

BYLAWS OF BOYDS CIVIC ASSOCIATION

ARTICLE I. STATEMENT OF PURPOSE

This Organization, to be known as the BOYDS CIVIC ASSOCIATION (BCA), shall be organized to represent the members of the community of Boyds, Maryland, in their dealing with the county, state, and federal governments and to assure that Boyds develops as a rural, residential community.

ARTICLE II. BOUNDARY

The BCA boundary is all property served by the Boyds Post Office, zip code 20841.

ARTICLE III. MEMBERSHIP

- Section 1. Eligibility: Membership shall be open to all residents, property owners and businesses within the BCA boundary as described in Article II of these bylaws.
- Section 2. Dues: Yearly dues are \$20 per individual, household, business or other entities (i.e. church) payable in January.
- Section 3. Voting: Eligibility to vote requires a voting member to be in attendance at a BCA meeting and current with dues. Each voting member shall be entitled to one vote. Voting eligibility is verified by the treasurer at meeting sign-in.

ARTICLE IV. OFFICERS

- Section 1. Voting members of the association shall nominate and elect the officers of the BCA. The BCA officers shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the annual meeting in January. BCA officers are President, Vice President, Secretary, and Treasurer. These officers shall comprise the Executive Committee. In the event of a vacancy, the President shall appoint a member to complete the unexpired term in coordination with the Executive Committee.
- Section 2. Duties:
- a. Executive Committee:
 - (1) Shall review and approve the agenda for regular and special BCA meetings.
 - (2) Shall review and approve BCA website and social media content.

(3) Shall approve expenditures below \$500, not to exceed 5% of treasury balance. All other expenditures require approval by a majority of BCA eligible members present at the meeting when the expenditure comes up for vote.

b. President:

(1) Shall preside at all meetings of the association and maintain order therein. The President shall put all questions, when duly seconded, to a vote and announce their disposition.

(2) Shall act for, and in behalf of, the membership of the association.

(3) Shall appoint any committees necessary for the operation of association business. The President shall be an ex-officio member of all committees with exception of Nominating and Audit committees.

(4) Shall act as official spokesperson for the association.

c. Vice President:

(1) Shall assist the President in all matters, particularly with setting the agenda for upcoming meetings and orderly execution of association meetings.

(2) In the absence of the President, Vice President assumes all of the duties of that office.

(3) Shall maintain roster of BCA members.

(4) Shall record attendance at each BCA regular or special meeting.

(5) Shall maintain and update BCA website and social media accounts.

d. Secretary:

(1) Shall keep a permanent record of all meetings and all legal documents and legal transactions of the association.

(2) Shall transcribe the minutes of each meeting and maintain a file copy of same.

(3) Shall notify members of the time and place of regular and special meetings.

(4) Shall append the Treasurer report to the minutes.

e. Treasurer:

(1) Shall collect membership dues and contributions to the association. The Treasurer shall track which BCA members have paid their dues and provide updated list to the Executive Committee.

- (2) Shall keep all financial receipts and a permanent record of all financial business of the association.
- (3) Shall present a current financial report at each meeting.
- (4) Shall annotate all expenses authorized by Executive Committee or member votes in financial records by the date approved by either Executive Committee or BCA meeting minutes.
- (5) All checks drawn by the association shall bear the signature of the Treasurer or the President.
- (6) Shall prepare and submit financial records to the Audit Committee at the October meeting.
- (7) Shall assist the Vice President in recording attendance.

ARTICLE V. COMMITTEES

Section 1. Standing Committees:

- The President shall have the power to appoint committees as necessary to serve the purposes of the association. The President shall be an ex-officio member of all standing committees.
- Each standing committee will be established with a defined purpose and function approved by the Executive Committee. Each standing committee will be reconfirmed by the President annually at the January meeting. If not reconfirmed, the committee will close at the end of the January meeting.
- All committees serve in the interest of the BCA and are subject to the oversight of the Executive Committee.
- The establishment of a committee will be reported to the association at regular meetings. Each standing committee will consist of a chair and a minimum of two (2) other members. Committee's purpose and members will be posted to the BCA website. Committee chairs are required to brief the association on status of the committee at all regular meetings.

Section 2. Special Committees:

- (a) Nominating Committee: The President shall appoint a Nominating Committee of three (3) members at the October meeting of each year. This Committee shall nominate candidates for each office. Names of candidates shall be reported to the members one (1) week in advance of the January election. Additional nominations may be made by any member in good standing from the floor at the election meeting.
- (b) Audit Committee: The President shall appoint an Audit Committee of three (3) members at the October meeting of each

year. The committee shall audit the financial records of the BCA and report to the membership at the January meeting.

ARTICLE VI. MEETINGS

- Section 1. Regular Meetings: Regular meetings of the BCA shall be held on the third Thursday in the months January, April, July and October of each year. Every reasonable effort will be made to notify all interested parties and members of the Association of upcoming meetings. The agenda for BCA meetings will be posted to the website. All meetings shall be public and open to any interested persons.
- Section 2. Annual Meeting: The regular meeting held in January of each year shall be designated as the annual meeting of the association.
- Section 3. Special Meeting: The President may call a special meeting as required for the business of the association. Any eligible voting member may request a special meeting through the Executive Committee for approval. If approved by the Executive Committee, notice of such meetings shall be given at least seven (7) days prior to the meeting and must specify the subject of the meeting.
- Section 4. Quorum: A quorum shall be established by ten (10) or more members of the Association.
- Section 5. Rules of Order: BCA meetings shall be conducted according to Roberts Rules of Order (<http://www.robertsrules.org>).

ARTICLE VII. NOMINATIONS, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

- Nominations of BCA officers will be made with a slate presented by the nominating committee. Additionally, nominations may be made from the floor at the annual meeting.
- Election of officers shall be held on the same meeting as the nominations.
- Upon installation of the new officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing Officers shall be submitted to the newly elected counterpart within fourteen (14) days of the installation.
- Any officer can be removed from office by a vote of two-thirds (2/3rd) of members present at a special meeting that has been requested fourteen (14) days in advance for this purpose.

ARTICLE VIII. AMENDMENT OF BYLAWS

- These bylaws may be amended by a vote of two-thirds (2/3rd) of members present at any regular meeting of the BCA or special meeting called for that announced purpose.

- Proposed amendments shall be distributed to the membership and posted to the BCA website and social media at least fourteen (14) days prior to the meeting at which such amendment is to be considered.

ARTICLE IX. GENERAL

- If any part of the bylaws, or the application thereof, is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- No officer, representative, spokesperson or member shall have any liability of the BCA.
- No officer, representative, spokesperson or member shall discriminate in employment and delivery of services in the exercise of the association. We will not deny service to, or otherwise discriminate against, any person on the basis of race, color, religion, gender, sexual orientation, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.

DATE ADOPTED: _____

SIGNATURE
Hammet Hough/President

SIGNATURE
Catherine Reese/Vice President

SIGNATURE
Maggie Bartlett/Secretary

SIGNATURE
Chris Arndt/Treasurer