

CONSTITUTION OF THE BANNOCKBURN CIVIC ASSOCIATION (2014)

[Drafted 3/11/14]

Article I. Name

This organization shall be known as the Bannockburn Civic Association (BCA)

Article II. Purpose

The purpose of this organization shall be to promote the general welfare and community interests within the area represented by the Association.

The Association shall represent the community in matters relating to the affairs, regulations, procedures, and proposed projects of the Montgomery County government.

The Association will collaborate with other community organizations on matters of mutual interest, such as the Bannockburn Community Incorporators (BCI), the Bannockburn Community Club (BCC), the Bannockburn Nursery School (BNS), Neighbors Assisting Neighbors (NAN), and such other organizations.

Article III. Territorial Boundaries

The territory of the Association includes all properties from which one can access the Bannockburn Clubhouse from said property without crossing/touching Wilson Lane, MacArthur Boulevard, Goldsboro Road or River Road – or someone’s private property. See geographical map in the 2013 Bannockburn Community directory.

Article IV. Membership

A member is defined as an individual or household paying the Association’s annual dues. Members who move out of the area may elect to maintain their membership continuously by paying annual dues. Annual membership commences on September 1 and expires on August 31 of the following year. A voting member is a member who lives in the Territorial Boundaries as specified in Article III.

Article V. Dues

Dues will be set by the Executive Board for each subsequent membership year. Newcomers may, but are not required, to pay dues until the beginning of the next membership year. A newcomer is defined as an individual or household that has not previously joined the BCA. The membership of any member who joins after September will expire the following August 31.

Article VI. Executive Board

Section 1. Function.

There shall be an Executive Board, the duty of which is to manage, conduct, and have general supervision over the affairs of the Association.

Section 2. Executive Board Membership.

The Executive Board shall be elected at the annual membership meeting from among the members in good standing of the Association. It shall consist of a minimum of 6 members and no more than 12 members with a quorum of 6 members.

Section 3. Officers.

The Executive Board shall elect its own Officers from among the elected members of the Board.

The Officers shall be: President, Vice President, Secretary, Treasurer, and such other positions as the Board determines to be necessary for the orderly functioning of the Association. The Officers of the Executive Board shall be the Officers of the Association. The Chairman of the Executive Board shall be the President of the Association.

Section 5. Meetings.

Executive Board meetings shall be held monthly from September through May. A quorum for the transaction of business at any Executive Board meeting shall consist of six (6) members of the Executive Board. All Executive Board meetings shall be open to Association members. Whenever practicable, the Executive Board shall announce, in the Association newsletter or neighborhood social media, the dates, times and places of its meetings.

An Annual Meeting of the Executive Board shall be held in May. At the Annual Meeting, the Executive Board shall (i) select, from among their number, the Association Officers, Standing Committee Chairs, and Delegates, and (ii) transact any other necessary business.

Special Executive Board meetings shall be held at the call of the President.

Section 6. Voting.

Every member of the Executive Board shall be entitled to vote on any matter coming before the Board.

Article VII. Election of Executive Board Members

Section 1. Term of Office.

Members of the Executive Board elected at the Annual Meeting of the Association shall serve a one year term of office. There is no limit on the number of one-year terms that may be served.

Section 2. Conduct of Elections.

The election of Executive Board members shall be placed on the agenda of the Annual Meeting. Notice of the Annual Meeting shall be distributed to every Association member household at least two weeks before the Annual Meeting. Notification in the Newsletter or neighborhood social media satisfies this requirement. Such notice shall include the names of candidates proposed by the Nominating and Elections Committee under Section 3, and of any other candidates proposed under Section 4 of this Article.

Section 3. Nominating and Elections Committee.

At least three months before the Annual Meeting and election, the President shall appoint a Nominating and Elections Committee, consisting of the Chairman and at least two other Association members in good standing.

The Nominating and Elections Committee shall submit to the President a written report identifying proposed candidates not later than one month before the Annual Meeting. A list of these candidates shall be included in the Notice of the Annual Meeting referenced in Section 2 of this Article.

Section 4. Other Candidates.

Nominations of additional candidates may be made by any group of ten or more Association members in good standing. Such nominations shall be presented to the President in writing no later than one month before the Annual Meeting. The list of candidates so nominated shall be included in the Notice of the Annual Meeting referenced in Section 2 of this Article.

Section 5. Consent of Nominees.

The consent of each nominee must be obtained in advance of any nomination.

Section 6. Election Procedure.

Election of Executive Board members shall be by secret, written ballot unless dispensed with by unanimous consent of members present at the Annual Meeting. The election shall be conducted in a manner prescribed by the Nominating and Elections Committee. A majority of all votes cast is required for election. At its first meeting following the annual election, the Executive Board members shall elect Board Officers from among their number.

Section 7. Vacancies.

In the event that a member of the Executive Board leaves office, the President, with the concurrence of a majority of the members of the Board, shall designate a replacement to serve until the next annual election. At that time, a member of the Association shall be elected to serve for the remainder of the term.

Article VIII. Other Appointments

Section 1. Committees.

Upon vote of the membership at a meeting, or with the advice or concurrence of a majority of Executive Board members, or upon his own initiative, the President may at any time create committees. The President shall designate Chairmen or Co-chairmen for any such bodies, to serve at her/his pleasure. Such committee officials need not be selected from among the members of the Executive Board. Each such Chairman or Co-chairman not a member of the Executive Board shall vote at Board meetings only on matters under the jurisdiction of his/her committee.

Article IX. Civic Representations.

BCA is entitled to represent the Bannockburn community before various local organizations.

Section 1. Glen Echo Park Partnership for Arts and Culture.

Under a current agreement of collaboration, BCA is entitled to a representative to serve on the Board of the Glen Echo Park Partnership for Arts and Culture (GEPPAC).

Section 2. Conduit Road Fire Board.

There is a long history of Bannockburn's support of the Conduit Road Fire Board when it moved from Glen Echo (MacArthur Boulevard) to Massachusetts Avenue. BCA is entitled to appoint a representative to that organization's Board, and that individual will report back to the Association at least annually.

Section 3. Western Montgomery Community Advisory Board.

The Western Montgomery Community Advisory Board and the Montgomery Council of Civic Associations invite participation of local civic groups. The President of BCA, with no objections from the Board, may identify members to represent BCA to these and similar organizations, and expect them to provide reports of such meetings.

Article X. Amendments

This Constitution may be amended by a two-thirds vote of all of the members in good standing present and voting, or by unanimous decision, at the Annual Meeting, provided that such

amendment(s) shall have been placed on the agenda of the Annual Meeting and that a written copy of the proposed amendment(s) shall have been distributed to every member-household at least two weeks in advance of the meeting.

