

**BYLAWS**  
**of**  
**Glenview Neighborhood Association**  
**adopted March 7, 2024**

**ARTICLE I - Name and Location**

**Section 1. Name and Location**

The name of the organization is The Glenview Neighborhood Association, hereafter referred to as “the Association”. The Glenview Neighborhood Association is a registered 501(c)(4) organization with the State of Maryland and located in Montgomery County.

**Section 2. Boundaries**

The boundaries of the Association are Dennis Avenue to the south, Sligo Creek Parkway to the East, University Boulevard West to the North, and Georgia Avenue to the West.

There are residents within these boundaries that could be members of HomeOwners' Associations (HOAs). Participation in the Association is encouraged with the understanding that those members should not seek the Association’s assistance in resolving internal issues of their HOA.

**Section 3. Mailing Address**

The mailing address for the Association’s transaction of business is:

10705 Francis Drive, Silver Spring, Maryland 20902

The Association may, by vote, change the mailing address from one location to another within the named County by noting the changed address and effective date below. Such changes of address shall not be deemed, nor require, an amendment of these Bylaws. However, the designation of the County and State of the Association may not be changed without formal amendment of these Bylaws.

New Address: \_\_\_\_\_ Dated: \_\_\_\_\_  
\_\_\_\_\_

New Address: \_\_\_\_\_ Dated: \_\_\_\_\_  
\_\_\_\_\_

## **ARTICLE II - Purpose and Mission**

### **Section 4. Purpose**

The 501(c)(4) purpose of the Association is to promote the social welfare of all members and provide organization and information for effective advocacy on behalf of neighborhood residents to the County government and other official bodies in order to influence change on issues members care about, including, but not limited to public safety, environmental safety, education and quality of life.

### **Section 5. Mission**

The mission of the Association is to promote a vibrant community and high quality of life for residents within the Association's boundaries by fostering connections, facilitating communication, and advocating for community interests.

## **ARTICLE III - Membership**

### **Section 6. Membership**

Members of the Association are either Resident Members or Active Members.

### **Section 7. Resident Members**

Any person who resides or owns property within the geographic boundaries of the Association and is 12 years or older is automatically a Resident Member of the Association. Resident Members are welcome to attend, participate in, and speak at all Association meetings and events. However, Resident Members are not entitled to (a) serve as an Officer of the Association or (b) vote on any matters brought to a vote before the Association, unless the Resident Member is submitting a provisional vote given the pending status of his/her/their Active Member Application (see Section 8, paragraph 2 for details on provisional voting by Resident Members).

### **Section 8. Active Members**

All Resident Members are eligible to become Active Members. To become an Active Member, a Resident Member must submit an Active Member Application. A sample Active Member Application is attached hereto in Appendix B. Active Member Applications will be made available on a rolling basis via the Association's website and by request of the Association's President. Upon receipt of the complete Active Member Application, the President or Secretary shall confirm that (a) the individual(s)' stated address is within the boundaries of the Glenview neighborhood, and (b) the email address(es) provided are active. Upon

approval of the Active Member Application, the membership status will remain active for two (2) years or for as long as the Active Member remains engaged in the Association, as defined by attending at least one (1) meeting (either Annual Meeting, General Meeting or Special Meeting) per year.

Resident Members are welcome to submit the Active Member Application at any time, but must allow 48 hours for their Active Member Application to be reviewed. Should a Resident Member wish to cast a vote that is happening within the 48 window, they may submit an Active Member Application and a write-in provisional vote at the same time. The write-in provisional vote(s) will be counted and added to the vote totals within 48 hours of the vote and the final results shared with all Members promptly.

### **Section 9. Rights and Responsibilities of Members**

It is the right of all Resident Members to attend Association meetings and events, speak at meetings and events, serve on committees and work groups, nominate officers and committee chairs, and become Active Members by submitting a complete Active Member Application.

It is the right of all Active Members to put forth motions for vote, vote upon such motions, serve as officers of the Association, petition for action to be taken by Officers, attend Association meetings and events, speak at meetings and events, serve on committees and work groups, and nominate officers and committee chairs.

It is the responsibility of all Resident Members and Active Members to treat all members with respect and kindness, despite differences of opinion that may arise on specific issues. Hateful speech that targets the character, beliefs, or identity of other members is destructive to the purpose and process of the Association.

## **ARTICLE IV - Financial Contributions**

### **Section 10. Member Dues**

The Association may institute membership dues with an affirmative vote by Officers (see Section 24 for Voting process).

### **Section 11. Donations and Contributions**

The Association may solicit donations, host fundraisers, promote fundraising campaigns, and participate in other fundraising activities that target Association members. However, all contributions and donations made to the Association by members (including Resident Members, Active Members, and Officers) shall not be required and no perks, privileges,

officer positions, or other special treatment will be given to members who choose to make a financial contribution to the Association.

## **ARTICLE V - Meetings**

### **Section 12. Annual Meeting**

There shall be a minimum of one (1) Annual Meeting per year. At the Annual Meeting the Association will conduct Officer elections, review the financial statements from the previous fiscal year, announce the General Meeting schedule for the current fiscal year, and may hear reports from Officers and/or Committee Chairs. The quorum for Annual Meetings is fifty percent (50%) of elected Officers and a minimum of three (3) Active Members present (either in-person or virtually) at the meeting.

### **Section 13. General Meetings**

There shall be a minimum of one (1) General Meeting per year. At the General Meeting(s) the Association will hear reports from Officers and Committee Chairs and address relevant business, such as but not limited to status of fundraising, upcoming events and opportunities, progress on advocacy efforts, public safety/environmental concerns, and other past or present matters. The quorum for a General Meeting is at least fifty-percent (50%) of elected Officers and a minimum of three (3) of Active Members present (either in-person or virtually) at the meeting.

### **Section 14. Special Meetings**

The President or at least fifty percent (50%) of the elected Officers may call a Special Meeting whenever he/she/they deem it advisable. Association members (including both Resident Members and Active Members) may request a special meeting by submitting a written petition with at least ten (10) member signatures to any Officer. Upon receipt of the petition the Officer must act promptly and prudently with the information received in the petition to schedule, plan and publicize the Special Meeting accordingly. Only such business as the Special Meeting was called to consider may be discussed or acted upon at such meeting. The quorum for a Special Meeting is fifty-percent (50%) of elected officers and three (3) Active Members present (either in-person or virtually) at the meeting.

### **Section 15. Notice of Meetings**

Members (including Resident Members, Active Members, and Officers) shall be notified of all Annual Meeting and General Meetings at least one (1) week before the meeting is scheduled to take place. Notification of Annual Meetings and General Meetings shall be shared via email blast and social media post(s). Members (including Resident Members, Active Members, and Officers) shall be notified of Special Meetings as promptly as the

circumstances allow. Notification of Special Meetings shall be shared via email blast and social media post.

## **ARTICLE VI - Officers**

### **Section 16. Nondiscrimination**

There shall be no discrimination by the Association in the selection of its Officers due to socio-economic status, race, ethnicity, religion, national origin, gender, age, sexual orientation, or handicapped status in violation of existing state or federal law and regulations.

### **Section 17. Election of Officers**

Any Active Member of the Association can be nominated for an Officer position by notifying the President via email at least one (1) week before the Annual meeting.

Officer elections will occur during the Annual Meeting or during a Special Meeting that is called for the purpose of replacing a vacant Officer position.

### **Section 18. Officer Positions**

The Association shall maintain a minimum of three (3) Officers. The required Officer positions include the President, the Treasurer and Secretary. The position of Vice President is an optional position that may remain vacant.

The roles and responsibilities of each Officer position are as follows:

**President.** The President is a required position of the Association. The President shall perform the following duties:

- a. Supervise Association affairs and activities in accordance with the purpose of the association as expressed in Article II, above;
- b. Call and preside over all Membership Meetings;
- c. Serve as the Chairperson of the Executive Committee and an ex-officio Member of all Standing Committees;
- d. Authorize the payment of all bills, vouchers, invoices, etc., on behalf of the Association;
- e. Sign all official Association correspondence, except correspondence solely concerning Association-sponsored social affairs (which may be signed by any Association Officer) and correspondence specific to Standing Committees (which may be signed by the Committee Chairperson), with a copy to the President;
- f. Appoint the Chairperson of all Committees other than the Executive Committee;

- g. Assure the availability of a meeting location for all Membership Meetings;
- h. Assume check signing powers in the absence of the Treasurer;
- i. Present to Association all relevant correspondence received and all correspondence sent on behalf of Association; and
- j. Represent in all external activities (personally or by designee)

**Vice President.** The Vice President is an optional position of the Association. The Vice President shall perform the following duties:

- a. Act on behalf of the President in the President's absence;
- b. Serve in a supportive capacity to the President;
- c. Serve as an ex-officio member of all Committees;
- d. Serve in additional capacities as requested by the President;
- e. Succeed to the Office of the President in the event that it becomes vacant before the elective term of the President expires; and
- f. Should the Vice President succeed to the Office of the President, he/she/they may appoint a Vice President Pro Tempore to serve the remaining portion of the Vice President's elective term or delegate the responsibilities of the Vice President to the other Officers.

**Treasurer:** The Treasurer is a required position of the Association. The primary role of the Treasurer is to oversee the Association's finances. The duties of the Treasurer of the Association shall include:

- a. Serve as the custodian of all Association funds;
- b. Promptly pay all debts of the Association, when authorized by the President;
- c. Disburse Association funds as authorized by the Association Bylaws and/or any Special Resolution;
- d. Keep books and records showing all itemized receipts and disbursements, and prepare and submit to the President, if so requested, a statement of financial condition at each Membership Meeting; and
- e. Prepare and submit to the President a yearly written report on the financial condition of the Association, to be presented at the Annual Meeting. When accepted by the membership, such reports shall become part of the official reports, to be maintained by the Secretary.

**Secretary:** The Secretary is a required position of the Association. The primary role of the Secretary is to maintain the Association's official records. The duties of the Secretary of the Association shall include:

- a. Serve as the custodian of all records of the Association;
- b. Maintain copies of Standing Committee mission statements;
- c. Keep the minutes of all Association Membership Meetings;
- d. Maintain copies of the Association Bylaws and make copies available to members upon request and at all Membership Meetings;
- e. Assist in the preparation and distribution of Association publications; and
- f. Keep the minutes of Executive Committee meetings.

## **Section 19. Term of Officers**

The Officers' term of service shall be for two (2) years. Officers may serve up to two (2) consecutive terms. After serving two (2) consecutive two-year terms, an Officer will once again be eligible for service after taking one year off. If a nominee cannot be identified at the end of an Officer's term, an individual Officer may be exempt from the two (2) term maximum by an affirmative vote (see Section 24 for Voting process).

## **Section 20. Vacancies**

Should an Officer position become vacant, the President will assume the responsibilities of that Officer until a new Officer is elected at a meeting (either an Annual Meeting, General Meeting or Special Meeting).

Election of Officers will be held as needed to maintain the Officer Positions identified in Section 18. The term of service for newly elected Officers may begin mid-meeting, immediately following the affirmative vote. Officers' terms of service will end at the earlier of: (i) the meeting corresponding with the expiration of the Officers' approved term, or (ii) the date specified in his/her/their resignation or removal.

## **Section 21. Removal from Office**

An Officer may be removed from office prior to the expiration of his/her/their term. The removal of an Officer can only be initiated by a written petition, signed by at least ten (10) Active Members, and shall require the submission of an agenda item or the scheduling of a Special Meeting. An affirmative vote of the Active Members present (in-person or virtually) and those submitting provisional votes is required to remove an Officer (see Section 24 for Voting process). An officer may be removed without having any nominated successor(s) up for election. In that case, the position would become vacant and its duties assumed by the President until there can be an Officer election of nominated members at either an Annual, General or Special Meeting.

## **ARTICLE VII - Committees**

### **Section 22. Executive Committee**

The Executive Committee is a required committee of the Association. The Executive Committee shall consist of the elected Officers, including the President, Vice President, Secretary, and Treasurer. The principal role of the Executive Committee shall be to oversee the Association's official business.

The Executive Committee shall ensure that the Annual Meeting, General Meetings and Special Meetings are administered in accordance with Sections 12-15. The Executive

Committee shall ensure that all required Officer positions are filled promptly upon vacancy. The Executive Committee shall steer and support the work of the Standing and Ad Hoc Committees by appointing Committee Chairs and promptly responding to Committee requests (see section 23).

### **Section 23. Committee Creation**

Committees may be created and dissolved by the President or by a majority vote of the Executive Committee. The President will oversee all appointments to Committees and may delegate this responsibility to the Committee Chairs as desired. All members of the Association (including Resident Members, Active Members and Officers) are eligible for appointment to Committees. Each Committee shall maintain a specific purpose and scope of work filed in the Association's records. The Association may create Standing Committees and Ad Hoc Committees as deemed necessary by the Officers.

**Standing Committees.** Standing committees are formed for ongoing concerns of the neighborhood. Standing Committees may include, but are not limited to communications, events, environment, transportation, health and safety, family and education, aging in place, and membership.

**Ad Hoc Committees.** Ad Hoc committees are formed for temporary needs that have a specific goal to be achieved, or project to be completed. Ad Hoc Committees may include, but are not limited to Block Party Planning, Summer Concert Series, Bridge Repair Work, and Snow Removal from Sidewalks.

## **ARTICLE VIII - Voting**

### **Section 24. Voting**

An affirmative vote of more than one-half ( $\frac{1}{2}$ ) of the Members present (either in-person or virtually) and eligible (including Officers, Active Members, and provisional votes from Resident Members) is needed to (a) pass a resolution, (b) elect or remove Officers, or (c) adopt or amend the Bylaws. Voting will be conducted verbally or by a show of hands of those present and eligible.

## **ARTICLE IX - Adoption and Amendment of Bylaws**

### **Section 25. Adoption and Amendment of Bylaws.**

These Bylaws will be adopted and may be amended by an affirmative vote of more than one-half ( $\frac{1}{2}$ ) of the Members present (either in-person or virtually) and eligible (including



Officers, Active Members, and provisional votes from Resident Members), provided seven (7) days written notice of the proposed amendment(s) to the Bylaws is given.

## **ARTICLE X - Transparency**

### **Section 26. Inspection of Records**

Any Active Member or Officer of the Association, either in person or by his or her agent or attorney, may inspect the books and records of the Association for any purpose at any time with reasonable advance notice.

## **ARTICLE XI - IRC 501(c)(4) Tax Exempt Provisions**

### **Section 28. Limitations on Activities**

To be tax-exempt as a social welfare organization described in Internal Revenue Code (IRC) section 501(c)(4), an organization must not be organized for profit and must be operated exclusively to promote social welfare. A section 501(c)(4) social welfare organization may engage in some political activities, so long as that is not its primary activity.

### **Section 29. Prohibition Against Private Inurement**

No part of the net earnings of this Association shall inure to the benefit of, or be distributed to, its members, founders, donors, Officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purpose.

### **Section 30. Dissolution of Association and Disposition of Assets**

Upon dissolution of the Association, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or the corresponding section of any future federal tax code. It is the responsibility of the Officers of the Association to designate and distribute the Association's assets in accordance with the federal tax code.