

CONSTITUTION of the PINE RIDGE CIVIC ASSOCIATION

ARTICLE I. NAME. GEOGRAPHIC AREA and PURPOSE.

Section 1. The name of this organization shall be the "Pine Ridge Civic Association," hereinafter referred to as the Association.

Section 2. GEOGRAPHIC AREA. In general, the area of the Association shall include all contiguous territories known as Pine Ridge, which shall be deemed to include (1) Sections 1,2,3,4 and 5 as originally established by Eakin Properties (including all lots along Chandler Street), Beach's Addition to Pine Ridge, and the contiguous areas between them; (2) Sutton Place; (3) Little River Pines, (4) Lot 10 of the 1st Addition to the Seth Williams' subdivision and (5) any other residential property or properties lying between Prosperity Avenue on the east and Mantua Subdivision line on the west whose owner or owners may elect to become associated with the association.

Section 3- PURPOSE. The purpose of the Association shall be: to promote the common interests and civic welfare of the residents within the geographic area of the Association; to preserve, protect and enhance shared community resources - in particular - Prosperity Avenue and Eakin Park; and to defend land use stability as it effects the Association.

ARTICLE II. MEMBERSHIP and VOTING.

Section 1. MEMBERSHIP. All families or single adult persons owning property and/or residing within the Association area shall be eligible to be members of the Association.

Section 2. Each property shall be entitled to a maximum of two votes to be cast in person by adult members in good standing.

ARTICLE III. OFFICERS.

Section 1. The officers of the Association shall consist of a president, a vice-president, a secretary and a treasurer. Their duties shall be those usually devolving upon such officers, or such other duties as may be assigned by the president or Executive Committee, and they shall serve for a period of one year and until their successors have been elected.

Officers and committee chairpersons shall be elected at the annual meeting of the membership in May.

Section 2. The term of office for all officers shall be one year, commencing on July 1 following their election and ending on June 30 of the following year.

Section 3. On expiration of their terms of office, officers shall pass on to their successors all property, correspondence, books, records, receipts, etc.

Section 4. In the event of a vacancy in the office of president, the vice-president shall assume the office for the unexpired term. In the event of a vacancy in any other office, such vacancy shall be filled by the president with the advice and consent of the Executive Committee.

Section 5. The president shall preside at all meetings and perform the duties appertaining to his office. The president shall appoint all committees except the Executive Committee and Nominating Committee, and will be ex-officio member of each committee.

Section 6. The vice-president, in the absence of the president, shall assume the duties of the president. The vice-president shall be responsible for the updating of the Association directory at least every two years.

Section 7. The secretary shall keep records of meetings of the Association and of the Executive Committee. The secretary shall issue notices of all Association and Executive Committee meetings, handle all correspondence, and when an alteration of the Constitution is to be brought up in an Association meeting, notify all members in writing in advance.

Section 8. The treasurer shall prepare an annual budget for approval of the Executive Committee, receive all funds, issue receipts, maintain Accounts, and pay all expenses included in the budget without further authorization, and prepare an annual financial report summarizing all receipts by budget categories. The treasurer shall keep on hand not more than \$25.00 in petty cash and shall maintain the balance in a checking or savings account. Any such account shall be in the name of the Association in an institution approved by the Executive Committee. Disbursements shall be made by the Treasurer only, or in his/her absence, by the president. A financial report shall be provided to the Executive Committee at each of its regular meetings thereof.

ARTICLE IV. MEETINGS.

Section I. The annual meeting of the Association shall be held in May of each year. Additionally, other meetings may be called by the president or by the Executive Committee, on at least 48 hours notice to the members on urgent issues and no less than 7 days notice for normal issues. The president shall call a meeting of the Association upon the written petition of ten members in good

standing, such petition to set forth the purpose of the desired meeting.

ARTICLE V. EXECUTIVE COMMITTEE.

Section 1. The Executive Committee shall consist of the officers, the most recent resident past president, and the chairpersons or co-chairpersons of the Standing Committees and each member of the Executive Committee shall have one vote.

Section 2. The Executive Committee shall manage the affairs of the Association. Expenditures not included in the annual budget of the Association funds shall be approved by the Executive Committee by majority vote of the members present, except that the president may give advance approval for expenditures not in excess \$100.00.

Section 3. The Executive Committee shall meet monthly September through April, and at such other times at the call of the president. Members of the Association may attend regular meetings of the Executive Committee and, in accordance with procedures of the committee, present their views on agenda items.

Section 4. The president shall serve as chairperson of the Executive Committee.

Section 5. The Executive Committee shall appoint a Nominating Committee composed of at least three members. The Nominating Committee shall nominate a slate of officers for the following year, and shall report such proposed slate to the Association members

in advance of the May meeting. All names on the slate shall be those of members who have agreed to serve if elected.

ARTICLE VI. ASSOCIATION COMMITTEES IN GENERAL.

Section 1. The principle functions of the Association Committees shall be fact finding and reporting.

Section 2. Committee reports, when applicable, should be stated in the form of proposed Association Resolutions with supporting discussion. After review by the Executive Committee and resolution of differences, if any, the proposed resolution of the Association Committee shall be presented to the members through publication in the newsletter of the Association.

Section 3. Association Committees shall meet at the call of their chairperson. Members of the Association may attend meetings of any Association Committee and, in accordance with procedures of the Committee, present their views on the business before it.

Section 4. There shall be such Association Standing Committees as the bylaws provide, and such special committees as the president may appoint.

ARTICLE VII. AMENDING THE CONSTITUTION AND BYLAWS.

Section 1. The Constitution may be amended by a two-thirds vote of the membership present - a quorum being present - provided notice of the proposed amendment or amendments has been given by publication. When action on proposed amendments cannot be delayed until the annual meeting, the president may call a special meeting of the Association.

Section 2. The Bylaws may be amended by a majority vote of the Executive Committee - a quorum being present - provided that at least 10 days notice of the proposed amendment or amendments has been given to the membership.

ARTICLE VIII. QUORUM.

Section 1. Fifteen members being present shall constitute a quorum for the transaction of the business of an Association meeting.

Section 2.

Seven members (or a majority of filled Executive Committee positions) being present at an Executive Committee meeting shall constitute a quorum.

ARTICLE IX. FINANCIAL REVIEW.

The records of the Treasurer shall be audited by July 30,, or upon the change in Treasurer, by a qualified person or persons appointed by the President. A written report of the audit shall be presented at the September meeting.

ARTICLE X. AUTHORITY TO BIND.

No member of this Association shall contract for, incur any debt, obligate the organization, or present views of the association except by authorization of the Executive Committee or membership. Such authorization must be documented in the official minutes of the meeting.

BYLAWS of the PINE RIDGE CIVIC ASSOCIATION

ARTICLE 1. STANDING COMMITTEES.

Section 1. To fulfill a responsibility of becoming informed and informing the community on matters in which it should be concerned, the Association hereby establishes the following standing committees.

LAND USE and PARKS: (1) To study master plans and revisions of county zoning ordinances. To coordinate development of Association positions on any proposed changes in planning and zoning ordinances which would affect the community. To keep the Association - via the Executive Committee - fully informed on current land use problems. (2) To study and evaluate programs for parks and recreational development with particular emphasis on areas adjacent to the community and to make recommendations thereon to the Association -via the Executive Committee - for consideration in adoption of Association policy. (3) To maintain liaison with appropriate county, state and civic organizations.

TRANSPORTATION: To keep the Association - via the Executive Committee - informed about developmental programs of highways and mass transit which affects the community. (2) To maintain liaison with appropriate county, state and civic organizations.

COUNTY GOVERNMENT: (1) To study, evaluate and make recommendations - through the Executive Committee - concerning Fairfax County legislative program, budget and water authority plans, and the Fairfax County School Board. (2) To maintain liaison with appropriate committees of the Fairfax County Providence District Council and the Fairfax Mason District Council, the Federation of Citizens Association, and the Parent Teacher Associations (PTAs) serving the community.

MEMBERSHIP: (1) To encourage all residents of the Association area to join and to maintain membership in the Association. (2) To

welcome new families in the community and inform them of the activities and purposes of the Civic Association. (3) To select, if appropriate, a local representative (Block Captain) on each street or in each section to make house to house calls and to serve as liaison on local matters between his neighborhood residents and the Association. (4) To maintain a current listing of all residents of the Pine Ridge area. (5) To distribute the Pine Ridge Civic Association Directory.

PINE RIDGE PRESS: To prepare - with input from the Executive Committee - and distribute a periodic newsletter, which shall include appropriate notices, minutes of meetings, reports and officer and committee reports, and other items of interest to the members of the Association.

COMMUNITY INFORMATION: (1) To sponsor activities, other than those within the jurisdiction of the other standing committees, which contribute to the welfare of the community and its residents, and to organize and conduct the social activities of the Association including the annual membership/dinner meeting. (2) To serve as liaison with pertinent organizations. (3) To provide pertinent information concerning activities of other relevant organizations. (4) to foster communications between and among such organizations as may be deemed necessary.

NEIGHBORHOOD WATCH AND PARK WATCH: (1) To coordinate government-sponsored programs of citizen participation in neighborhood security. (2) To coordinate the neighborhood watch activities of sub-groups within the boundaries of the Association. (3) To act as liaison between the Association and pertinent county and state organizations and other civic associations in matters of government-sponsored neighborhood security.

WEBSITE. To develop, with appropriate technical assistance, a website for the Association and monitor its operation.

ARTICLE II. DUES.

Section 1. The Executive committee shall determine annually the dues for family membership, single adult membership and senior citizen membership. This determination shall be ratified by the Membership at the annual meeting in May. The membership year begins and dues are payable on 1 July.

Section 2. Dues of the new members joining the Association during the membership year shall be prorated on a semi-annual basis.

ARTICLE III. MEMBERS IN GOOD STANDING

Section 1 To be in good standing, a member shall not be in arrears in payment of dues.

ARTICLE IV. PARLIAMENTARY AUTHORITY.

Section 1 "Robert's Rules of Order," Newly Revised, shall be the Association authority on all questions of procedure and parliamentary law not covered by the Constitution and By-Laws.

The above Constitution and By-Laws were revised at the annual membership meeting held on May 18, 2001 held in the Fairfax Room of the Elks Lodge.