

GENERALS HIGHWAY COUNCIL OF CIVIC ASSOCIATIONS

CONSTITUTION
ARTICLE 1

NAME

Section 1 The name of the association shall be the Generals Highway Council of Civic Associations herein referred to as The Council.

ARTICLE II

OBJECTS AND PURPOSES

Section 1 The objects and the purposes of The Council shall be:

- A. The Council is formed for the purpose of taking concerted action with respect to all Matters of interest to residents of Anne Arundel County living in the general and Adjacent areas of Generals Highway [Rt. 178], in the vicinity of highways US Route I 97, MD State Route 50, and the Severn River.
- B. To assist any and all of its member associations in the attainment of the purposes of their operations when their projects or problems are of the nature that interest the majority of the individuals and Association members.
- C. To promote interest of citizens in the civic affairs and the historical significance of Generals Highway.
- D. To serve as liaison between the member association and between The Council and all Departments of government: County, State and Federal.
- E. To perform such other civic acts and duties as may promote the welfare of residents of the Generals Highway area.

ARTICLE III

MEMBERSHIP

Section 1 The membership of The Council shall consist of persons and organizations having an interest in carrying forward the purposes of The Council.

Section II Written applications for membership must be submitted to the Executive Board and Upon an affirmative two-thirds majority vote of those present will be accepted if the Applicant meets the requirements of the Constitution and By-laws.

Section III Council membership shall be defined

As current, paid membership.

[Section IV There shall be four types of membership.

- A. Community Association Membership
 - a. Community Associations may be granted membership in accordance with the provisions of the Bylaws of the Council.
- B. Individual membership
 - a. Individual membership shall be granted in accordance with the provisions of the By-laws of The Council.
- C. Community Association Member.
 - a. By dint of membership in a member community, shall have no individual voting privileges
 - b. No assessment of dues.
- D. Business Member
 - a. Commercial establishments located in the General's Highway Corridor.]

Section V Duties of Association members

- A. Each member Community Association shall appoint one delegate and an Alternate delegate to the Council Executive Board who will actively participate in the operations of The Council and be faithful in attendance.
- B. Appointed delegates will act on behalf of the member association to speak and act on matters requiring action by The Council.

Section VI Duties of Individual Members

- A. The individual and business members shall select their at-large Delegates to The Council executive Board from the individual and business membership list. The Delegates shall not exceed three in number and the number shall be determined by the outgoing Executive Board. Those Delegates will actively participate in the operation of The Council and be faithful in attendance.
- B. Selected Delegates will act on behalf of the other individual and business members to speak and act on matters requiring action by The Council.

C.

Section VII Voting shall be limited to Delegates as further defined by the By-laws of The Council.

ARTICLE IV

MEETINGS

- Section I A monthly meeting of the executive Board shall be held. This meeting shall consist of reports of committees, presentations by guest speakers and other business matters.
- Section II An annual meeting shall be held in accordance with the By-laws. This meeting shall be held to elect officers of The Council Executive Board and for Presentation of such reports of committees and officers and other business as may Required by this Constitution and By-laws.
- Section III Executive Steering Committee meetings shall be held at the discretion of the President.
- Section IV Special executive Board meetings may be called by the President and agreement by two officers. No other business except that for which the special meeting was Called shall be conducted.
- Section V Matters of order and conduct shall be decided by the presiding officer allowing Robert's Rules of Order to prevail if not specifically covered herein.

ARTICLE V

ORGANIZATION

- Section I
- A. The business affairs of the Council shall be managed by the Executive Board which Shall consist of the Officers, Delegates from each of the member Civic and Community Associations, and the at-large individual and business member Delegate[s].
- B. The executive Steering committee, consisting of the officers and 3 delegates, shall meet on discretion of the president, and consider matters to be brought before the Executive Board.
- B. No business shall be conducted unless a quorum, as specified in the By-laws, is Present.
- Section II
- A. The Officers of The Council shall be President, Vice President, Recording Secretary, and Treasurer.

- B. The Officers may or may not be Civic Community Association or Individual Members Delegates. However, if an Officer is an Official Delegate, the Civic Community Association or Individual members shall not be represented by Another individual. If an Officer is not a Delegate of a Civic, Community Association or the Individual members then he may not vote on any matters Brought before the Executive Board.

Section III Duties of the Officers:

- A. President----To preside at all meetings of The Council and Executive Board. The President shall enforce the observance of the Constitution and By-laws, Appoint such committees and Chairpersons as necessary, and shall be a member Ex-officio of all committees, and shall appoint the nominating committee and Chairperson, but shall not serve as ex-officio member of the nominating Committee. The President shall be responsible for such supervision of Council Affairs and shall sign all documents on behalf of The Council when delegating Such authority. The President shall be responsible for all correspondence and for Incoming mail in the Council's P.O. box.
- B. Vice President----The Vice President shall assist the President and shall exercise the Duties of the President in the event of the President's incapacity and shall have Other powers and duties as delegated by the President or Executive Board.
- C. Recording Secretary----The secretary shall keep the minutes and attendance list of All meetings of The Council, and forward copies of both to the President within five Days of the meeting.
- D. Treasurer----the Treasurer shall be responsible for all funds, securities, cash, Receipts, and disbursements of The Council, deposit in the name of The Council All monies and other valuable effects in Federally insured depositories as selected By the Executive board, render to the President and the Executive Board an account Of the financial condition of The Council as each meeting and whenever requested. The Treasurer's books shall be audited. In March of each year, the annual tax-forms Must and shall be submitted to the State of Maryland. And the US internal revenue service.

Section IV Elections

Each elected officer shall serve a term of one year, provided, however, the Recording Secretary and Treasurer shall hold office for two years, and the

Treasurer, until a successor is elected and qualified. Two months prior to the Annual meeting, the President shall appoint a Nominating Committee. It shall be the duty of this committee to present in nomination at the following Executive Board meeting at least one candidate for each Council Office. All persons so Nominated shall have agreed to accept the nomination. Nominations shall be Accepted from the floor prior to the election of each office. A majority vote of the Delegates present shall be necessary to elect. The Officers shall assume office at The close of business of the annual meeting.

Section V

- A. Any member of the Executive Board or Officer of The Council may be Removed from office for just cause. Cause must be determined and presented To all members in writing at least two weeks prior to the next regular meeting. Three-fourths of the delegates present in the affirmative at the next regular meeting Are required to effect removal.
- B. An officer who shall fail to attend three consecutive meetings without just cause Shall be considered to have submitted his resignation.

Section VI Officer Vacancies

The President or any other officer shall nominate replacements for vacancies in Any office and must be approved by a majority vote of those delegates present.

Section VII Qualifications

The qualifications for Officers and Delegates shall be that they be adult members In good standing, of good repute, and not be an occupant of public elected office. Those who become candidates for public elected office shall resign from their Position in The Council.

Section VIII Officer Re-elections

No elected officer shall hold the same office for more than two consecutive terms.

ARTICLE VI

Section I. Standing Committees:

Members of standing committees shall be appointed annually by the president, and shall consist of individual, community and business members. Committee members need not be community, individual or business delegates. Standing committees are:

- A. Membership. Responsible for contacting nonmember communities and businesses in the General's Highway Corridor.
- B. Land Use. . Monitors and researches rezoning requests and hearings.
- C. Legislative. Monitors proposed legislation, both County and State.

- D. Compliance: gathers information and monitors issues of non-compliance of County Code..

ARTICLE VII

DUES

- Section I Annual dues for membership shall be set in the By-laws.
- Section II Dues will be accepted from January 1 to prior to the October elections. Membership must be ensured before dues can be paid per Constitution. Article III, Sec. II.

ARTICLE VII

INTERPRETATION

- Section I The Executive Board shall be the final authority in the interpretation of the Provisions of The Constitution and By-laws of The Council, and shall Determine the intent or rules of The Council in all procedures where the Constitution and By-laws are not specifically clear.

ARTICLE VIII

AMENDMENTS

- Section I Amendments and additions may be made to this Constitution at any annual Meeting or special meeting called for that specific purpose. All members Must be notified in writing of the proposed changes at least four weeks prior To the meeting. Two-thirds of the delegates in the affirmative are necessary to Approve the changes.
- Section II Amendments and additions may be made to the By-laws at any regular meeting. All Delegates must be notified in writing of the proposed changes prior to the Meeting. Two-thirds of the Delegates in the affirmative are necessary to approve the Changes.

ARTICLE IX

ADOPTION

- Section I This Constitution and these By-laws are presented for adoption by the following Individuals at the organizational meeting held [Month, Day, Year]. [[Below this, List the names of all those involved---refer to page 5 of the previous document]].

BY-LAWS

ARTICLE I

MEMBERSHIP

Section I Civic or Community Association Membership

Civic or Community Associations established within the defined are described in Article II, Section I of the Constitution may be granted membership under the Provisions of Article III of the Constitution.

Section II Individual Membership

All those living in the are defined in Article II, Section I of the Constitution But not eligible to become a member of a Civic or Community Association Of his/her specific area are entitled to become Individual members. All Individual Members shall caucus to designate an Individual Delegate for voting privileges Prior to the first meeting after elections.

Section III Community Membership

Members by reason of residing in a member community. May participate in Council affairs, and be members of committees, however they have no voting privileges.

Section IV Voting

Each Delegate will be permitted one vote in conducting the business of The Council.

ARTICLE III

MEETINGS

Section I Annual Meeting

An annual meeting shall be held in the month of October of each year. All Members are entitled to attend. Only those appointed Delegates are permitted To vote.

Section II Executive Board Meetings

The Executive Board shall meet at least bi-monthly to survey the membership For active Council and Membership business. The Executive Board shall at the Conclusion of each regular meeting, determine the date for the next regular Meeting. The meeting place will be rotated to as many civic meeting places as Possible to encourage area interest.

Section III Executive Steering Committee Meetings

Executive May be called at any time for the purpose of setting agendas for Board meetings or coordinating administrative tasks.

ARTICLE III

QUORUM

Section I At least three Officers and five Delegates must be present to conduct any Business.

ARTICLE IV

DUES

Section I Civic or Community Associations are required to pay \$100.00.

Section II Individual members are required to pay \$25.00 annually.

Section III Business members are required to pay \$100.00 annually.

ARTICLE V

PUBLIC RELATIONS

Section I All members are encouraged to submit articles of interest to The Council For inclusion in a Generals Highway Council of Civic Associations newsletter To be sent to all members. Civic and Community Associations are encouraged To send copies of their newsletters to The Council so that articles of interest to The Council membership may be included in The Council newsletter.