

CONSTITUTION AND BY-LAWS OF THE CAPITOL VIEW PARK CITIZENS ASSOCIATION

Last amended: November 21, 2019

ARTICLE I

Name: The name of this Association shall be "The Capitol View Park Citizens Association."

ARTICLE II

Purpose: The purpose of the Association is to foster and advance issues of public interest in Capitol View Park and vicinity.

ARTICLE III

Membership: A Member is defined as a household within the Capitol View Park Subdivision. A Household is defined as single family home or single residential unit within a multi-family home. A Voting Member is defined as a Household whose dues are current, as per Article V, Section 2, and each such Household will have one vote. Rental units will be represented at the direction of the owner of said unit by either the owner or the renter. Each Voting Member has the right to a single vote.

ARTICLE IV

Parliamentary Authority: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Association may adopt.

ARTICLE V

Section 1. **Fiscal Year:** The Fiscal Year of the Association shall be January 1st to December 31st.

Section 2. **Dues:** The dues shall be \$25.00 per Household per Fiscal Year. Dues shall be applied towards community activities including but not limited to the community newsletter, social gatherings, association memberships, and community beautification efforts.

Section 3. **Contributions:** No further fees, dues, or assessments shall at any time be required, but voluntary offerings for special purposes may be solicited or authorized by the Executive Committee.

Section 4. **Treasury:** All estimated expenditures for community activities (as provided in Article V, Section 2) shall be approved by the Executive Committee prior to being incurred. The Treasurer upon receipt of a bill shall make disbursements from the monies of the Association as authorized by the Executive Committee. Payments shall be made by check or electronic transfer which shall be signed by the President or the Treasurer or in the absence of one or the other, any Officer designated by the President.

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Reimbursements from the treasury to an authorized signer on the bank account of the Association shall require a signature by a different authorized signer.

Section 5. **Audit:** Prior to the Annual Meeting, the Executive Committee, upon the written request of three or more Members, shall appoint a special committee of Voting Members to audit the books of the Association. The special committee members shall not include any member of the Executive Committee. The special committee shall present the report at the Executive Committee meeting prior to the Annual Meeting. The Treasurer shall present a financial report at the Annual Meeting.

Section 6. **Notifications:** Any official notifications of the Association shall be made in writing and distributed to the Members by printed or electronic means as specified by the Executive Committee.

ARTICLE VI

Section 1. **Officers:** The Officers of the Association shall be: President, Vice President, Secretary and Treasurer. Their duties shall be those that usually pertain to their offices.

Section 2. **Roles and Responsibilities**

- a. **President:** It shall be the duties of the President to preside at all meetings of the Association and to perform all the duties usually pertaining to the office. The President shall represent the Association at regional community and government meetings.
- b. **Vice-President:** In the absence of the President, the Vice-President shall perform all duties of the President. In addition, the Vice-President shall maintain, update and distribute the Constitution and By-Laws of the Association.
- c. **Treasurer:** The Treasurer shall receive and safely keep all monies of the Association and disburse the same appropriately. The Treasurer shall maintain a current accounting of dues paid Members for the tracking of Voting Members. In addition, the Treasurer shall present a financial report at each Annual Meeting.
- d. **Secretary:** The Secretary shall keep the minutes of all Association proceedings, record the same and give notice of all Association meetings.

ARTICLE VII

Section 1. **Composition of the Executive Committee:** The President, Vice President, Secretary, Treasurer and immediate Past-President, together with a maximum of six other elected members, shall constitute the Executive Committee.

Section 2. **Roles and Responsibilities:** All matters addressed by the Executive Committee shall be decided by a majority vote of at least one-half of the members of the Executive Committee. In the event that Executive Committee members are absent,

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votes may be collected by telephone or electronic means. The proposed motion must be communicated to all Executive Committee members prior to any member's telephone or electronic vote.

ARTICLE VIII

Section 1. **Committees:** Any number of Standing Committees or Ad Hoc Committees may be formed or dissolved as needed by a majority vote of the Executive Committee. Each such Committee shall have at least one member of the Executive Committee as a member.

Section 2. **Roles and Responsibilities:** Each Standing Committee or Ad Hoc Committee shall be responsible for conducting its business, regularly reporting status to the Executive Committee, and advocating its area of responsibility as authorized by the Executive Committee.

Section 3. **Standing Committees:** The Association shall have the following Standing Committees: Events Committee, Safety Committee, Beautification Committee, Welcome & Membership Committee, and Outreach Committee.

ARTICLE IX

Section 1. **Nominations and Elections:** Nominations to fill any and all elected positions on the Executive Committee shall be solicited from the Members at least two weeks in advance of the Annual Meeting during which the election will be held. In addition, nominations from the floor during such Annual Meeting shall be sought for any and all elected positions on the Executive Committee. Positions will be elected from among the nominees by simple majority vote of all Voting Members in attendance at the Annual Meeting.

Section 2. **Term of Office:** The Executive Committee shall assume office on January 1st after the election, and shall remain in office for the duration of the Fiscal Year. Officers and other members of the Executive Committee shall not serve more than three consecutive terms in office unless this restriction is suspended by a two-thirds vote at the Annual Meeting.

Section 3. **Vacancies.** A vacancy on the Executive Committee will occur whenever any Officer or other member of the Executive Committee resigns from the Executive Committee or fails without justifiable excuse to attend three consecutive Executive Committee meetings (including Executive Committee meetings held in association with an Annual Meeting). A vacancy shall be declared by a majority vote of the Executive Committee. Nominations to fill the vacancy shall be solicited from the Members, shall be limited to Voting Members only, and presented at the next regular meeting of the Executive Committee. The remaining members of the Executive Committee shall by

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majority vote appoint a Voting Member from the available candidates to fill the vacancy for the remainder of the term.

ARTICLE X

Section 1. **Annual Meeting:** There shall be a minimum of two Annual Meetings of the Association per Fiscal Year. One meeting shall be held between October and December during which time elections called for in Article IX, Section 1 shall be conducted. Each Annual Meeting shall be open to all Members.

Section 2. **Special Meeting:** The President, or in the absence of the President, any other Officer designated by the President, shall call for a Special Meeting of the community on receiving a written request signed by ten or more Voting Members stating the business to be conducted. No business apart from that called for in the original request will be entertained at such a meeting. The Executive Committee may also call a Special Meeting of the community at any time. Notice shall be given of any Special Meeting at least two weeks in advance of the time set for it. Each Special Meeting shall be open to all Members.

Section 3. **Quorum:** A quorum shall consist of twenty percent of Voting Members or five percent of Households present at the Annual or Special Meeting. No Association business shall be conducted without a quorum.

Section 4. **Executive Committee Meetings:** The Executive Committee shall meet as often as needed to conduct its business.

Section 5. **Officer and Committee Meetings:** Officers shall meet separately, if needed, solely to conduct administrative business. Each Standing or Ad Hoc Committee shall meet separately, as needed, solely to conduct business related to its area of responsibility.

Section 6. **Minutes:** Minutes shall be kept of all Annual, Special and Executive Committee meetings. These minutes shall be made available to the Association.

ARTICLE XI

Amendments: Notice of amendments and alterations to the Constitution and By-Laws of the Association shall be given to the Association at least one month prior to holding a vote on such changes. Such notice shall be in paper or electronic form. The changes shall also be presented at the next Annual or Special Meeting during which the changes shall be considered by the Association for adoption. A two-thirds vote of all Voting Members present, provided the quorum is met, at such Annual or Special Meeting is required to adopt the changes.