

# **GREATER SHADY GROVE CIVIC ALLIANCE BY-LAWS**

## Article I - Name & Purpose

Section 1 This organization shall be known as the Greater Shady Grove Civic Alliance; herein referred to as the “Alliance”.

Section 2 The objective of the Alliance is to educate and inform the citizens of the Greater Shady Grove area on matters of public concern and to act on matters of common interest in a manner consistent with positions approved by the membership.

## Article II - Membership

Section 1 Membership is open to individuals, civic organizations, and homeowners’ associations that are affected by developments in the Greater Shady Grove area and that are concerned with improving community life. Member organizations are permitted a maximum of 2 voting representatives per Alliance meeting. Each individual member, not affiliated with a represented civic organization, and each representative of a member organization, is permitted one vote on Alliance issues.

Section 2 The annual dues shall be established each year by the membership at the annual meeting. Membership in the Alliance shall extend from the first day of September to the last day of August of the following year. The dues of new members may be prorated in a manner determined by the membership.

Section 3 Application for membership in the Alliance shall be made by payment of the appropriate dues. The Treasurer shall report all such applications at the next regularly scheduled meeting of the membership. If a proper motion is made to deny the application, that motion shall be tabled by the presiding officer until the next regularly scheduled membership meeting, at which time a two-thirds vote in support of the motion shall be required to deny the application for membership. If no such motion is made, or if such a motion fails, the President shall declare the applicant to be a member of the Alliance.

Section 4 Membership is maintained by the payment of dues and confers with it: the right to hold any elected or appointed office, the right to vote, and the right to receive all membership materials.

Section 5 Any member which has not remitted the required dues for the current year by the sixtieth day following the mailing of dues notices shall be notified by the President of the time and manner in which their membership will end if the default continues. Any such member who has not remitted the required dues by the end of the first regularly scheduled membership meeting following the ninetieth day after the mailing of dues notices shall cease to be a member unless the membership grants the member a single 30 day extension.

Article III - Officers

Section 1 The officers of the Alliance shall be as follows: President, 2 Vice-Presidents, Secretary, and Treasurer. Of the President and the two Vice-Presidents, no two shall be representatives of the same member organization.

Section 2 Officers shall serve for one year or until a successor is installed. There is no consecutive term limitation.

Section 3 A nomination committee of three members shall be elected from the floor at an annual meeting and shall serve for one year. The nomination committee shall place in nomination the name of at least one person for each position whose term expires at the next annual election meeting, who has been personally contacted, and who is willing to serve. The nomination committee shall report to the Secretary in February.

Section 4 The Secretary shall announce the report of the nominating committee in February.

Section 5 Nominations for Officers shall be presented at the meeting of the Alliance in February at which time additional nominations shall be permissible. Additional nominees shall indicate, in person or in writing, a willingness to serve.

Section 6 Elections of Officers shall occur at the annual meeting by secret ballot or show of hands, as determined by the President. In the election for an office, the candidate with the most votes shall be elected to that office.

Section 7 Officers shall be installed at the same meeting at which they were elected by the immediate past President.

Section 8 If the Presidency becomes vacant, the nominating committee shall appoint one of the Vice-Presidents to be the President for the remainder of the current term. In the event that neither Vice-President consents, the nominating committee will follow the same procedure as for vacancies. Should any other office become vacant prior to the end of the current term, the nominating committee shall nominate, at the next regularly scheduled meeting of the Alliance, one or more individuals who have consented to serve in that office. Additional nominations may be made by Alliance members. A vote shall be conducted at the same meeting in the same manner as in Section 6. The new officer shall be installed at the same meeting by the presiding officer.

Section 9 The duties of the Officers shall be set forth in Article IV of these By-Laws, and in Roberts Rules of Order, Revised Edition.

Section 10 All members who have previously served as President, together with all current officers, shall constitute the Alliance Executive Board.

#### Article IV- Duties of Officers

Section 1 The President shall be the Chief Executive Officer of the Alliance and, when present, shall preside at all meetings; appoint committees created by the membership, and shall be ex-officio a member of all committees; take all measures necessary for maintaining order and efficiency in the operation of the Alliance; establish an agenda for all meetings; and cast the deciding vote on any question in the case of a tie vote. The President shall perform all duties ordinarily pertaining to the office of President of similar organizations.

Section 2 One of the Vice-Presidents shall assume all duties of the President during those times the President is absent or is unable to serve and shall succeed to the Office of President in case of a vacancy in that Office. Otherwise, Vice-Presidents shall aid the President in the discharge of Presidential duties when requested by the President.

Section 3 The Secretary shall keep a correct record of the proceedings of the Alliance; maintain a record of votes and resolutions as required by Article VII, Section 4; preserve the reports filed by the various committees; keep a roster of the current Officers, past Presidents, and current members; transmit promptly all resolutions to the respective committees in accordance with the wishes of the membership; and perform the duties and exercise the powers usually performed by the secretary of similar organizations.

Section 4 The Treasurer shall be custodian of all monies or funds, documents, or other valuables belonging to the Alliance; shall draw monies or funds by check to make payments as authorized by the Alliance; make regular reports to the membership on the financial status of the Alliance; and perform all such duties of a Treasurer of similar organizations. At the expiration of the Treasurer's term of office, the Treasurer shall relinquish to the successor in that office all monies, funds, books, documents, and other valuables belonging to the organization and under the Treasurer's control or possession, after there has been a review of the Treasurer's accounts.

Section 5 The Executive Board shall advise the President concerning the agenda for the Alliance and the implementation of established policies. The Executive Board may, by a two-thirds vote, determine a policy of the Alliance which shall remain in effect until the next regularly scheduled meeting of the membership, provided that: the policy determination cannot reasonably await the next membership meeting, that the policy is not inconsistent with established Alliance policy, and that the policy so determined is presented for a vote at the next regularly scheduled meeting of the membership. A quorum of the Executive Board for this purpose shall include the President, three other current officers, and two of the three most recent past Presidents.

#### Article V- Committees

Section 1 The President or the membership may establish and charge, and the President shall appoint, committees to act on behalf of the Alliance and its membership, provided that any such establishment, appointment, or charge by the President is reported either at the next regularly scheduled membership meeting or in the Alliance Newsletter. All committee actions must be consistent with established Alliance policies and must be reported either at the next regularly scheduled membership meeting or in the Alliance Newsletter.

#### Article VI- Meetings of the Members

Section 1 An annual meeting will be held during the month of March each year at a time and place designated by the President and will be concerned with the change of administration of the Alliance. The outgoing Officers will present a state of the Alliance message, a Treasurer's report, proposed dues, and any other additional business.

Section 2 The regularly scheduled meetings of the Alliance shall be held, in so far as is possible, on a regular day of a specific week of each month at a time and place as shall be designated by the President at the preceding meeting and published in the Alliance Newsletter.

Section 3 Emergency or special meetings may be called by the President. At such meetings, only such business shall be considered and acted upon as that for which the meeting was called and for which due notice was given.

Section 4 For voting purposes during Alliance meetings, one representative from one-fifth of all member organizations, plus one-tenth of all individual members shall constitute a quorum.

#### Article VII- Voting

Section 1 Each member (individual or organization representative), who is qualified to vote according to Article II, shall have one vote.

Section 2 Except as otherwise provided in the By-Laws, approval of a measure shall be by a majority of voters (individual members and representatives of member organizations) present at a properly convened meeting.

Section 3 Motions presented for a vote by a representative of a member organization may not be seconded by another representative of the same organization.

Section 4 The Secretary shall maintain a permanent record of all motions presented and votes taken by the membership.

Section 5 The President may authorize expenditures not to exceed fifty dollars (\$50.00) in emergency situations if a determination has been made that insufficient time is available in which to convene a special meeting, and provided that all such expenditures are reported at the next regularly scheduled meeting of the membership.

#### Article VIII - Procedure

Section 1 Except as otherwise stipulated in these By-Laws, the order of business at meetings of the members and committees shall be set forth in Roberts Rules of Order, Revised Edition.

## Article IX- Amendments

Section 1 These By-Laws supersede and replace those adopted in June, 1984, and become effective on June 1, 1996.

Section 2 A proposal to alter, amend, or replace these By-laws may be made by a majority vote of the Executive Board or by a petition signed by representatives from one-fifth of all member organizations plus one-tenth of all individual members. Such a proposal shall become effective when supported by a two-thirds vote of the membership at a regularly scheduled meeting. Any proposed changes must be published and distributed to the membership at least one week prior to the meeting at which a vote on the amendment is to be taken.