

CONSTITUTION

Article I - Name

The name of this organization shall be:

The Largo Civic Association

Article II - Purpose

§1. The Largo Civic Association, Prince George's County, Largo, Maryland, is established to promote the advancement and welfare of the community as a whole and to engender a spirit of neighborliness and friendliness within the community. To strive, where appropriate by cooperating with other similar organizations to advance the interests and well being of the adjacent areas, and where necessary to join with other groups in advancing the interest of the community within the framework of the county and state.

§2. Cooperation with other similar organizations shall be such as to preclude the absorption or loss of identity of the Largo Civic Association.

§3. The Largo Civic Association shall be nonpolitical and nonsectarian. It reserves the right, however, to advocate or oppose any legislation or other proposal affecting the welfare of the Largo Community.

Article III – Area

The geographical area covered by the Largo Civic Association shall be defined by the following boundaries:

On the West by the Capital Beltway (I-495)

On the South by Ritchie-Marlboro Road, to include Cabin Branch South and North

On the East by Hancock Drive, to include Ramblewood

On the North by Largo Road, (MD 202)

Article IV - Organization

§1. Members The Largo Civic Association shall have the following categories of members:

Active Resident (lives within boundaries)

Active Non-Resident (lives outside boundaries)

Active Non-Voting Resident (lives within boundaries)

Membership shall be open to all adults 18 years of age or older who reside in single family dwellings, own property, or operate a business in the Largo community and who file application for membership

§2. Conditions of Membership

A. **Obligations** The obligations of the Active Resident Member shall be payment of dues and voluntary participation in our civic duties and activities.

Active Non-Voting Resident Status is given to participants who live within the boundaries and have not paid dues.

Active Non-Residents who participate in our civic duties and activities are not obligated to pay dues.

B. **Privileges** the privileges reserved to the Active Resident Members are:

- (1) Voice.
- (2) Holding elective office.
- (3) The right to vote.

Active Non-Resident and Non-Voting Resident members shall have the privilege of:

- (1) Voice.

C. **Authority** No individual member of the Association shall have the authority to act in the name of the Association except as provided for in the Constitution and/or Bylaws:

- (1) On policy matters affecting the association, neither the Executive Committee nor any member of the Association shall have the authority to commit the Association

to a course of action without approval of a majority of the members present and voting at a regular or special meeting.

- (2) Delegates or representatives representing a voice for the Association in or to other bodies shall be appointed by the President with the approval of the Executive Committee or by a majority vote of the Association members. Their tenure of office shall be at the discretion of the President and Executive Committee. When so representing the Association, they will be bound by the duties and authority as set forth for officers in this Constitution and Bylaws.

§3. *Officers and Duties of Officers.*

A. **Officers** The officers of the Largo Civic Association shall consist of:

- (1) President
- (2) Vice President
- (3) Secretary
- (4) Treasurer

B. **Executive Committee** The Executive Committee will consist of nine members: the officers, the Immediate Past President, and four elected members or five elected members if there is no Immediate Past President.

C. **Duties of Officers**

(1) **President**

The President shall represent the organization and preside over its meetings, and carry into effect its decisions. He/she shall function as the Chairperson of the Executive Committee. The President may not serve more than two consecutive terms

(2) **Vice President**

The Vice President shall assist the President as requested, assume the duties of the President in his/her absence, oversee the coordination of the standing committees, and assist the secretary. The Vice President may not serve more than two consecutive terms.

(3) **Secretary**

The Secretary shall keep a record of proceedings of the Association, including meetings of the Executive Committee, be responsible for the administrative records of the Association, and read before the assembly the minutes of the previous meeting and a

summary of minutes of the meeting of the Executive Committee. The Secretary is responsible for the preparation of all official correspondence and maintenance of proper files of such correspondence. The Secretary shall maintain the official list of members of the Association. The Secretary may not serve more than two consecutive terms

(4) Treasurer

The Treasurer shall be the custodian of the funds and the recipient of and disburses of monies as directed by the Executive Committee or by vote of the Association. He/she shall make a report of the financial standing of the organization at every regular meeting. The Treasurer may not serve more than two consecutive terms

D. **Election of Officers and members of the Executive Committee** All officers shall be elected by a plurality of persons having been Active Resident Members of the Association for the at least two months, in attendance by secret ballot at the annual meeting in May. Beginning in fiscal year 2006 all offices are up for election with the next election of President and Secretary held every four years thereafter (2010, 2014, etc., etc.). Beginning in fiscal year 2007 the offices of Vice-President and Treasurer shall be up for election and held every four years thereafter (2011, 2015, etc., etc.). Vacancies among the officers shall be filled by special election at the next regular meeting, provided such meeting is more than sixty days prior to a scheduled election meeting.

At a regular meeting two months prior to the election, a nominating committee of three people shall be elected by the membership at large. This committee shall publish not later than one month prior to the election a list of at least two candidates for each elected position. The committee may place no member of the nominating committee in nomination. An Active Resident Member at the election meeting may make further nominations from the floor. The new administration shall assume office at the Inaugural meeting after the completion of the Call to Order.

E. **Removal from Office** Removal from office may be initiated against any elected official by unanimous vote of the remainder of the Executive Committee or by written petition of twenty per cent of the members in good standing. Removal from office may be done by two-thirds vote of the active resident members, provided the Executive Committee, upon written request by the officer has provided the officer a hearing.

F. **Resignation** Any member wishing to resign from office may do so by notifying the Executive Committee or the Secretary in writing.

Article V - Committee

Committees shall consist of standing committees and special committees, the latter to be appointed as the need arises. Committees shall consist of a chairperson and at least two other members.

The President shall appoint the chairperson of all committees. Committee chairpersons shall select the members of their respective committees. Committee chairpersons and committee members shall serve as follows: For one year, or until released then the year by the President or upon completion of the business of the committee, or until their successors are appointed. When appropriate, Committee Reports shall be turned over to the Secretary for permanent filing.

Article VI - Amendments to the Constitution

§1. Amendments to the Constitution may be proposed as follows:

- A. By the Executive Committee
- B. By any Active Resident Member in writing to the Executive Committee
- C. By written petition of at least twenty per cent of the active Members to the Executive Committee.

§2. The Executive Committee shall evaluate all proposals for amendments and will approve or disapprove amendments prepared by individuals. Proposals supported by written petition of twenty per cent of the Active Resident Members and proposals approved by the Executive Committee must be brought before the general assembly for consideration at the next meeting after due notice has been given. Due notice shall be notification in writing to the Active Resident Members at least ten days prior to the meeting.

§3. All Constitutional amendments shall be voted upon by written ballot. Amendments shall be effective if approved by two-thirds of the returned ballots at the meeting, active resident members, and a quorum having been declared by the President.

Adoption or rejection of the proposed amendment shall be announced prior to adjournment of the meeting.

Article VII - Change of Bylaws

Changes of Bylaws shall be accomplished by a two-thirds vote of the Active Members present at a regular or special meeting called for that purpose.

Article VIII - Quorum

A quorum of the Association shall be considered to be ten percent of the Active Resident Members. No elective business of the Association may be conducted as a meeting unless a quorum as defined herein is present. A quorum of the Executive Committee shall be a majority of its members.

Article IX - Finances

§1. The dues of Members shall be as fixed in the Bylaws of the Association.

§2. No funds of the Association shall be obligated or expended without the approval of a majority of the active Members in good standing present and voting at any regular or special meeting. An exception is made for the Executive Committee; it may authorize expenditures not to exceed a limit as specified in the Bylaws of the Association during the period between any two regularly scheduled monthly meetings.

§3. The funds of the Association shall be of two categories: A special fund and a general fund in separate accounts. Special grants shall be used only for the purpose for which donated, and if not utilized for the intended purpose, must be offered back to the donor or donors.

The general fund shall consist of all monies of the treasury, excluding the special funds.

Monies appropriated or committed for any purpose shall not be considered as part of the general fund balance.

No commitment or appropriation beyond the general fund shall be permitted.

§4. Financial records of the Association will be audited at least once annually. They may be audited more at the discretion of the Executive Committee.

BYLAWS

Article I - Purpose

In order to further the goals of the Largo Civic Association, Prince George's County, Largo, Maryland, as stated in the Constitution, the Association will promote civic activities in support of beautification projects, establishment and maintenance of streets, parks, and utilities, traffic control, police and fire protection, welfare and recreation, schools, sponsorship of Boy's and Girl's clubs, Scout organizations, and such other activities as shall be deemed necessary and appropriate. In order to engender a feeling of neighborliness and friendliness, the Association may promote social activities, such as parties, picnics, dances, dinners, and other appropriate community enterprises.

Article II - Meetings

§1. *Regular Meetings* The Largo Civic Association shall regularly meet on the third Wednesday of every month beginning with September 1999. When required, under unusual circumstances, the Executive Committee may change the date of a regular monthly meeting. Notice shall be given not less than seven days preceding the adjusted date of the meeting.

§2. *Special Meetings* The Executive Committee may call these. Only such business as the meeting is called to consider shall be discussed and acted upon.

§3. *Notification of Special Meetings* Members of the Association shall be notified of the date, time, and place of all special meetings, not less than seven days preceding the date thereof, and in said notices shall be stated the nature of the business to be considered.

§4. *Annual Meetings* Annual meetings of the Association shall be held on the third Wednesday in May of each year.

§5. The Executive Committee shall designate a Parliamentarian whose duties shall be as established by Roberts Rules of Order.

Article III - Procedure at Meetings

§1. *Rules of Order* Roberts Rules of Order, Revised Edition, shall be the parliamentary guide for the Association's business meetings, except when in conflict with specific

provisions of the Constitution and Bylaws. The Association may establish a set of standing rules on debate and procedure, which may at any time, be suspended by unanimous consent of Active Members attending a regular or special meeting.

§2. *Order of Business* The following shall be the order of business for regular meetings:

- A. Call to Order
- B. Determination of a quorum
- C. Introduction of new members
- D. Reading of the minutes of the last meeting
- E. Reading of summary of minutes of Executive Committee meetings
- F. Treasurer's report
- G. Communications from the President
- H. Committee Reports
- I. Unfinished business
- J. New Business
- K. Adjournment of business meeting

The regular order of business may be suspended at any meeting by a majority vote of the Active Members present. The President or the Executive Committee may at any regular meeting have the order of business resequenced.

§3. *Order of Business - Annual Meeting* This meeting shall include annual reports and Election of new officers. The order of business at the annual meeting shall be:

- A. Call to Order
- B. Determination of a quorum
- C. Introduction of new members
- D. Reading of minutes of the last meeting
- E. Reading of summary of minutes of the Executive Committee meetings
- F. Election of Officers
- G. Treasurer's Report
- H. Communications from the President
- I. Annual Reports
 - (1) Audit Committee
 - (2) Standing Committees
 - (3) President for the Executive Committee
- J. Unfinished business
- K. Announcement of new officers elect
- L. New business

M. Adjournment

§4. Order of Business- Inauguration This meeting shall be held on the third Wednesday of June of each Election year. The following shall be the order of business for Inauguration:

- A. Call to Order
- B. Installation of new Officers and/or Committee persons
- C. Inauguration
- D. Adjournment

§5. Decision on Business Except as otherwise provided in these Bylaws or in the Constitution, all issues, motions, resolutions, or other business of the Association will be decided by a majority of the members present at a regular or special meeting.

Article IV - Membership and Voting

§1. Written Ballots In those cases for which the Constitution requires a vote of the Active Members, as opposed to a vote of the Active Members present and voting at a regular or special meeting, a written ballot is required. Written ballots will be printed as part of the notice of the meeting at which the vote will be taken.

§2. Absentee Balloting For all business of the Association for which a written ballot is required, except for the election of officers and members of the Executive Committee, absentee balloting is permissible, provided the absentee ballots are submitted in a double sealed envelope, the outer envelope signed and given to the Secretary before the vote is counted.

§3. Tie-Votes In the event of a tie-vote for any office, a new ballot will be taken for that office. The election will be determined by a plurality vote of the Active Members present at the meeting.

Article V - Committees

§1. Standing Committees The standing committees of the Largo Civic Association shall be as follows:

- A. Membership Committee

- B. Hospitality Committee
- C. Public Service Committee
- D. Ways and Means Committee
- E. Planning and Zoning Committee
- F. Education Committee

§2. Duties of the Standing Committees Duties of the standing committees shall be:

- A. **Membership Committee**. This committee will call upon and welcome all new residents of the Largo Community, Prince George's County, Maryland, and contact applicants for membership and present applications for membership in the Association. The committee will collect membership dues. This committee will work with the Secretary in maintaining the membership roster. Committee members will serve as hosts at each meeting, performing such functions as welcoming members, informal introduction, etc. This committee will provide each member with a copy of the Constitution and Bylaws of the Association.
- B. **Hospitality Committee** This committee is responsible for the physical facilities at the meeting place and arrangements for refreshments and, if called upon, to provide a location for the meeting and the hospitality & beautification of the community at large.
- C. **Public Service Committee** This committee will consider and report on all matters referred to it or coming to its attention relating (1) public transportation; (2) communications and mail service; (3) roads, streets, and their maintenance in the Largo Community and those affecting the welfare of the community; (4) sanitation and conditions affecting public health; (5) water supplies; (6) police and fire protection; (7) traffic regulations and all matters affecting community safety. It shall further be the duty of this committee to keep the Association informed of pertinent measures before the County Council of Prince George's County, and to represent the Association at meetings of said Council as considered appropriate under the provisions of Section 3 below.
- D. **Ways and Means Committee** This committee is responsible for determining and carrying out ways and means of raising funds to support objectives established by the Association.

- E. **Planning and Zoning Committee** This committee will consider and report on all matters referred to it or coming to its attention relating to planning and zoning within Prince George's County and the state of Maryland. It shall further be the duty of this committee to keep the Association informed on pertinent matters under consideration by the Maryland-National Capital Park and Planning Commission, the Prince George's County Council, by any other local, county or state governmental officials, or by other civic groups. When deemed pertinent, the committee will represent the Association at meetings of any of the above groups and will keep the membership apprised of their actions.
- F. **Education Committee** This committee will consider and report on all matters referred to it or coming to its attention relating to education. It shall further be the duty of the committee to keep the Association informed on pertinent measures before the Board of Education and the School Board of Prince George's County, and to represent the Association at meetings of same Boards as considered appropriate under the provisions of Section 3 below

§3. The standing committees will take action to obtain objectives in their areas of functional responsibility. The standing committees shall make written reports to the Association in January and at the meeting outlining the following: programs undertaken, progress of programs, expenditures, income, recommendations for future programs and expected budget. The reports will become part of the records of the Association.

§4. The President, Executive Committee, or Association may place a requirement on a standing committee to investigate and to report to the Association on any matter consistent with the committee duties stated in Section 2 above.

§5. *Special Committees* The President, the Executive Committee, or the Association have the authority to appoint special committees to consider, report, and act upon subjects not falling under the cognizance of the standing committee. The stipulations specified in Section 3 above also apply to special committee actions.

Article VI - Executive Committee

§1. *Meetings* The Executive Committee shall meet on the second Wednesday of each month.

§2. Committee Reports The Executive Committee may request any committee chairman to render a report at any meeting of the Executive Committee.

§3. Attendance of non-Executive Committee members at Meetings Any active member of the Largo Civic Association may attend an Executive Committee meeting to present a matter for consideration provided three days notice has been given to the Chairperson of the Executive Committee.

§4. Voting by Executive Committee Opinions or decisions of the Committee will be decided by majority vote of the members present. The Secretary will make the Committee's vote a matter of record. On motion of any member, individual votes of the Committee Members will be recorded.

Article VII - Finances

§1. Dues Annual dues shall be \$20.00 per active household per year.

§2. Operating Expenses The Executive Committee may authorize expenditures not to exceed \$100.00 to cover operating expenses of the Association during the period between any two regularly scheduled meetings.

§3. Fiscal Year The fiscal year shall extend from July 1 through June 31 of succeeding calendar years.

§4. Fiscal Operations The Association funds will be carried in a bank selected and approved by the Association. The President or Vice President must countersign checks disbursed by the Treasurer, in the absence of the former.

§5. Annual Report and Budget

- A. At the annual meeting, Committee chairpersons will present in writing a financial statement of operations for the preceding year. The statement will list income, expenses, and the status of the Committee's operation.
- B. The chairman of the Ways and Means Committee shall prepare a comprehensive budget for presentation no later than the meeting following the annual meeting. The budget will show the estimated income, estimated expenses, and items for membership consideration.
- C. Adoption of the budget may not take place before September 1 of the fiscal year. Adoption of the budget constitutes the right for a committee to commit

themselves and the authorization to the Treasurer to pay, up to the amounts determined, and within the limitations as outlined in Article IX of the Constitution.

- D. Any budgeted sum, appropriation, or balance thereof not expended by the time of each succeeding budget presentation is automatically canceled unless specific extension is approved by the membership.
- E. Any monies derived from the operations of a committee are properly the Treasurer's funds. No committee may expend amounts exceeding those shown in the adopted budget. Supplemental appropriations must be obtained in accordance with Article III, Section 5 of these Bylaws.
- F. Nothing in this section shall be construed as abrogating the prerogatives of the Active Membership.

§6. Audit of Fiscal Records The President will appoint an Audit Committee of not fewer than three persons from the active Membership, but only one of whom must be a member of the Executive Committee, to audit the Association's accounts at least annually. This annual audit report will be made at the annual meeting.

§7. Bonding of Treasurer The Association shall, on vote of the members, purchase a surety bond to cover the Treasurer in order to recover funds placed in jeopardy by failure of incumbent to fulfill the duties of office. This shall not become effective until the fund total has initially reached the sum of \$500.00. Once bonded, the bonding shall be continuous from then on regardless of the amount of the funds.