

CONSTITUTION OF THE HILLANDALE CITIZENS ASSOCIATION

As Revised to January 2008

Preamble

We, the residents of Hillandale, Montgomery County, do hereby organize this Citizens Association for the purpose of promoting the general welfare and improvement of our community, and we, therefore, set forth the following Constitution and By-Laws.

Article 1

Name

Section A. The Name of this association shall be "The Hillandale Citizens Association."

Article 2

Purpose

Section A. This Association is formed for the purpose of promoting community improvements and such other activities as may be deemed beneficial to the community as a whole.

Article 3

Admission to Membership

Section A. There shall be two kinds of members, Active Members and Associate Members. Admission to membership shall depend upon meeting the requirements of eligibility and payment of dues.

Section B. Active Members shall be entitled to all privileges of membership, including regular voting privileges and holding office.

Section C. Associate Members shall be entitled to all privileges of membership, excepting the privileges of voting and of holding office.

Article 4

Eligibility

Section A. Active Members: Any person 18 or more years of age, who is a *bona fide* resident within the community limits of Hillandale, as defined in Section C of this Article, shall be eligible for active membership.

Section B. Associate Members: Owners or operators of commercial establishments

located within Hillandale or owners of residential property within Hillandale not in residence shall be eligible to become Associate Members. Also, former Active Members no longer able to qualify as Active Members shall be eligible to become Associate Members. Associate Members shall be subject to the provision of Article 5 of the Constitution insofar as it pertains to the payment of dues.

Section C. Boundaries of Hillandale: All property within the following boundaries shall be considered as within Hillandale:

Beginning at the Firehouse, thence in northerly direction on New Hampshire Avenue to McCeney Avenue, along McCeney to the westernmost corner of lot 1, Block A (1027 McCeney) of Burnt Mills Knolls, then southeasterly to the side of lot 1 and the rear line of lot 3 (10926 New Hampshire Avenue), thence southwesterly following the rear lines of all houses on the western side of Nolcrest Drive to the (former) Key Junior High School activity field, continuing on the contiguous Key line to the rear lines of the three houses at the northwest end of Burnt Ember Drive to the Northwest Branch Park line, thence southerly along the Park line to the Capital Beltway, thence easterly along the north edge of the Capital Beltway line to Riggs Road, thence northerly along Riggs Road to Powder Mill Road, thence westerly along the Harry Diamond Laboratory fence and northerly along the same fence line to the Naval Surface Weapons Center fence and continuing west to the starting point at the Firehouse.

Article 5

Dues

Section A. Active Members: Annual dues per household shall be fixed by the Executive Committee with the approval of the membership. Payment of dues for the household will entitle all eligible residents thereof to active membership.

Section B. Associate Members: Annual dues shall be established by the Executive Committee with the approval of the membership for:

- a) Owners or operators of commercial establishment or residential property owners not in residence;
- b) Other Associate Members.

Article 6

Organization

Section A. Officers: The officers of the Associations shall be President, Executive Vice President, Vice President, Secretary, and Treasurer.

Section B. Executive Committee: The Executive Committee shall be composed of the Officers, four at-large members duly elected at the May meeting, and the duly appointed chairpersons of the standing committees, and the immediate Past President.

The Executive Committee shall have the power to act on behalf of the Association on any matter requiring action by the Association before the next general meeting. This Committee will meet monthly on a date to be designated by the President, who shall be the Chairperson of the

Committee, and at any other times on call of the Chairperson or upon request of any three members of the Committee.

Article 7

Duties and Powers of Officers

Section A. It shall be the duty of the President to preside at all meetings of the Association and to cast a deciding vote on any question in case of a tie. If the President is not available, or if for any reason elects not to preside, the Executive Vice President, the Vice President, or the Secretary (in that preferential order) shall preside as president *pro tem*. The accounts of the Treasure shall be reviewed prior to the May meeting by a committee of two members appointed by the President. Once each year, the President may convene a special committee of two members to review the Association's accounts and financial controls and make a report to the Executive Committee thereof.

Section B. It shall be the duty of the Executive Vice President to act in the absence of the President in presiding at meetings and in performing all functions of the Office of the President, and shall perform such duties as shall be assigned by the President.

Section C. The Vice President shall serve as the program chairperson and perform such duties as may be assigned by the President.

Section D. It shall be the duty of the secretary to record the minutes of all meetings, to present the minutes of previous meetings for approval, to keep the official correct copy of the Constitution and By-Laws as part of the Association's record and to conduct such correspondence as may be deemed necessary.

Section E. It shall be the duty of the Treasurer to ensure collection of all accounts receivable and debts due the Association, and to safeguard all monies received within depositories approved by the Executive Committee. The treasurer shall also have the duty of satisfying all accounts payable and debts for which the Association is rightly liable, as determined by the Executive Committee. The Treasurer shall also disburse funds as directed by the Executive Committee. The Treasurer shall deliver a report of the Treasury's accounts to the President at each regular meeting and when otherwise called to do so by the President. The Treasurer shall support the special committee convened by the President to review the Association's accounts and financial controls.

Section F. It shall be the policy of the Association to expend funds for civic matters or civic improvements only. Such purposes shall not include charitable or health fund drives.

Article 8

Nominations and Elections

Section A. Nominations: A nominating committee of not less than three nor more than five members shall be appointed by the President at the March meeting. The Committee shall place in nomination at the April meeting the name of at least one person for each elective position. At the May meeting, after the slate of officers has been presented formally for election, nominations may be made from the floor.

Section B. Elections: Election at the May meeting shall be by voice vote unless there is a call for secret ballot, in which event election shall be by written ballot. Election shall be by majority of the Active Members present and voting. In the event only one person is nominated for an office, upon being duly seconded, the Secretary shall be instructed to record an unanimous vote.

Article 9

Terms of Office

Section A. Elected officers shall take office at the end of the meeting at which they were elected and serve for a one-year term or until a successor is duly elected.

Section B. If any elected officer other than the President becomes unable or unwilling to complete the one-year term of office, the Executive Committee may nominate and elect a replacement to fill the remainder of the term.

Article 10

Amendments

Section A. Proposed amendments to the Constitution shall be proposed to the Association and presented in writing at any regular meeting and shall not be acted upon until the following meeting. No amendment shall be adopted except by a two-thirds majority vote of the Active Members present.

Article 11

Quorum

Section A. A quorum shall be considered to be present when all active members present agree that there is a quorum. However, if there is not unanimous agreement, a quorum shall consist of at least twenty Active Members.

BYLAWS

Revised to October 1994

Article 1

Section A. Order of Business (at General Meetings)

Call to Order
Reading of minutes
Treasurer's report
Announcements
Reports of committees
Unfinished business
New business
Adjournment

Article 2

Committees

Section A: Standing Committees: The President shall appoint, with the approval of the Executive Committee, the chairperson of each of the following standing committees, who shall serve for one year or until his/her successor has been appointed, or until otherwise released by the Executive Committee, and shall serve as a member of the Executive Committee. A chairperson may not be removed from office without the approval of the Executive Committee. The standing committees are:

Army Laboratory Liaison
Beautiful Hillandale
Environment
Hillandale Bulletin
Hillandale Crime Watch
Hospitality
Liaison to Allied Civic Group
Membership
MIX
NSWC Liaison
Schools
Hillandale Women's Clubs
West Hillandale Women's Club
Hillandale Forest Women's Club
Zoning and Planning

Section B. It shall be permissible for one person to serve as the chairperson of two of these standing committees simultaneously

Section C: Ad Hoc Committees:

The President shall appoint chairpersons of *Ad Hoc* committees as needed.

Article 3

Duties of the Committees

Section A. Each committee shall act on all matters referred to it by the President as promptly as possible and shall be prepared to report at Executive and General monthly meetings.

Article 4

Meetings

Section A. Regular meetings of the Association shall be held on the third Wednesday of each of the following months (except as otherwise determined by the Executive Committee): September, October, November, January, February, March, April, and May. These meetings shall be devoted to informal discussion on points of interest to the community, the promoting of community improvements, social activities, and transactions of general business of the Association. Special meetings may be called by the President, if in the President's judgment, it may seem necessary, or upon written request of not less than ten Active Members of the Association. When a special meeting is called, written notice of the purpose of the meeting shall be sent to the Members of the Association at least twenty-four hours in advance and no other business may be considered at said meeting.

Article 5

Parliamentary Procedure

Section A. "*Roberts Rules of Order, Revised*" shall be used as authority for parliamentary procedure.

Article 6

Amendments

Section A. These Bylaws may be amended at any regular meeting by a majority of the Active Members present.