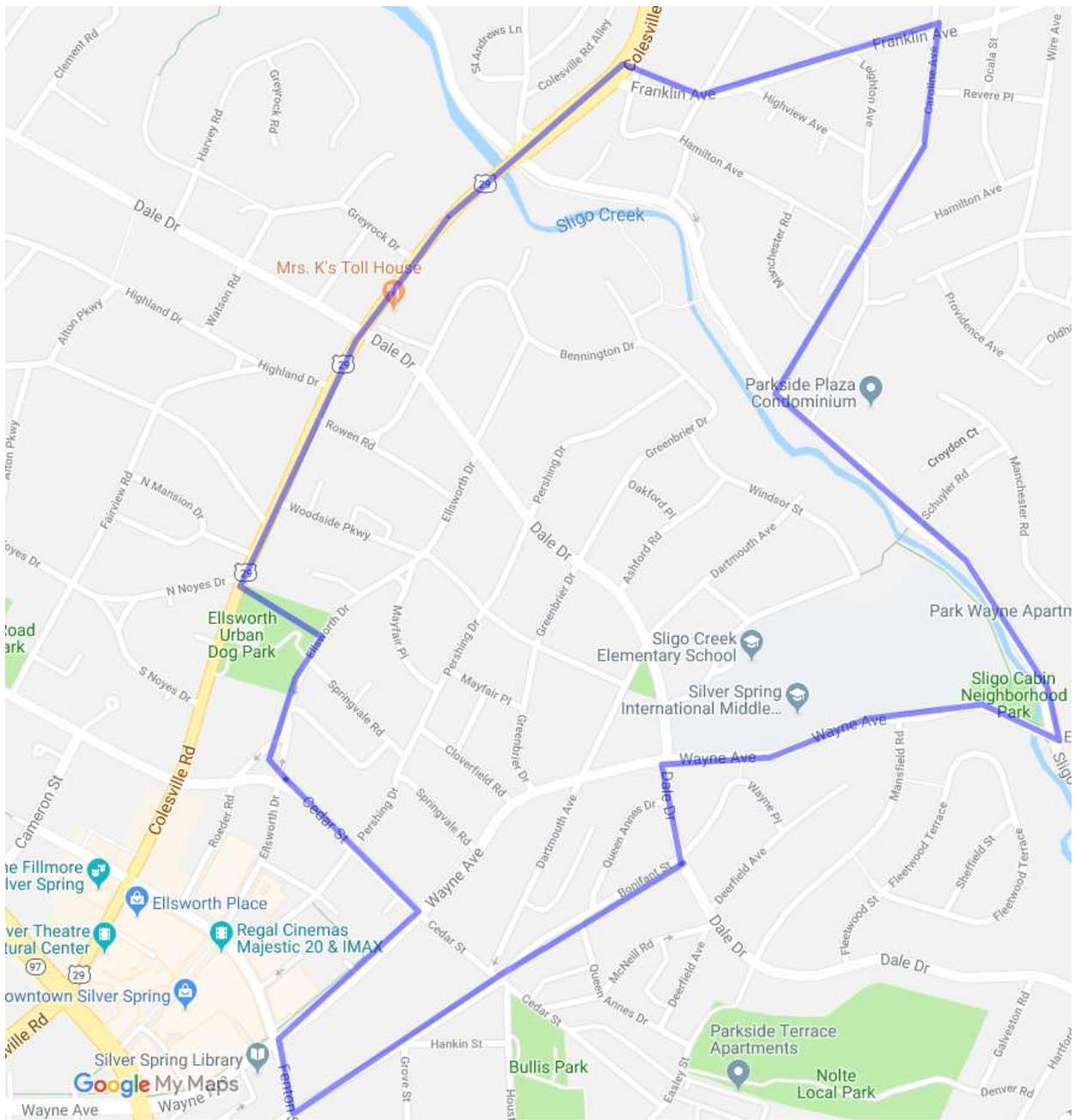
### ARTICLE III- BOUNDARIES

The Western Boundary begins at the intersection of Fenton Street and Bonifant Street and continues north on Fenton Street to Wayne Avenue. At Wayne Avenue, the boundary continues northeast to Cedar Street. At Cedar Street, the boundary continues west to Ellsworth Drive. At Ellsworth Drive, the boundary continues north to the northeastern corner of Ellsworth Urban Park. At the northern border of Ellsworth Urban Park, the boundary continues west to Colesville Road. From Colesville Road, the boundary continues northeast to Franklin Avenue.

The Northern Boundary begins at the intersection of Colesville Road and Franklin Avenue and continues east along Franklin Avenue to Caroline Avenue.

The Eastern Boundary begins at the intersection of Franklin Avenue and Caroline Avenue and continues south along Caroline Avenue to Sligo Creek Parkway. At Sligo Creek Parkway, the boundary continues south to Wayne Avenue.

The Southern Boundary begins at the intersection of Sligo Creek Parkway and Wayne Avenue and continues southwest to Dale Drive. At Dale Drive, the boundary continues south to Bonifant Street. At Bonifant Street, the Boundary continues southwest to Fenton Street.



#### ARTICLE IV – MEMBERSHIP AND VOTING

Any resident of a single-family home or a multi-family dwelling of not more than four units in the Association area, having attained 18 years of age, shall be eligible for membership. Current dues must be paid before the resident is deemed to be a member.

Members are eligible to vote on Association matters subject to the following restrictions:

- (1) They must be physically present when the vote is taken.
- (2) Their dues must have been paid.
- (3) No more than two (2) votes are allowed from any residence.

#### ARTICLE V – DUES

There shall be annual dues. They may be fixed or altered at a regular or special meeting of the Association, provided that proposed changes have been published in the newsletter immediately prior to that meeting. Dues shall be based on a residence of two (2) people. Single person residences shall pay one half of the regular dues. Dues shall be paid according to a schedule established by the Officers of the Association.

#### ARTICLE VI – FISCAL YEAR

The fiscal year for this Association shall be January 1 through December 31.

#### ARTICLE VII – OFFICERS AND THEIR DUTIES

The Officers of the Association shall be a President, either one or two Vice-Presidents, a Treasurer, and a Secretary. Officers must be members of the Association.

It shall be the duty of the President to call and preside at all meetings of the Association and the Executive Committee. Except as otherwise provided in this Article, the President shall appoint or remove chairpersons and members of the Executive, standing, or special committees, and shall be an ex-officio of such committees. Except as otherwise provided in Article VII the President shall appoint or remove, with the concurrence of the Executive Committee, delegates to civic or similar associations. The President shall make sure that a newsletter is prepared and made available to the membership. This newsletter shall be made available no later than one (1) week prior to each regular meeting, and shall contain, at a minimum, an agenda for the upcoming meeting, a list of speakers at the meeting, short background articles on each major issue that is on the agenda, and a list of the Association's Officers.

If, for any reason, the President is unable or unwilling to perform the designated duties, a Vice-President shall take his or her place and perform such duties, having the same authority as the President. In the absence of the President and Vice-President(s) from any meeting, the Treasurer and then the Secretary shall preside.

The Treasurer shall collect the monies due the Association from membership or other sources and keep an accurate record of all financial transactions. The Treasurer shall issue checks to cover usual and ordinary expenses of the Association and otherwise pay indebtedness approved by the Executive Committee or the membership. The Treasurer shall make an accounting whenever requested by the President or the Executive Committee.

The Secretary shall keep the Association's records (except the Treasurer's), including minutes of the meetings.

Members of the Executive Committee shall consist of the Association Officers and the Immediate Past President. If the Immediate Past President is unable or unwilling to serve as an Officer, the President may designate one previously-elected Officer to serve in place of the Immediate Past President. The Executive Committee shall meet upon the request of the President or on the request of a majority of its members. A quorum for the Executive Committee shall be four members. The Executive Committee shall expedite the handling of affairs of the Association in keeping with any established policies and may authorize special activities but may not incur unusual expenses. Members of the Executive Committee have the authority to bring matters of interest before the membership for consideration of the body.

#### ARTICLE VIII – ELECTION AND RECALL

The Officers of the Association shall be elected as follows:

The President shall ensure at least one (1) candidate for each office to be filled is nominated. Nominees shall be reported at the annual meeting at which time the presiding officer shall also call for nominations from the floor. The election shall be held at the annual meeting and shall be by secret ballot for any office for which two (2) or more candidates have been nominated. Officers elected at the meeting shall assume office just prior to the close of the meeting and shall serve for one (1) year or until their successor shall be elected.

In the case of vacancies in any elected office, such vacancy shall be filled at the next regular meeting. Nominations will be from the floor and election by acclamation or secret ballot.

Grounds for removal of an Officer for cause shall be presented in writing to one or more members of the Executive Committee, and if approved by at least three (3) members of the Executive Committee, shall be served upon the Officer. Thereafter the Officer so charged shall be accorded a fair and impartial hearing at a regular or special meeting of the Association. That hearing may only take place if the charges against the Officer have been mailed to every member at least ten (10) days before the meeting. Removal of an Officer for cause shall require a two-thirds vote of the members in attendance. No Officer who has been served with grounds for removal shall preside at, vote at, or, in any manner, exercise judgment in the accorded hearing.

## ARTICLE IX – MEETINGS

The annual meeting of the Association shall be held each year for the purpose of electing directors and transacting such business as may properly come before the meeting.

Regular meetings of the membership may be called by the President or by a majority of the Executive Committee. Notice of such meetings must be given to the membership at least thirty (30) days prior to the meeting.

Special meetings of the membership may be called by the President, by a majority of the Executive Committee, or upon petition of ten (10) or more members. Notice of such meetings and the reason therefore must be given to the membership at least five (5) days prior to the meeting.

Ten members of the Association in good standing, or 5% of the current membership, whichever is greater, shall constitute a quorum at any regular or special meeting of the membership.

## ARTICLE X – COMMITTEES

The Officers of the Association may designate and appoint one or more standing or special committees. The designation and appointment of any such committee and the delegation thereto of authority shall not relieve the Association Officers or Executive Committee any responsibility imposed upon them.

## ARTICLE XI – AMENDMENTS TO BY-LAWS

The bylaws of this Association may be amended at any regular or special meeting of the Association. Amendments must be approved by a two-thirds affirmative vote of the members present.

- (1) Before the Association considers an amendment, the President shall make available to the membership the current bylaws and proposed amendment. Consideration of the amendment shall take place at the next regular or special meeting.

## ARTICLE XII – ASSOCIATION PROPERTY

All funds, records, or other property of the Association shall be turned over to the Association at the conclusion of a term of office or other assignment.

## ARTICLE XII – RULES OF ORDER

Robert's Rules of Order shall govern in any case where a matter of parliamentary procedure is raised, unless otherwise provided herein.

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