

# **The Chartwood Community Association, Inc.**

## **By Laws**

(Amended January 2018, Previously Amended September 2000 & October 1970)

### **Article I - Name and Purpose**

1. This association shall be known as THE CHARTWOOD COMMUNITY ASSOCIATION, INC. hereinafter referred to as the "Association," a body corporate operating under the Laws of the State of Maryland (recorded December 15, 1967 in Liber MSH 42, Folio 556).
2. The purpose of this Association shall be to further the community interests of its members, by representing the community interests as a single voice, by cooperating with neighboring organizations regarding subjects of mutual interest, by encouraging the enforcement of local restrictions by promoting community social activities, and by taking whatever action is deemed necessary by the Association to protect the property and general welfare of the community. The Association shall be a nonprofit nonpolitical corporation. There shall be no capital stock issued.

### **Article II - Membership**

1. Any owner of property within the communities designated as the subdivisions of "Chartwood on Benfield Road" (Plat of "Wockenfuss Property" and "Kearney Manor" plus property owned by Lawrence A. Acre - Liber 1418, Folio 1), shall be eligible for membership in this Association.
2. Any eligible person may become a member in good standing of this Association by paying one year's dues in advance of due date specified in Article III or within 3 months of moving into the community. After the status of member in good standing is lost to non-payment of dues, that status can be regained by payment of one full year's dues for the current year.
3. When an eligible person becomes a member in good standing, the status of member in good standing is extended to and includes his or her entire family living together as a single unit. Each household to whom the status of member in good standing has been extended is entitled to one vote.

### **Article III - Dues**

The dues of this Association are fifty Dollars (\$50.00) per calendar year, due and payable on or before March 31<sup>st</sup> of a given calendar year. Dues for new persons in the communities of this Association who have not previously been members in good standing and who desire that status during a current year will be required to pay the annual dues total of fifty Dollars (\$50.00) within 3 months of moving into the community.

### **Article IV - Officers and Board of Governors**

1. The officers of the Association shall consist of a President, Vice President, Treasurer, and Secretary, all of whom must be members in good standing of the Association.
2. **The Board of Governors shall** consist of the above four (4) officers, the immediate Past President, together with five (5) members elected by the Association
3. In the event of death, resignation, or removal from office of any Board member or officer, a successor shall be appointed by a majority vote of the Board of Governors at the earliest date, to serve until the next annual meeting, at which time a successor will be elected for a new two-year term.
4. **The President shall** preside at all meetings of the Association and of the Board of Governors, and shall appoint all committees subject to the approval of the Board of Governors. The President shall submit a report at the annual meeting of the Association, giving a resume of the year's work, shall cast a vote in general meetings of the Association only in case of a tie, but shall vote at all times in meetings of the Board of Governors. The President shall be custodian of official records of the Association.
5. **The Vice President shall** render the President any assistance that may be deemed necessary by the President. In case of absence or disability of the President, the Vice President shall have power to perform all of the duties of the President and, when so acting, shall have the powers of the President. In absence of both, the presiding officer shall be the Treasurer, and in their absence, the Secretary.
6. **The Treasurer shall:**
  - a. Pay all expenses of the Association as authorized by the Board of Governors. They shall maintain a checking account, and each check requires signature of the Treasurer and either the President, or Vice President. They shall keep a list of membership, receive dues, and receive and safely keep all funds paid into the Association and all receipts and securities of the Association in a depository designated by the Board of Governors
  - b. Submit a financial report at each regular meeting, and also at any time such report may be requested by the Board of Governors.
  - c. Have the authority to spend up to and including fifty dollars (\$50.00) on behalf of the Association in the event of an emergency, without prior authorization of the Board of Governors.
  - d. Be custodian of all money and financial assets that the Association may possess.
  - e. Maintain a record of all members in good standing.
  - f. Collect dues and issue receipts for the same.
7. **The Secretary Shall:**
  - a. Keep minutes of the proceedings of all Association and Board of Governors meetings and an accurate roll of the membership present at each meeting.

- b. Attend to all correspondence of the Association and advise the membership in writing of all regular meetings at least ten (10) days in advance thereof.
  - c. Publish annual listing of "eligible members," including addresses and telephone numbers.
  - d. Have the power to appoint an Assistant Secretary, subject to the approval of the Board of Governors.
  - e. Be responsible for all Official Electronic Community Correspondence
8. **The Board of Governors shall** have full power to transact all business of the Association, which may arise and require action at any time other than at the regular or special meetings of the Association.
- a. Transaction of Association business in the following categories may be accomplished by a majority vote of the Board of Governors present:
    - (1) To consider and investigate suggestion and complaints filed by any member of this Association concerning the welfare of the Chartwood area and its bordering areas.
    - (2) To recommend and take action to action to accomplish the purpose of this Association.
    - (3) To take action in any matter, which shall, from time to time, be referred to it by the Association at any meeting.
    - (4) To approve expenditures of the Association in an amount not in excess of one hundred dollars (\$100.00), as incurred.
  - b. The transaction of Association business in the following category can only be accomplished by a two-thirds' vote of the total Board:
    - (1) To approve expenditures of the Association in an amount in excess of one hundred dollars (\$100.00), as incurred; provided, however, that expenditures or obligations do not exceed the net current assets of the Association. In the event obligations or expenses would need to exceed the net assets currently under control by the Association, the expenditures would need to be approved by a majority vote of the Association membership present at the regular meeting or any special meeting of the Association in advance of committing the excess funds.

#### **Article V - Removal from Office**

Any officer of the Association or any member of the Board of Governors may be removed from office for just cause at any regular meetings by a two-thirds vote of the members of the Association in good standing present and voting, provided that such officer or Board member shall have been notified in writing of such charges not less than thirty (30) days prior to such

meeting, in order to prepare defense to such charge. Such accused officer or Board member shall have the right to appear in defense of such charge at said meeting.

**Article VI - Nominations and Elections**

1. The election of officers and members of the Board of Governors shall take place every two years, as part the Annual Community Meeting.
2. Voting at all elections shall be by members in good standing.
3. Nominations for all offices shall be accepted from a Nominating Committee constituted under Article IX. Nominations shall be published and distributed to the general membership at least five (5) days before the Annual Community Meeting and nominations shall also be accepted from the floor at the annual meeting.
4. If no nominee wins by simple majority of the votes cast, the two candidates receiving the highest number of the votes cast must again be voted upon by the Association. Any vote resulting in a tie shall be settled by a majority of the present Board of Governors.
5. Each office if contested except the Board of Governors, shall be voted upon separately.
6. All candidates for any office have the right to vote if present.
7. No one shall be eligible to hold office unless they are a member of this Association in good standing.
8. The board of Governors shall be elected for a two-year term. The number of Governors fixed by the Charter may be changed to any number from time to time, by the majority vote of the membership. It is the intent that the Governors be chosen to geographically represent the community as equally as possible.
9. No officer shall succeed themselves. A member elected to the Board of Governors may not serve successive two-year terms; however, a Governor may be elected as an officer for a one-year term immediately following their two-year term as Governor.

### **Article VII - Meetings**

1. The regular meeting of this Association shall consist of an annual meeting to be held during the month of September or October.
2. The Board of Governors shall meet on a date agreed upon by the current Board of Governors, at the call of the President.
3. Special Association meetings shall be held at the call of the President or the Board of Governors, or upon written request to the Secretary of at least ten (10) members in good standing; provided, however, that the purpose of the meeting shall be stated in said request, and in addition thereto such written request shall be sent to each member of the Association by the Secretary giving notice within at least twenty-four (24) hours.
4. Voting by proxy is permissible, but only through authorization given in writing.

### **Article VIII - Quorum**

1. Fifteen (15) members or ten per cent (10%) of the membership, whichever is greater, shall constitute a quorum at any regular or special meeting of this Association. These members must be in good standing.
2. A majority of the members of the Board of Governors shall constitute a quorum at any regular or special meetings of the Board of Governors of this Association.

### **Article IX - Committees**

1. The following annual committees, each having its own chairman and composed of members in good standing, shall be appointed by the President, subject to approval by the Board of Governors.
  - a. An **Auditing Committee** of not less than two (2) members shall be appointed to examine the books of the Association within thirty (30) days prior to the annual meeting, and report with respect thereto at the annual meeting.
  - b. The **Nominating Committee** shall consist of not less than three (3) members. It shall be the duty of this committee to nominate a slate of candidates for election as officers and members of the Board of Governors, to be presented at the annual meeting of the association.
  - c. A **Membership and Dues Committee** consisting of not less than two (2) members will have as its duties the following:
    - (1) Contact prospective new members.
    - (2) Greet and welcome new members and deliver to each a copy of the Bylaws of the Association.
    - (5) Follow up inactive and nonmembers to encourage participation and membership in the Association.

d. A **Civic Committee** with the duties of the members to be the following:

(1) Maintain vigilance with respect to zoning, land restrictions, and civil government activities in our area.

(2) Develop and coordinate plans for general community improvements of a civic nature, as needed.

(3) Represent the Association in any organization of community associations.

2. The Board of Governors may provide for and authorize such other standing or special committees of one or more members, as it deems desirable or necessary, and discontinue or dissolve same at its pleasure. Each such committee shall have such power and perform such duties not inconsistent with law, as may be assigned to it by the Board of Governors. The President shall also from time to time establish such committees as they shall deem necessary to the successful operation of the Association, such as:

a. Social Committee

b. Youth Committee

c. Recreation Committee

3. The chairman of any committee, standing or special, shall be wholly responsible for the receiving, disbursing, and accounting of any monies pertaining to their committee, within the framework of the Bylaws of this Association.

4. Each committee shall be headed by a chairman who shall be appointed by the President, subject to the approval of the Board of Governors. Each chairman may in turn select their own respective members, except in the case of the Nomination Committee, the entire membership of which shall be selected by the Board of Governors. In the event of a vacancy in the chairmanship of a committee, it shall be filled by appointment by the President.

### **Article X - Order of Business**

1. This suggested order of business at any regular or special meeting of the Association is as follows:

a. Call to order.

b. Roll call.

c. Reading of minutes.

d. Reports of officers.

- e. Report of Board of Governors.
  - f. Report of committees.
  - g. Nominations and election of officers and members of the Board of Governors.
  - h. Unfinished business.
  - i. New business.
  - j. Adjournment.
2. Unless otherwise heretofore specifically provided, the current edition of "Robert's Rule of Order Revised" shall govern the conduct of all meetings.

**Article XI - Association Property**

1. By deed April 11, 1968 and recorded in Liber 2202, Page 407, this Association gained fee simple title (subject to restrictions appearing in deed) to approximately 1.6 acres, bounding on both Faircastle Avenue and Wellerburn Avenue. This property appears in Plat No. 1860, Plat Book 33, and Folio 1085 and is described thereon as "Recreational Area."

Article XII - Amendments

1. Amendments and additions to these Bylaws must be submitted in writing to the Board of Governors at least thirty (30) days prior to any regular or special meeting of the Association. The Board of Governors shall cause a copy of the proposed amendment to be sent to each member at least five (5) days prior to the next meeting of the Association. The proposed amendment shall then be read and voted upon at the meeting of the Association, and a two-thirds' vote of the members present and voting shall be necessary for its adoption.

**2018 Chartwood Board**



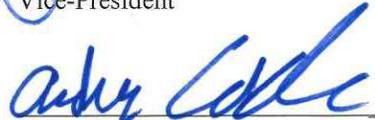
Kevin Camponeschi  
President



Jim Zapf  
Vice-President



Dana Feldman  
Treasurer



Andy Conklin  
Secretary