

SANDY SPRING CIVIC ASSOCIATION BYLAWS
P.O. Box 205 Sandy Spring, Maryland 20860

Article I (Name and Geographic Limits)

Section 1: Name

The name of this organization shall be "the Sandy Spring Civic Association (SSCA)."

Section 2: Geographic Limits

MD Route 108 from Howard Co. line to Dr. Bird and 108, including Marden Lane and Old Dominion Dr.
Dr. Bird and 108 to Norwood and Layhill
Norwood and Layhill to Brown's Bridge
New Hampshire Ave. and Ednor to New Hampshire and Brighton Dam Road, including all residents east of New Hampshire to the Patuxent River/Howard Co. line.
Brighton Dam to the town of Brookeville (Market St. and Georgia Ave.)
Market St. to Goldmine Rd. and Georgia Ave
Goldmine Rd. and Georgia Ave. to Goldmine Rd. and Chandlee Mill Rd.
Chandlee Mill Road and Goldmine Rd. to Brooke Road and Chandlee Mill Rd.
Brooke Road and Chandlee Mill Rd. to Brooke Road and Rt. 108.

Article II (Objectives)

Section 1: To secure adequate laws, regulations, and policies for the welfare of the community and to work for implementation of existing laws;

Section 2: To inform the Sandy Spring Community of policies and opportunities that will secure a sustainable environment that promotes social well-being;
and,

Section 3: To collaborate with other local and statewide organization to develop policies and initiatives to promote sustainable growth of the Sandy Spring Community.

Article III (Policies)

Section 1: SSCA policies shall be developed through monthly meetings, conferences, committees, and projects.

Section 2: The Association shall be non-sectarian and non-partisan.

Section 3: The Civic Association may cooperate with other organizations and agencies active in the community's welfare.

Article IV (Membership and Dues)

- Section 1: Any person who lives within the boundaries of the SSCA (see attachment) and is interested in the purpose for which the Association is organized may become an active member upon payment of yearly dues. Subsequently, dues shall be paid at the January meeting of each year.
- Section 2: New members may be accepted at any time, subject to the geographic restrictions identified above.
- Section 3: Only members in good standing can vote on SSCA policies and concerns.
- Section 4: A member in good standing must have paid his/her dues and attended 4 meetings in the last year.

Article V (Officers, nominations, elections)

- Section 1: Officers
- a. Officers of the Association shall be President, Vice-President, 1st Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Parliamentarian, and they shall constitute the Executive Committee.
 - b. Officers shall be elected annually by CONFIDENTIAL ballot in the month of December if there is more than one person running for the same office. Otherwise, there will be a show of hands vote.
 - c. Officers shall assume their official duties at the January meeting, and shall serve for a term of one year, or until their successors are elected.
- Section 2: Nominations
- The Nominations and Elections Committee, consisting of three or more members, shall be appointed by the President and approved by the Executive Committee at least two months prior to the election of officers. Note that for the year of 2015, the Strategic Planning Committee shall manage the organization and take on this role.
- Section 3: Elections
- a. The Nominations and Elections Committee shall prepare a slate of nominees of the officers set out in Section 1a above. Only those who have consented to serve shall be eligible for nomination. The Committee may name one or more nominees for each office. The slate of nominees shall be announced at the November meeting. For a period of seven days after the Committee has announced the slate of nominees to the membership, the Committee may accept additional nominations for any office by petition signed by five or

more current members of the Association, provided the petitioners have received the consent of the nominees to serve if elected, and the petitioners so affirm.

The committee shall conduct an election by confidential ballot during the month of December. Absentee ballots may be mailed to the SSCA Post Office Box 205, Sandy Spring MD 20860. They must be mailed no sooner than 10 days after the November meeting, and must be received no later than noon of the day of the December meeting. The procedure for the confidential ballot shall be the same as that of confidential ballots in general. The result of an election shall be certified by the Committee to the President, who shall announce the result at the end of the December meeting as the last order of business. The newly elected officials shall assume their offices at the January meeting.

- b. In the event any office of the Association shall become vacant, the President, or Acting President, shall appoint, with the approval of the Executive Committee, a member of the Association to complete the term of office.

Section 4: Removal of Officers

Members of the Executive Board may be removed for good cause if proposed by the Executive Board and voted upon by the Membership. Examples of "good cause" may be lack of attendance at meetings, and lack of performance of duties (as described in Article VI below), and other reasonable lack of effort to further the mission of the Civic Association.

Article VI (Duties of Officers)

Section 1: The President shall preside at all meetings of the Association and of the Executive Committee and shall perform all other duties usually pertaining to the office, including decisions on the priority of business, except that the order of business may be suspended or changed at any meeting by a majority vote of the current membership present. The President shall convene Executive Committee Meetings every other month at a time to be determined by the Executive Committee. Executive Committee members may attend these meeting virtually through the use of conference calls, Skype, or other available technology that exists for such purpose.

Section 2: The Vice-President shall assist the President and shall perform the duties of the President in the absence of that officer.

Section 3: The 1st Vice-President shall assist the Vice President and coordinate committee work with the President and Vice-President.

Section 4: The Recording Secretary shall keep a correct record of all meetings of the Association and of the Executive Committee and shall perform other

duties as may be delegated to him/her. The Recording Secretary shall keep and organize all minutes of meetings in a binder for the Registered Agent.

Section 5: The Corresponding Secretary shall conduct the correspondence of the SSCA, send notices of Executive Committee meetings, and other necessary communications, including a yearly membership list to the Membership. The corresponding secretary shall also maintain the SSCA website and the any electronic mail accounts.

Section 6: The Treasurer shall receive all money of the Association, shall keep an accurate record of receipts and expenditures, and shall pay out the local funds only as authorized by the Association or the Executive Committee. The Treasurer shall periodically advise the Executive Committee of the financial responsibility of the membership and any delinquencies in dues and assessments which are unpaid. The Treasurer shall further be responsible for the filing of tax returns for the Association. The Treasurer's accounts shall be examined annually by an auditing committee of not less than three members.

Article VII (Meetings)

Section 1: A regular meeting of the Association shall be held monthly at 7:00pm.

Section 2: Special meetings may be called by the Executive Committee members, by the President, or upon written request (or via email) of nine current members in good standing of the Association, addressed to the President, on no less than a week's notice to the membership.

Section 3: Privilege of holding office and voting shall be limited to members in good standing.

Section 4: Voting

a. Nine members in good standing, including the executive committee, shall constitute a quorum for the transaction of business at any regular or special meeting.

b. All matters presented at a duly constituted meeting of the Association shall be decided by a majority vote of those current members in good standing present in person, so long as a quorum shall be present. Changes to this constitution must be presented to the membership one month prior to voting on such changes.

c. If a quorum is not present, the vote shall be postponed until the next monthly meeting at which a quorum is present..

Article VIII (Committees)

Section 1:

- a. The Executive Committee shall approve the appointment, by the President, of Chairpersons of the standing committees as seem necessary for the good of the organization and shall manage the affairs of the Association, subject to these Bylaws. It shall designate the times and places of the meetings of the Association and shall approve the expenditures of all sums from the Association funds. Unless otherwise specified herein, a majority of the Executive Committee shall constitute a quorum. All members of the Executive Committee may serve more than one term of office, at the will of the Association.
- b. The Chairs of standing committees may be ex-officio members of the Executive Committee, or members in good standing in the organization.
- c. The following standing committees have been established:
 - (1) Membership
 - (2) Special Projects
 - (3) Programs (Speakers and Special Events)
 - (4) Nominations and Elections
 - (5) Development and Planning
 - (6) Ross Boddy-Carolyn Snowden Scholarship Committee
 - (7) Transportation and Safety
 - (8) Education
- d. All delegates and alternates to other civic bodies shall be elected as deemed necessary by the Association.

Section 2: The term of office shall be one year.

Article IX (Amendments)

This Constitution may be amended, altered, in whole or in part by a two-thirds vote of members in good standing present at any regular meeting of the Association, subject to the requirement that the proposed change shall be announced and discussed at the prior monthly meeting.

Article X (Rules of Order)

The rules contained in *Roberts Rules of Order (revised)* shall govern this Association in all cases to which they are applicable.

Adopted: June 2, 1969