

Rozelle-Annesdale Area Association

Constitution

Article I

Name: The name of the organization shall be The Rozelle-Annesdale Area Association

Article II

Membership: The organization shall have members who are residents or property owners within the boundaries set forth as follows: Melrose St. on the West, S. McLean on the East, Evelyn Avenue on the North, and Southern Avenue on the South.

Article III

Officers: The organization shall elect from its membership a President, a Vice-president, a Secretary, and a Treasurer and such other officers as may be necessary for the proper conduct of its business. An Executive Board shall be formed of the officers and one representative from each of the five areas of the neighborhood as defined in the by-laws. The Past President will serve on the Executive Board for one year after a new President is elected.

Article IV

Meetings: The membership shall meet monthly at such time and place as determined by the Board and shall hold one Annual Meeting for the purpose of electing officers. The Executive Board shall meet monthly or as called upon by the President.

Article V

Voting: All members in good standing shall have the right to participate in and vote upon the business of the organization.

Article VI

Amendments: The constitution may be amended by a three-fourths vote of the active membership of the organization, provided that written notice of the proposed amendment has been given at the regular membership meeting preceding the regular membership meeting at which the amendment is to be voted on.

By Laws

Membership

Section 1:

- a Residents or property owners of the area set forth above shall become active members upon payment of the annual dues and shall be entitled to participate in and vote on all matters which shall come before the body for consideration.
- b Associate members may be approved by the Board, but shall not be entitled to vote.

Dues

Section 2:

The organization shall assess dues from the membership as determined by the Board, which dues shall be used solely for the programs and purposes of the organization. The annual dues shall be due January 1 of each calendar year. Members who have paid their dues in full shall be considered members in good standing and shall be eligible to participate in all regular or special meetings of the association. Dues paid after January 1 shall not be prorated, but shall be due in full.

Voting:

Section 3:

- a. Each due-paying household or member shall be entitled to one vote.
- b. Members may vote by proxy. Such proxy vote must be written on a form including the item to be voted upon, the date of the meeting at which the vote is to be held, and the member in good standing who is to cast the proxy vote. Such votes shall be verified by the secretary.
- c. A quorum for the conduct of business shall consist of fifty percent of the active members in good standing.

Election of Officers

Section 4: The officers shall be elected at the annual meeting of the organization and shall take office with the first meeting in January of the year for which they were elected. The officers shall serve for two years or until new officers are elected. The President and the Treasurer shall be elected on alternating years with the Vice President and the Secretary.

Section 5: The President shall appoint a nominating committee to prepare a slate of nominees for officers to serve for the following years, such nominees to be presented at the meeting preceding the annual meeting. Nominations may also be taken from the floor at that time.

Section 6: Nominees for office must receive a majority of votes from the members present at the annual meeting to be elected.

Section 7: The President

- a. Shall serve as the executive office of the organization with full responsibility for and management of all business affairs.
- b. Shall preside at all meetings of the organization unless such duties are assigned to another officer and shall assure that such meetings are orderly and businesslike.
- c. Shall appoint such committees and task forces as are required for the proper and efficient conduct of the business of the organization.

Section 8: The Vice President

- a. Shall, in the absence of the President, perform the duties and exercise the powers of the President.

Section 9: The Secretary

- a. Shall keep a careful and accurate record of all proceedings of the organization to include an accurate roll of members, all documents of the organization, minutes of all meetings, and such other records as are part of the history or business of the organization.
- b. Shall present to the President a copy of the minutes of the previous meeting and shall present such minutes for approval to the membership at each monthly meeting.

- c. Shall bring to each meeting a copy of the constitution, by-laws, and standing rules of the organization, together with a list of the members of the organization as well as a list of all standing and special committees.
- d. Shall provide the Chairman of each committee with a list of committee members and such documents and instructions as are necessary to that committee.
- e. Shall provide the presiding officer at the beginning of each meeting with an order of business.

Section 10: Treasurer

- a. Shall have custody of the organization funds.
- b. Shall keep full and accurate records and shall provide the President and the organization, whenever required, a full account of all transactions and of the financial condition of the organization.
- c. No moneys shall be paid out of the organization funds except upon presentation to the Treasurer a written requisition approved by the President and signed by either the President or the Secretary and state the amount and purpose for which the money is to be applied.
- d. Shall deposit all receipts in the name of and to the credit of the organization, in such depositories as may be designated by the Executive Board.
- e. All accounts shall be audited annually prior to the annual meeting, or at any other time called for by the Executive Board; such audits to be carried out by an audit committee appointed by the President and approved by the Executive Board.

Section 11: Sargent-at-Arms:

- a. Shall assume charge of all matters pertaining to the comfort and convenience of the members during meetings such as seating, lighting, and other arrangements.
- b. Shall assist the President in the maintenance of order, and will carry out such other duties assigned by the President.

Meetings

Section 12: Membership meetings shall be held monthly with the time and place for each meeting to be announced at the previous monthly meeting. The annual meeting shall be held at such time and place as directed by the Board. Special meetings may be called by the Executive Board or by any ten members in good standing with a written request to the Board stating the purpose for which the meeting is to be called.

Committees

Section 13: The President shall appoint the following committees subject to the approval of the Executive Board

- a. Membership: the President shall appoint a membership committee to canvas the neighborhood and solicit memberships from residents, to publicize the month membership meetings as well as any special meetings, and to provide contact with and information to any home bound members.
- b. Program: the President shall appoint a program committee to prepare a program for each of the monthly membership meetings, such programs to reflect the concerns and issues facing the neighborhood.

- c. Action: the President shall appoint an action committee to receive and follow up on complaints and problems taken from the membership and to assure that all such problems are documented and submitted to the proper office or agency for redress. A report of such actions shall be presented to the Executive Board at its monthly meeting and to the membership at each regular membership meeting.
- d. Nominating: the President shall appoint a nominating committee to prepare a list of members qualified for office and to prepare a list of nominees for the required offices to be presented at the regular membership meeting prior to the annual meeting
- e. Audit: the President shall appoint, an auditing committee, none of whom shall be members of the Executive Board. The committee shall audit all association accounts, receipts, and expenditures and shall report to the membership at the annual meeting as well as at any other time requested by the Executive Board.

Amendments

Section 14: These by-laws may be amended by a two-thirds vote of the active membership of the organization provided that notice of the proposed amendment has been given at the regular membership meeting preceding the regular membership meeting at which the proposed amendment is to be voted on. These by-laws may be temporarily suspended during any meeting by a two-thirds majority of the members present.

Standing Rules

1. Debate on any issue before the membership at any regular or special meeting shall be limited to five minutes per speaker.
2. Any person, otherwise qualified for membership in the organization, but who is known to be involved in activities unlawful or detrimental to the purposes of the organization or to be the best interest of the neighborhood, may be denied membership by a majority vote of the members present at any regular or special meeting.

Areas of the Association

The five areas are defined by the attached map.

(Revised 12/2017)