

**CONSTITUTION
OF THE
TANTALLON NORTH AREA
CIVIC ASSOCIATION**

ARTICLE I: NAME

The name of this organization shall be the Tantallon North Area Civic Association.

ARTICLE II: PURPOSE

SECTION 1. Any adult resident of the Tantallon North Development who is willing to subscribe to the constitution of this Association may become a member upon payment of dues. Only Members in good standings will be permitted to vote, hold office, and/or otherwise participate in administrative activities of the Association.

- A. Associate Membership – Any adult non-resident of Tantallon North seeking Associate Membership “who is willing to subscribe to the TNACA Constitution of this Association, pay dues, and attend regular meetings” in a non-voting status.

SECTION 2. The annual dues, which shall be payable upon joining, will be set at a time of the annual meeting.

ARTICLE IV: OFFICERS

The Officers of the Association will be a President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms.

ARTICLE V: DUTIES OF OFFICERS

SECTION 1. The **President** shall preside at all meetings of the Association and of the Executive Committee, at which he/she may appoint the chairpersons and members of all standing committees, appoint the chairperson to special committees, and perform such other duties as may be prescribed in this Constitution, or assigned to him/her by the Association. The President shall coordinate the work of the officers and committees in order that the objectives of the Association may be promoted. The President shall be the official representative of this Association in all matters. (Revised April 27, 2010 – Ratified May 25th, 2010)

SECTION 2. The **Vice-President** shall act as an aide to the President, and shall perform the duties of the President in the absence or inability of that officer to serve.

SECTION 3. The **Recording Secretary** shall record the minutes of all meetings of the Association and of the Executive Committee and shall perform such other duties as may be delegated.

SECTION 4. The **Corresponding Secretary** shall be responsible for the dissemination and/or mailing of all correspondence and notices of the Association, and shall perform such other duties as may be delegated.

SECTION 5. The **Financial Secretary** shall record all financial transactions of the Association, receive and transmit to the Treasurer all monies of the Association and shall perform such other duties as may be a summary report at the annual meeting and at other times when requested by the Executive Committee. The Financial Secretary shall be bonded once TNACA's total assets exceed \$10,000.00.

SECTION 6. The **Treasurer** shall receive from the Financial Secretary all monies of the Association, and keep accurate records of receipts and expenditures. The Treasurer shall perform all banking activities including disbursements of monies in accordance with the will of the Association. Checks shall be written and signed by the Treasurer. All checks shall be co-signed by the President or Recording Secretary. The Treasurer shall present a financial report at every regular meeting of the Association, a summary at the annual meeting and other times when requested by the Executive Committee. The Treasurer's records shall be audited annually by the Auditing Committee. The Treasurer shall be bonded once TNACA's total assets exceed \$10,000.00.

SECTION 7. The **Parliamentarian** shall be well versed in parliamentary procedure so that the Association's behavior and procedures at all meetings are governed by the rules established in Article X of this Constitution.

SECTION 8. The **Sergeant-at-Arms** shall maintain peace and order during meetings.

SECTION 9. It shall be the duty of all officers to surrender all records to the Executive Committee at the end of tenure of office.

SECTION 10. All Officers shall perform the duties prescribed in Robert's Rule of Order in addition to those outlined in this Constitution and those assigned from time-to-time.

ARTICLE VI: ELECTION OF OFFICERS

SECTION 1. ELECTION

- a. Officers shall be elected by secret ballot of registered members annually in the month of November and they shall take office at the regular meeting in January.
- b. A candidate shall be declared elected if he/she shall receive a majority of the votes cast by the members of the Association present at the annual meeting.

SECTION 2. NOMINATIONS

- a. There shall be a Nomination Committee comprised of six (6) members appointed by the President of the Association, two meetings prior to the annual meeting.
- b. The Nomination Committee shall select nominees for each office to be filled and reported at the next meeting preceding the annual meeting.
- c. Following the report of the Nomination Committee, an opportunity shall be given for nomination from the floor. However, only those nominees receiving at least one seconding supporter shall be included on the ballot for the vote.
- d. Ballots will be distributed to the registered members who are in attendance at the November meeting. The results of the election will be announced during the annual meeting.

SECTION 3. VACANCIES

- a. Should a vacancy occur in the office of the President, the Vice-President shall become President for the duration of the unexpired term, rendering vacant the office of the Vice-President.
- b. Should a vacancy occur in any office other than that of the President, such vacancy shall be filled by an election at the next regular meeting of the Association and the elected officer shall serve for the unexpired term.
- c. The President shall have the authority to appoint a person to office until an election is held at any regular meeting when there is a quorum present.

SECTION 4. RESIGNATIONS

- a. Resignations of any officer shall be submitted to the Executive Committee in writing, along with all the records of the Office within two weeks prior to resignation.
- b. The resignation of the Treasurer shall not be accepted until the Auditing Committee has given a satisfactory report of his/her account.

ARTICLE VII: MEETINGS AND QUORUM

SECTION 1. Monthly meetings will be held as needed.

SECTION 2. The annual meetings shall be held in November.

SECTION 3. Special meetings may be called by the President or on request of 51% of the members. The President shall call such meetings.

SECTION 4. A total of ten (10) members of the Association, in good standing, shall constitute a quorum for transacting business.

ARTICLE VIII: COMMITTEES

SECTION 1. The standing committees of this Association shall be:

- a. **EXECUTIVE COMMITTEE** – The membership shall consist of all elected officers and chairpersons of the standing committees. This Committee shall be the managing committee of the Association.
- b. **WAYS AND MEANS** – The object of this committee shall be to raise monies sufficient to cover the cost of programs and projects that may be undertaken by the Association.
- c. **MEMBERSHIP COMMITTEE** – This Committee shall be composed of a chairperson and committee members. It shall devote its effort into developing the membership of the Association in yearly membership drives. The Block Captains shall work in conjunction with this Committee during its annual membership drive.
- d. **PUBLICATION COMMITTEE** – The Duties of this committee shall be to organize, publish and disseminate a Newsletter and other publications to the Membership Committee.
- e. **SAFETY COMMITTEE** – This Committee will act as a liaison between Prince George's officials and the citizens of the community to learn about, observe and promote safety intervention resources. The Safety Committee shall take the lead in reinvigorating the Neighborhood Watch Program.
- f. **BEAUTIFICATION COMMITTEE** – The duties of the Committee are to improve the appearance of the community and to make the community attractive, clean and enjoyable for the residents. The Committee will work with the citizens, in a consultative manner, to encourage the maintenance of the residential property.
- g. **HOSPITALITY COMMITTEE** – The duties of this Committee shall be to welcome new families to our community and to encourage them to participate in community activities. Its' duties shall also be to remember those in our community who have experienced death, sickness, misfortune, etc., as indicated in the guidelines of the Committee.
- h. **AUDITING COMMITTEE** – The duties of this Committee will be to review the books and the records of the Financial Secretary and Treasurer at least once a year. The Committee's reports shall be submitted to the Executive Committee in writing.
- i. **EDUCATION COMMITTEE** – This Committee shall serve as a liaison between the designated schools that TNACA supports and the Association. The main duties of the Committee will be to share with the Association, information on current Education issues, policy changes, results of school assessments and areas of support needed.
- j. **BLOCK CAPTAINS** – This Committee shall be chaired by a Block Captain Coordinator. The duties of the Committee are to assist the Membership Committee in its annual membership drive, identify new neighbors, those who have experienced death, sickness, misfortune, etc. and refer this information to the Hospitality Committee, and also to deliver the newsletter and other publications to the community.

SECTION 2. The President shall be a member of all Standing Committees.

SECTION 3. Ad Hoc Committees shall be appointed by the President as deemed necessary to promote the purpose and carry on the work of this Association.

ARTICLE IX: AMENDMENTS

This Constitution may be amended at any regular meeting by two-thirds vote, a quorum being present; providing that a written notice stating the proposed amendment shall have been read at a previous regular meeting and a copy of same presented to the Executive Committee.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the parliamentary authority on all matters not covered by the Constitution of this Association.