

**WESTVIEW PARK IMPROVEMENT AND CIVIC ASSOCIATION, INC.**

**CONSTITUTION**

**ARTICLE I – NAME**

The corporation shall be known as the “Westview Park improvement and Civic Association, Inc., of Baltimore County,” hereinafter called the Association.

**ARTICLE II - OBJECT**

The Association shall be non-partisan, non-commercial and non-profit and shall function for the mutual benefit and civic needs of the residents of Westview Park.

**ARTICLE III - MEMBERSHIP**

Membership in the Association shall be of two kinds Voting membership and Associate membership.

- A. Voting membership in the Association is available to all households in Westview Park who either own or are purchasing their residence situated within the confines of the area as designated by the By-Laws.
- B. Associate membership in the Association is available to individuals who are interested in furthering the objectives of the Association and who are approved for membership by the Board of Governors. This is a non-voting membership

**ARTICLE IV – OFFICERS, BOARD MEMBERS AND THEIR ELECTION**

The officers of the Association shall consist of a President, Vice-President, a Secretary, an Assistant Secretary, a Treasurer, and Assistant Treasurer, and a Sergeant-At-Arms; all of whom shall be elected bi-annually by the membership of the Association. Ten (10) other members, together with the above officers, shall constitute the official Board of Governors. All Members of the Board of Governors shall be elected for a 2-year term. Elections shall be held every two years. All Officers and Board members may succeed themselves in the same office.

**ARTICLE V – MEETINGS**

The regular business meetings of the Association shall be held semi-annually. The President may call special meetings at any time subject to the rules as provided for in the By-Laws.

## **ARTICLE VI – AMENDMENTS**

The constitution of the Association may be amended at a meeting of the Association by a two-thirds vote, a quorum being present, provided that the following sequence is observed.

- A. The proposed amendment shall be submitted in writing to the Secretary and shall be read and considered at the next regular or special meeting of the Board of Governors.
- B. The proposed amendment shall then be read at the earliest meeting of the Association, a quorum being present. This reading shall be followed by the reading of a report of the recommendations of the Board of Governors on the amendment.
- C. The proposed amendment shall then be provided in writing to all households in Westview Park at least 2 weeks prior to the next meeting of the Association at which the vote is to be taken.

## **BY – LAWS**

### **ARTICLE 1 – DEFINITION OF BOUNDARIES**

The Association area shall include all properties bounded on the Northeast by Johnnycake Road, on the West by North Rolling Road, on the Southwest by Gilston Park Road, and on the East by Ingleside Avenue.

### **ARTICLE II – MEMBERSHIP VOTING PRIVILEGES AND DUES**

Individuals who are eligible for voting membership as defined in Article III of the constitution will become members in good standing upon the payment of \$10.00 (ten dollars) per family per year. In case of houses occupied by one adult or a retired couple, membership dues shall be \$8.00 (eight dollars) per year. Each membership for voting members shall entitle two adult members to one vote each at any meeting, regular or special.

Although all residents of Westview Park and Associate members are welcome to speak at an Association meeting, only voting members may make or second a motion.

The annual dues of the Association may be changed by a two-thirds vote of the Board of Governors (officers and Governors) after thoughtful and careful consideration of current and anticipated expenses of the Association.

No proxy or absentee votes shall be allowed at any time.

Associate members shall be assessed at the rate of \$2.00 (two dollars) per individual member, such may participate in deliberations but do not have voting privileges.

The dues of all members of the Association shall be payable to the Treasurer of the Association prior to **January 1**, the first day of the Association's fiscal year. A household may pay its annual dues up to two (2) years in advance.

Any individual becoming a member for the first time during the last quarter of any fiscal year shall be deemed a member in good standing for that quarter and for the entire following fiscal year.

### **ARTICLE III – OFFICERS: ELIGIBILITY AND DUTIES**

- A. **ELIGIBILITY:** Any voting member shall be eligible for election to any office in the Association except a member who is directly or indirectly involved in the holding or seeking of Public elective or appointive political office. Members shall be eligible to succeed themselves in the same office.

Should any officer or Board member already elected to office decide to enter into political ventures as referred to above during his/her tenure, such officer or Board member shall be understood to have tendered his/her resignation and shall be replaced in accordance with Article VIII of the By-Laws.

#### **B. DUTIES OF THE OFFICERS**

1. **PRESIDENT:** As principle officer of the Association, presides over all meetings of the Association, the Board of Governors, and at his/her discretion, over any subordinate formal group or body. Studies information and material secured from his/her predecessor; holds conferences of the Board of Governors to discuss matters pertinent to the Association; distributes materials to the appropriate officers and chairperson. Calls upon each chairperson to prepare a plan of work to be presented at a meeting of the Board of Governors held in advance of the first regular Association meeting year. Delegates to the Vice-President certain administrative duties. Serves ex-officio on all committees. Appoints chairperson and members of standing and special committees. Calls for required reports at specified times and according to specified procedures. Consults with officers and chairpersons before each meeting to see that all details of the meeting are ready as planned; this duty may be delegated to the Vice-President or a chairperson in charge of the program. Approves payment of regular expenditures up to \$50.00 for any one transaction.

Without surrender or abrogation of his/her formal and official responsibilities, may delegate, at his/her discretion, any member of the Board of Governors or a subordinate officer in specific single and defined situations to act, pro tempore, in his/her behalf; the product of such delegations to be reported to and be subject to ratification by the Board of Governors.

2. **VICE PRESIDENT:** The Vice-President shall act for the President in his/her absence. He/she shall act as aide to the President in such matters as pertain to the affairs of the Association; i.e., supervise the work of the Zoning, Social, Membership, Welcome, and Newsletter committees. Performs any other specific duties that may be assigned to him/her by the President upon request.

**ARTICLE III – OFFICERS: ELIGIBILITY AND DUTIES** (cont.)

3. **SECRETARY:** The Secretary shall be responsible for the performance of all the usual duties appertaining to the office of Secretary, including the permanent recording of minutes of each meeting to be read at each successive meeting. This responsibility also includes acting as Secretary to the Board of Governors and to the President. The Secretary shall be responsible for all correspondence for the Association or Board of Governors; arrange for the preparation and mailing of all notices; maintain a list of all current members, their addresses and telephone numbers; and otherwise assume any other duties normally appertaining to the office of Secretary.
4. **TREASURER:** The Treasurer shall be responsible for handling the funds of the Association; keeping full and complete records of all receipts and disbursements; preparing and filing financial reports at all regularly scheduled Association meetings or at any other time when he/she might be called upon by the Board of Governors of the membership. The Treasurer shall keep a checking account in any bank, institution, or savings and loan association insured by the FDIC. The Treasurer may be directed by a two-thirds vote of the Board of Governors and offices to place some funds of the Association in an interest bearing account or a short term certificate account at an institution insured by either the FDIC. The Treasurer shall be responsible for the payment of all accounts approved by the President, Board of Governors, or the Association membership. The Treasurer shall sign and the President shall countersign all checks of the Association. A yearly audit shall be made of the Treasurer's books. The Treasurer shall transact any and all other duties that normally appertain to the office of Treasurer of the Association.
5. **SERGEANT-AT-ARMS:** The Sergeant-At-Arms shall keep order at all meetings of the Association and shall otherwise assume any other duties normally appertaining to the office of Sergeant-At-Arms.
6. **BOARD OF GOVERNORS:** The Board of Governors shall constitute the executive body of the Association and shall hold regular Executive meetings at least quarterly, two weeks prior to the general meeting and also at any other time at the call of the President. The Board of Governors shall be responsible for the current policies, management and majority will of the membership. The Board shall approve whatever purchases and payments are essential to current operations, and shall exercise general supervision over the interests and affairs of the Association, and it shall establish and enforce rules for the government of the Association.

The Board is not authorized to option, purchase, lease, or otherwise acquire real property. Such acquisition shall be reserved to the voting membership.

#### **ARTICLE IV – PARLIAMENTARY AUTHORITY**

**Robert's Rules of Order, Revised** shall govern all business conducted by this Association.

#### **ARTICLE V – COMMITTEES**

The permanent standing committees of the Association shall be Zoning, Membership, Social, Newsletter, Welcome, fund-raising and C.O.P. Special committees may be appointed by the President and ratified by the Board of Governors at any time the need arises for the appointment of such committees.

Members of permanent standing committees shall hold their appointment until the end of the fiscal year or until such time as relieved by the President. Special committee members will serve until such time as the work of the committee is completed, and the final report is presented or until such time as relieved by the President.

#### **ARTICLE VI – MEETINGS**

The regular semi-annual meetings of the Association shall be held in May and October. The general election shall be held at the October meeting. Special general meetings may be held at any time at the call of the President in consultation with the Board of Governors. Any thirty (30) members in good standing may petition the President for a special general meeting. The President must arrange such meeting no later than thirty (30) days following receipt of such petition. All meetings should be held on the third Tuesday of the month except in such cases where availability of a meeting place precludes holding of the meeting at that time. In such cases, the President, in consultation with the Board of Governors, may designate a different time.

#### **ARTICLE VII – QUORUM**

Twenty (20) voting members in good standing present at any regular or special meeting shall constitute a quorum. Any seven (7) members present at a Board of Governors meeting shall constitute a quorum for such meetings.

#### **ARTICLE VIII – VACANCIES**

In the event of a vacancy in the office of the President, the Vice-President shall fill that office until the next general election. In the event of a vacancy in the office of the Vice-President, that office shall be filled by appointment by the President subject to ratification by the Board of Governors. A vacancy in any office or on the Board of Governors other than that of the President or Vice-President shall be filled by a Board of Governors vote at the next Board meeting following the occurrence of such vacancy, a quorum being present. The Board appointee shall serve until the next general election.

#### **ARTICLE IX – NOMINATING COMMITTEE**

The nominating committee shall be appointed as follows: At least two (2) Board members to be named by the President (one to be designated as Chairperson of the committee). The committee shall endeavor to nominate more than one (1) candidate for each vacancy. All

nominations decided upon by the committee shall be presented to the members of the Association at the October general election meeting. Nominations, if seconded, will be accepted from members of the Association from the floor.

### **ARTICLE X – AMENDMENTS**

The By-Laws may be amended by a two-thirds vote of the regular members eligible to vote (as defined in Article II of the By-Laws) present at any meeting, a quorum being present.

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Constitution and By-Laws adopted at General Meeting of February 22, 1961  
Constitution amended at General Meeting of June 19, 1963  
By-Laws amended at General Meeting of February 17, 1965  
Constitution and By-Laws retyped in entirety on March 1 1965  
Constitution and By-Laws amended at General Meeting of October 28, 1986  
Constitution and By-Laws retyped in entirety on March 24, 1986  
Constitution and By-Laws amended at General Meeting of October 27, 1987  
Constitution and By-Laws amended at General Meeting of October 25, 1988  
Constitution and By-Laws retyped in entirety on March 27, 1989  
Constitution and By-Laws retyped in entirety on January 30, 1995  
By-Laws amended at General Meeting of October 28, 1997  
Constitution and By-Laws retyped in entirety on November 1, 1997  
Constitution and By-Laws revised, to be presented to the October, 2001 meeting  
Constitution and By-Laws revised October 22, 2002  
Constitution and By-Laws retyped in entirety (after revision) January, 2003  
Constitution and By-Laws amended at General Meeting of November 13, 2012