

BYLAWS
of the
TAMARACK TRIANGLE CIVIC ASSOCIATION
Silver Spring, Maryland

Article I Name

This association shall be known as the Tamarack Triangle Civic Association, Inc., hereinafter referred to as the "Association".

Article II Purposes

The purposes for which the Association is formed are those prescribed by the Articles of Incorporation.

Article III Members

§1. Membership Eligibility.

Any person of legal voting age interested in the purposes of this Association who is willing to uphold its basic policies and subscribe to its Bylaws may become a member of the Association, provided that such persons reside in that area formed by the triangle of Paint Branch Stream, East Randolph Road, and Fairland Road. Such persons may become members upon payment of dues as hereinafter provided.

§2. Dues.

Annual membership in the Association shall be based on the calendar year, with dues of \$10.00 payable annually. New memberships will be accepted at any time. Applications for new membership received in November or December shall be carried over for the following calendar year.

§3. The Association's fiscal year shall be from January 1 to December 31st.

Article IV Officers

§1. Officers.

The officers of this Association shall be a President, a Vice President, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

The two officers necessary to validly conduct business at a meeting are a duly elected presiding officer and a secretary.

§2. Nomination Procedure, Time of Elections.

A Nominating Committee of at least three volunteer members will nominate candidates for the offices to be filled at the November annual meeting. The Committee shall select at least one nominee for each office and report by written notice to the membership at least ten days before the September meeting. Only those members in good standing who have consented to serve if elected shall be eligible for nomination. Officers shall assume their official duties during the January meeting.

Article V Duties of Officers

§1. The Officers shall have the authority and responsibility as follows:

(A) The President shall preside at and conduct all meetings of the Association, the Board of Directors, and the Executive Board. The President may sign all contracts and agreements in the name of the Association after the Board has approved them, serve as the representative of the Association in meetings and discussions with other organizations and agencies, and otherwise perform all the duties that are ordinarily the function of the office, and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

(B) The Vice-President shall perform the duties of the President if the President is unable to do so or is absent; perform such other tasks as may be assigned by the Board and, at the request of the President, assist in the performance of the duties of the President, and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

(C) The Secretary shall keep accurate records and minutes of all Association meetings; make minutes of the previous meeting available and distribute them in advance of each meeting; deliver notices of meetings to those entitled to vote at such meeting; maintain a current listing, with contact information, of the Board of Directors, and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

(D) The Treasurer chairs the finance committee and shall ensure timely and adequate financial resources and reporting management to enable the Board to monitor the Association's financial resources. The treasurer shall advise the Board of any financial matters that require action by the Board. If necessary, the Treasurer shall assist the board in identifying a qualified auditor for an annual examination of the financial statements and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

§2. Terms of Office, Removal from office.

(A) Term: Officers shall serve a term of two (2) years or until their successors are elected. No officer shall serve more than two (2) consecutive terms in the same office.

(B) Removal from Office: An officer may be removed from office, with or without cause, as determined by a majority vote of the Board present at any meeting at which there is a quorum. If any member of the Executive Committee is absent for three (3) consecutive meetings during any one-year of the term of office, the Executive Committee, at its discretion, may consider extenuating circumstances for the member's absence. The Executive Board may conduct an election to replace that member in accordance with these Bylaws. The member shall be notified in advance by certified letter of such an election. Such removal and replacement shall require a two-thirds vote of the Executive Committee.

(C) Resignation: An officer may resign by submitting a written resignation to the President or other officer. If the President resigns, a letter should be submitted to the Board of Directors.

§4. Office holding Limitations.

No member shall hold more than one office at a time, and no member shall be eligible to serve three consecutive terms in the same office.

§5. Vacancies

(A) If an officer position is vacated, a nominating committee will select nominees to present to the general membership. During the vacancy period, an Acting Officer shall be appointed from the Board of Directors after a majority vote. If a member of The Board of Directors is unable to fill the position, the position may be filled from the general membership.

(B) If the president's office is vacated, the Vice President fills the position. If the Vice President declines to fill the vacated office, a member of the Board of Directors shall be appointed as Acting President with a majority vote of the Board. A nominating committee shall be formed to select nominees to present to the general membership. The election of a new President shall be the first order of business at the next general meeting of the membership.

(C) The Executive Board shall notify the general membership if elections are to fill vacancies as soon as practicable after they occur.

Article VI Meetings

§1. Regular Meetings

The Association's regular meetings shall be held on the third Tuesday or as established by the Executive Board. They should be held during the months of September, November, January, March, and May or as otherwise determined by the Association or the Executive Board. At least five (5) days' notice of any change of date shall be given.

§2. Executive Board Meetings

Meetings shall be held monthly between September 1 and May 31. A majority of the Executive Board shall constitute a quorum. Special meetings of the Board of

Directors may be called by the President or by a majority of the members of the Board. All members will be notified prior to the meeting.

§3. Annual Meeting

The regular meeting in November, known as the Annual Meeting, shall be for electing officers and receiving reports of officers and committees.

§4. Special Meeting

The Executive Board may call special meetings if five (5) days' notice has been given to the Association.

§5. Electronic Meetings

All meetings may be held electronically, provided they are conducted using technology that allows all participating members to see and hear each other at the same time. Committees are authorized to hold their meetings electronically. The notice for electronic meetings must include an adequate description of how to participate and adhere to the notification of such meetings as specified in these bylaws.

§6. Quorum

A minimum of ten members shall constitute a quorum for the transaction of business at any meeting of this Association.

Article VII The Board of Directors

§1. Board Composition.

The officers of the Association and the Board of Directors shall constitute the Executive Board.

§2. Board's Duties and Powers.

The Board shall supervise the affairs of the Association between its business meetings, make recommendations to the Association, and perform such duties as specified in these bylaws. The Board shall have the following powers: the power to recommend amendments to the bylaws, the power to approve dissolution, and the power to take any action that requires the Board's approval by law.

§3. Board Elections

Board members shall be elected by ballot annually at the November Association meeting. New Board members shall assume their official duties during the January meeting and serve for a term of two years or until their successors take office. The Board shall consist of no fewer than four members. Two members shall be elected during the even years and two shall be elected during the odd years.

Article VIII Committees

§1. Finance Committee.

The Finance Committee, composed of the Treasurer and four other members, shall promptly be appointed by the President after each annual meeting. It shall be the duty of this committee to prepare a budget for the fiscal year that begins on the first day of January. This budget is submitted to the Association at least 30 days before the September meeting. The budget will be presented and approved by the association at the November meeting. The Finance Committee may, from time to time, submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote. The Treasurer is authorized to disburse funds provided in the annual budget as approved by the Association. Disbursements shall be made by check in all cases with appropriate vouchers and receipts and approval signatures of the President and Treasurer. All checks shall be cosigned by the Treasurer and the President or, in the absence of the President, the Vice President.

The Treasurer shall present a financial accounting at every meeting of the Association and at other times when requested by the Board or the President.

§2. Nominating Committee

The Nominating Committee shall consist of no fewer than three (3) members. Association members will volunteer to serve on this committee.

The Nominating Committee shall select at least one (1) nominee for each office and Board seat to be filled. It shall report by written notice to the general membership at least ten (10) days before the September meeting.

Following this report the floor will be open for additional nominations. No nominations shall be made at the election meeting except if there are no candidates for an office.

§3. Special Committees.

The President or the Board of Directors may establish special committees as they determine necessary for the functioning of the Association. Each such committee shall be given a specific charge and shall be terminated when its work is completed.

§4. President's Ex-Officio Committee Membership. The President shall be ex-officio member of all committees except the Nominating Committee.

Article IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article X Amendments

These Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present, provided written notice of the proposed amendment was given at the previous regular meeting.

Article XI Dissolution

In the event of dissolution, the Board shall dispose of all of the Association's net assets after payment of outstanding liabilities and distribute them for one or more of the tax-exempt purposes specified in Section 501(c)(3) of the Internal Revenue Code. Consideration will be given to organizations within the Tamarack Triangle boundaries as approved by the Board.

The Association Bylaws were initially presented and adopted by the TAMARACK TRIANGLE CIVIC ASSOCIATION, Silver Spring, Maryland at a meeting held on May 16, 1966.

Subsequent changes were made on September 18, 1967; November 18, 1968; September 21, 1970; May 17, 1971; June 23, 1971; November 22, 1971; May 21, 1973; March 17, 1975; January 16, 1978; May 19, 1980; May 18, 1981; January 30, 1984; May 20, 1985; and January 27, 1986.
Revised May 18, 2005.
Revised November 19, 2024.

Approved by Board of Directors