

# CONSTITUTION

## EAST SILVER SPRING CITIZENS' ASSOCIATION

(As revised, April, 1978; March 2007; April 2013)

### Article 1

#### NAME AND AREA

- Section A. The name of this organization shall be the East Silver Spring Citizens' Association (ESSCA), hereinafter referred to as the "Association".
- Section B. The area represented by the Association shall be that portion of Silver Spring, Maryland, bounded by Georgia Avenue, Bonifant Street, Dale Drive, Piney Branch Road, corporate limits of Takoma Park, and the B & O Railroad tracks.

### Article II

#### OBJECTIVES

- Section A. The objectives of the Association are:
- (1) To serve as a means of uniting residents, and for promoting the civic betterment of the area;
  - (2) To encourage active involvement of residents in all matters of civic, environmental, educational, recreational, social, residential, and commercial development and maintenance in the area;
  - (3) To uphold the principles of good government while remaining a politically non-partisan organization.

### Article III

#### MEMBERSHIP REQUIREMENTS

- Section A. Any resident or property owner of the area, having reached the age of eighteen years, may become a member and retain membership by paying annual dues, as specified in Article IV. Anyone not satisfying the above requirements may join the Association as an Associate Member upon payment of annual dues. Associate Members shall have all rights of full membership except that of voting, holding office, or becoming Standing Committee Chairman.

Article IV

DUES

- Section A. There shall be annual dues in this Association as provided in the By-Laws. The dues of the Association shall be determined by the membership upon recommendation of the Executive Committee at the regular May meeting of each year. Dues shall be due on October 1 of each year and a grace period of two months shall be allowed before a delinquent member is removed from the rolls. The Treasurer and Hospitality and Membership Chairperson, after consulting with the President, shall notify those members who have not renewed by November 1. If said dues are not received by the December meeting date, then the delinquent member will be removed from the rolls. As a condition of eligibility to vote in the election of officers, all members' dues and dues of new members must be paid up before the election.
- Section B. Members who are still delinquent by the March meeting shall be notified by the Treasurer that they are in arrears.

Article V

OFFICERS AND EXECUTIVE COMMITTEE

- Section A. The officers of this Association shall be President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. The officers, the immediate Past President, and Chairperson of active Standing Committees shall comprise the Executive Committee.
- Section B. If an officer files for public office, the office shall automatically become vacant.

Article VI

ELECTIONS

- Section A. The officers shall be nominated as follows: the President shall appoint by February 1 of each year a nominating committee of at least one member. The committee shall obtain the consent of at least one candidate for each office and shall present its nominations to the Association at the regular March meeting of the same year. Nominations may also be made from the floor at the March or April meeting, or may be submitted to the nominating committee no later than 30 days before the election, all nominations contingent upon the consent of the person nominated.
- Section B. The election shall be held at the May general meeting. The day, place, and names of nominated candidates shall be announced in writing to the membership by the Corresponding Secretary at least seven days before the election meeting.

Section C. To be eligible to hold office, a person shall have been a member for at least one year prior to election. No person shall hold more than one office at a time. All officers shall be elected annually and shall take office upon the election. A vacancy in any office, other than the Presidency, shall be filled by the Executive Committee.

Section D. Election to any office for which there is more than one nominee shall be conducted as follows: members present and qualified to vote shall cast their votes by ballot for the individual office. A teller appointed by the President shall collect ballots and tally the votes. Each candidate shall be entitled to one auditor of the vote count. The candidate receiving the largest number of votes shall be elected.

### Article VII

#### REMOVAL FROM OFFICE

Section A. An officer or member of the Executive Committee may be removed from office after a fair hearing at a regular or special meeting of the Association by vote of a majority of members present. Notice of such a hearing must be included in the meeting notice sent to the membership at least seven days prior to the meeting. The hearing may be held only if the person who is subject to dismissal is present or if at least three-fourths of members present vote to proceed in absence of said person. The members present shall elect a special chairperson to conduct the hearing. Candidates for Special Chairperson shall be nominated from the floor and elected by a show of hands.

### Article VIII

#### DUTIES OF OFFICERS

Section A. The President shall be the chief executive officer of the Association. He shall preside at all meetings and may call special meetings of the Association. He shall also call the meetings of the Executive Committee. He shall appoint, with the advice and consent of the Executive Committee, special committees, and delegates to outside organizations. He shall, to the best of his ability, see that the committees and delegates function. He shall request regular committee reports and shall refer matters of business to the appropriate committees.

Section B. The Vice President shall assist the President, and shall perform the duties of the President in his absence. It shall be the duty of the Vice President to plan the programs for the Association. In the event that the Presidency is vacated, the Vice President shall succeed to the Presidency.

- Section C. The Treasurer shall receive all dues and contributions to the Association, care for funds of the Association, and disburse such funds for the Association upon approval of the Executive Committee. The President shall be authorized to sign checks and petty cash vouchers in the absence or disability of the Treasurer. The Treasurer shall keep correct account of the funds and shall report the status of the Treasury at each meeting of the Association. Records shall be subject to review by the Executive Committee and examination by an Audit Committee appointed by the succeeding President. The Audit Committee shall submit a written report covering the examination of such records or the preceding year at the first regular meeting of the following year. The Treasurer shall be responsible for the timely filing of all tax returns required by Federal and State law. In the absence of the President and Vice President, the Treasurer shall perform the duties of the President.
- Section D. The Recording Secretary shall keep Association records, minutes of regular and special meetings of the Association and Executive Committee, and shall assist the Corresponding Secretary as necessary in preparing letters and resolutions of the Association. The Recording Secretary shall enter approved minutes in a record file, to be transferred with previous years' records by June 1<sup>st</sup> to the newly elected Recording Secretary. In the absence of the President, Vice President, and Treasurer, the Recording Secretary shall perform the duties of the President.
- Section E. The Corresponding Secretary shall notify the members of all meetings of the Association, and shall handle all Association correspondence by direction of the President. Copies of correspondence shall be turned over to the Recording Secretary for inclusion in the record file. In the absence of all other officers, the Recording Secretary shall perform the duties of the President.

### Article IX

#### COMMITTEES

- Section A. Standing Committees of the Association shall be appointed as provided in the By-Laws.
- Section B. Special Committees may be appointed at the discretion of the President. Their chairmen may be invited to attend Executive Committee meetings but shall have no vote.

Article XMEETINGS

- Section A. The Association shall hold regular bi-monthly meetings except in June, July and August, unless otherwise determined by the Executive Committee. Special meetings may be called by the President, by the Executive Committee, or by majority vote of members present at a regular meeting. Business to be conducted at a special meeting shall be confined to the purpose for which the meeting was called. Members present shall constitute a quorum to transact business at any regular or special meeting. Written notice of all meetings shall be sent to the membership in advance.
- Section B. The Executive Committee shall hold regular bi-monthly meetings unless otherwise specified by the Executive Committee or President.

Article XIAMENDMENTS

- Section A. A motion to make simple amendments to the Constitution shall be submitted at a regular meeting. The motion shall then be referred to the Executive Committee. The Executive Committee shall then report its views on the proposed amendment at the next regular meeting, at which time the Association shall vote on the original motion and any amendments thereto. A two-thirds vote of the members present shall be necessary to carry a motion to amend the Constitution. Notification of pending proposal to amend the Constitution shall be given in the announcement of the regular meeting at which amendatory action is scheduled.
- Section B. Major revisions of the Constitution shall be reviewed by a committee of at least three members appointed by the President. The committee shall make its recommendations to the Executive Committee within two months time. The Executive Committee shall then report the amendments and its views thereon at the regular meeting following the receipt of the committee's recommendations. A two-thirds vote of the members present at the following regular meeting shall then be necessary to pass the proposed amendment. Notification of pending proposal to amend the Constitution shall be given in the announcement of the regular meeting at which amendatory action is scheduled.

Article XII

BY-LAWS

Section A. By-Laws shall be established and shall consist of rules and procedures for implementing Articles of the Constitution. They may be proposed by the Executive Committee or submitted by any member for a majority vote of the qualified members present at a regular meeting. Notification of proposed By-Laws or amendments to the By-Laws shall be given in the announcement of the regular meeting at which time they will be voted on.

Article XIII

INCORPORATION

Section A. The Association may incorporate as a non-profit Citizens' Association under the General Laws of the State of Maryland authorizing the formation of corporations, upon the initiation of the Executive Committee, or the membership at a regular meeting.

## BY-LAWS

## EAST SILVER SPRING CITIZENS' ASSOCIATION, INC.

(As revised October 1975, January 1997)

Article 1DUES

Individual members' dues shall be \$10.00 per year and dues for family membership (including all family members 18 years and older) shall be \$10 per year.

Article 2STANDING COMMITTEES

## A. NAME AND DESCRIPTION

## 1. PROGRAM AND PUBLICITY

This committee helps to plan the agenda for the general meetings and, if appropriate, arranges for speakers. It helps to compile and dispense information for the members, and to notify them of meetings and other special events, and publicizes, through the newspapers, radio, and other means, the accomplishments and activities of the Association.

## 2. ENVIRONMENTAL IMPROVEMENT

The Environmental Improvement committee is responsible for noting, and calling the attention of appropriate County Agencies to, detrimental conditions in the residential areas which can be corrected through enforcement of laws, or repairs or improvements by the County and other jurisdictions. An annual "windshield" survey of the residential area will be made by several teams to observe such conditions, with follow-up to insure remedial action and note recurring or new problems. In addition to instances of neglected or deteriorating property, zoning violations, such as those relating to occupancy, will be reported on.

## 3. BEAUTIFICATION

This committee is concerned with improving the appearance of public areas which have become run-down and encouraging store owners to make their properties more attractive so as to improve the overall appearance of the community.

## 4. PLANNING, ZONING, AND PUBLIC WORKS

This committee is responsible for (1) the study of East Silver Spring area needs in terms of public and private facilities and area land use; (2) the development of planning concepts and guidelines and related planning documents to be included in the East Silver Spring Citizens' Association, TESS and County-wide Master plans; (3) the review of zoning changes and special exceptions requested in the East Silver Spring area and the presentation of its recommendations to the Citizens Association and ultimately to the appropriate county agency or agencies; (4) the development of proposals for public works projects in the East Silver Spring area for submission to Citizens' Association and the County government.

## 5. HOSPITALITY AND MEMBERSHIP

This committee provides coffee, cookies, and other refreshments at the general meeting so as to encourage people to converse and to meet with one another. It helps to get residents of the community to join our Association and provides a pleasant atmosphere at the meetings so that both old and new members may be in contact with others, It also has responsibility for organizing campaigns, drives, etc. aimed at obtaining and maintaining Association members

## 6. HISTORIC RESEARCH COMMITTEE

This committee researches and provides information on the historic resources present within the Citizen's Association boundaries. This committee shall serve as the interface between the Citizen's Association and elected and appointed officials and staff involved in the nomination, preservation and maintenance of said resources.

## B. MANNER OF SELECTION

The President, with the advice and consent of the Executive Committee, shall appoint Standing Committee Chairmen.

Article 3INCORPORATION

If the Association incorporates, the directors shall be the current officers, the post office address will be that of the President, and the name and post office address of the resident agent of the Corporation shall that of the President.