

Constitution of the Hillmead Citizens' Association

1949 Original Bylaws

Article I

Name and object

The name of this Association shall be the Hillmead Citizens' Association. The object of the Association shall be to stimulate interest in and to devise ways and means for the promotion of the civic, community and general welfare of Hillmead and of Montgomery County, Maryland.

Article II

Membership and Dues

Section 1. The membership of this Association shall consist of adults residing or owning property in Hillmead, the boundaries of which are as follows: From Greentree Road on a line parallel with Ewing Drive, South to Bradley Boulevard, West on Bradley Boulevard to Booze Creek, North on Booze Creek to the South side of Greentree Road and East on the South side of Greentree Road to Ewing Drive.

Section 2. The membership dues shall be \$1.00 per year, per member payable in advance at the June meeting. New members may be accepted at any regular meeting of the Association at which time dues shall be payable.

In the event that any member has been in default of two months in the payment of dues, all rights of that member shall be suspended until the dues are paid.

Section 3. No fees or other assessments, other than the annual dues shall be collected by the Association; but voluntary offerings may be solicited and received by the Treasurer when authorized by the Executive Committee or by the Association.

Articles III

Officers

Section 1. The officers of this Association shall be President, a Vice President, a Secretary, and a Treasurer, who shall be elected by a majority vote of members present and voting at the regular meeting in June 1949, and the regular meeting held in June of each year thereafter, and who shall hold office until the regular meeting in June of the following year or until their successors are regularly elected and qualified. Elections (when more than one candidate is nominated for any office) shall be conducted by secret ballot.

Section 2. All officers and chairman of the standing committee shall be residents residing in Hillmead (the boundaries of which are defined in Article II), Montgomery County, Maryland.

Section 3. A nominating Committee of five members shall be elected at the February meeting each year and this Committee shall nominate candidates for the office of President, Vice President, Secretary, and Treasurer.

Article IV

Duties of Officers and Committees

Section 1. The President shall preside at all meetings of the Association, and the President shall report back to the Association at a subsequent meeting all actions of the Executive Committee, enforce the constitution and rules of order, appoint necessary committee and discharge such other duties as may devolve upon him by action of the Association.

Section 2. It shall be the duty of the Vice-President to act in the absence of the President or upon his request.

Section 3. In the absence of the President, and Vice-President at the meeting, the Association shall designate a temporary presiding officer.

Section 4. It shall be the duty of the Secretary:

- To record the minutes of the meetings in a book provided for that purpose.
- To bring these minutes to all meetings of the Association both regular and special
- To notify all members of the time and place of regular and special meetings.
- To perform such other duties as are usually required of the office.

At the end of the minutes of each meeting, the following financial record shall be kept:

- Balance reported at close of last meeting.....
- Total receipts since.....
- Orders drawn this meeting.....
- Balance on hand.....

Section: 5. The Treasurer shall collect all moneys and contributions due the Association and keep a permanent record thereof. The books of the Treasury shall be audited by a committee of three to be appointed by the President at the last regular meeting of the year.

Section: 6. The Treasurer shall care for the funds and the President and Treasurer shall disburse such funds upon the order of the Association. Signatures authorized on disbursements shall be those of the President, Vice-President and Treasurer, any two of which shall be required. Such funds shall be deposited in a bank in the name of the Hillmead Citizens' Association subject to withdrawal as outlined above.

Section: 7. The Executive Committee shall be composed of the officers and Chairman of standing committee, and shall have general authority to direct the affairs of the Association during the intervals as outlined above.

Section: 8. In the event of a vacancy of office, such vacancy shall be filled by the Executive Committee to complete the unexpired term.

Section: 9. The Membership Committee shall be charged with obtaining new members for the Association and stimulating attendance at meetings of the Association.

Section: 10. The Legislation Committee shall be charged with keeping the Association informed regarding changes or proposed changes in state or local legislation or regulations affecting the residents of this community.

Section: 11. Chairmen of standing committees shall be required to turn over to their successors a written report of their activities and files within thirty days of termination of office.

**Article V
Meetings**

Section: 1. Regular meetings shall be held on the second Thursday in February, June and October of each year. The date of meeting may be changed by the President, after consultation with the members of the Executive Committee, upon four days notice to the membership.

Section: 2. Special meetings may be called by the President and shall be called upon written requests of ten members. Notice of such meetings shall be given at least four days prior thereto.

Section: 3. A quorum to transact business shall be twenty percent of the total number of membership.

Section: 4. A quorum of the Executive Committee shall consist of a majority.

Section: 5. Proxy votes shall be accepted from members of the same family.

Section: 6. A meeting of the Executive Committee may be called by any of its members without consent of the majority.

**Article VI
Amendments**

This Constitution may be amended at any regular meeting of the Association (or at any special meeting called for that announced purpose, with ten days notice to the membership) by two-thirds of the members present and voting; provided written notice of the text of such proposed amendment shall have been distributed to the membership at least ten days prior to date of meeting upon which such amendment is to be voted.

**Article VII
Standing Committees**

The following are the standing committees:

1. Membership Committee
2. Legislation Committee