

Our Constitution

Motto: Unity. Together We Can Make It Better

THE CONSTITUTION AND BY-LAWS OF COOL SPRING TERRACE CIVIC ASSOCIATION (“CSTCA”) IN ADELPHI, MARYLAND

Preamble:

As the people of Cool Spring Terrace Civic Association (herein after “CSTCA”), residents of the Adelphi neighborhood of Maryland, we agree to abide by the principles, provisions, policies, and terms of this Constitution and By-Laws as enunciated herein.

Article I: NAME

Section 1: This Association is called the Cool Spring Terrace Civic Association, referred to in the constitution as CSTCA.

Article II: TYPE OF ASSOCIATION

Section 1: The CSTCA is a non-profit, volunteer community organization. The CSTCA is a designated 501C(4) organization and is also a registered association with the Maryland-National Capital Park and Planning Commission (M-NCPPC).

Article III: OFFICERS OF THE ASSOCIATION

Section 1: There positions of the association include:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Block Captains (Block Captains who are Community Leaders)

Section 2: The officers of the Association are elected as provided in this constitution.

Section 3: The Executive Board consists of the President, Vice President, Secretary, and Treasurer. Section 4: The Officers and Block Captains of the Association assume their roles with the understanding that this is a “volunteer” Association, and no compensation will be provided. These roles were established with the utmost interest and general wellbeing of the CSTCA.

Section 3: Officers must commit to being present at the CSTCA meetings.

Section 4: Every officer is responsible and accountable for their office.

Article IV: ROLE AND RESPONSIBILITIES OF THE PRESIDENT

Section 1: The President is the spokesperson for the CSTCA. The President may delegate this responsibility to an Executive Board Member. No member will grant interview(s) pertaining to the CSTCA or meet about CSTCA matters with non-members, such as county officials, without the prior advice and unanimous consent of the Executive Board. Section 2: The President will call, hold, adjourn, and preside over all membership meetings, and all other activities considered essential for the progress and continued course of the CSTCA.

Section 2: The President will execute all policy decisions formulated by the executive committee and approved by a majority at a general membership meeting (quorum).

Section 3: The President is responsible for ensuring that meetings are timely and fair.

Section 4: The President will make and post year-end progress reports, updating the general membership on matters pertaining to the activities of the CSTCA.

Article V: ROLE AND RESPONSIBILITIES OF THE VICE PRESIDENT

Section 1: The Vice President will, in the absence of the President, assume all the responsibilities and duties of the President.

Section 2: The Vice President will preside over the audit committee – which reviews the financial reports, and any other committee formed for the need of a CSTCA action/activity, as designated by the President.

Article VI: ROLE AND RESPONSIBILITIES OF THE SECRETARY

Section 1: The Secretary will record and read the minutes of all the meetings.

Section 2: The Secretary will handle the correspondence of the CSTCA.

Section 3: The Secretary will maintain and post the official minutes of the CSTCA and turn them over to the President at the end of their term.

Article VII: ROLE AND RESPONSIBILITIES OF THE TREASURER

Section 1: The Treasurer will oversee the CSTCA's funds.

Section 2: The Treasurer will deposit and withdraw to/from the CSTCA's bank account all monies and funds on justifiable bases. All withdrawn funds are to be recorded accurately with date, amount, and reasons.

Section 3: The Treasurer will bring to the attention of the Executive Board, any expense(s) over \$100. Any expense in the amount of \$100 (one hundred dollars) or more must be voted upon and agreed to by the general membership. A majority vote of those members in attendance (the quorum) at a general membership meeting is necessary for such measures to pass. If time does not allow for

a general membership meeting/vote, a majority of the Audit Committee and the Executive Board will be the deciding vote.

Section 4: The Treasurer will keep financial records that reflect the bank balance and bank transactions, assets, liabilities, and expenditures of the CSTCA and provide a financial report at each general membership meeting along with a Year-End Report delivered to the general membership. The Treasurer will maintain a list of current paid members of the CSTCA.

Section 5: The Treasurer will complete tax forms, submit to Executive Board for approval, and file forms after approved.

Article IX: ROLES AND RESPONSIBILITIES OF THE BLOCK CAPTAINS

Section 1: Block Captains will be responsible for engaging with neighbors to remind them of county guidelines and informing neighbors/ members of the Association of any matters/issues in their immediate/surrounding area. Block Captains are volunteer positions and serve at the pleasure of the Executive Board.

Section 2: Block Captains will help publicize general meetings and Associations events by posting signage prior to each meeting. Block Captains may be asked to distribute CSTCA newsletters to members within their Block Delivery Area. Block delivery areas are assigned by the Executive Board and a listing of the households will be delivered to each block captain and included in their distribution flyers for their block area. Mandatory creation of newsletters has been removed from the draft constitution.

Section 3: If at any time a Block Captain is unable to maintain their duties, they must notify the Executive Board and if possible – suggest a replacement.

Section 4: Block Captains will notify the board when new owner-occupiers move to the community.

Article X: MEMBERSHIP AND ELIGIBILITY

Section 1: A household must be properly and duly registered in the CSTCA to be considered a member. A member is equivalent to a household.

Section 2: Membership dues must be current. Membership Fee is \$10 per household.

Section 3: Membership dues are paid annually to the organization each January. Dues will be determined by the organization each year. Dues increases/decreases must be approved by a majority vote of members in attendance at a general membership meeting.

Section 4: A member must pay their annual dues and other financial obligations owed to the CSTCA by January of each year.

Section 5: Members must reside in the CSTCA area. The boundaries of the CSTCA encompass 26th Avenue, 26th Place, Adelphi Road (8300-8500 block), Cool Spring Road, Cool Spring Lane, Curry Drive, Curry Place, Laverne Drive, Navahoe Street, Osage Street, Osage Terrace, Pawnee Street, Quinn Spring Court, Rambler Drive, Rambler Place, Rambler Court, and Rosette Lane. (list is not all inclusive)



NOTE: Map provided above gives a “general” overview of the area that encompasses the CSTCA. Not all streets within the CSTCA area are shown. For instance, homes included in the CSTCA are situated along a section of Adelphi Road and are not shown on the map above.

Article XI: MEMBERSHIP RIGHTS AND PRIVILEGES

Section 1: A registered member will be accorded full rights and privileges of the CSTCA, which include:

- a) the right to vote
- b) the right to hold elective office
- c) the right to be delegated and represent the CSTCA by the Executive Board
- d) the right to participate in and/or chair on Committees

Article XII: ELECTION OF OFFICERS

Section 1: Every officer of the CSTCA will be elected by secret ballot.

Section 2: A candidate for office will be nominated by a member and such a nomination will be seconded by another member.

Section 3: Any person can nominate himself/herself for office. Such a nomination must be seconded.

Section 4: There will be different nominations and different balloting for each office.

Section 5: There will be a maximum of two nominations for each office. However, a candidate for office can run un-opposed.

Section 6: Elections are conducted by members in attendance at a general membership meeting (the quorum) and the majority vote will carry each office.

Section 7: Any nominee will have the right to decline a nomination.

Section 8: Where there is a tie vote, there will be a runoff election.

Section 9: Elections are conducted every three (3) years and occurs at the December general membership meeting.

Article XIII: TERM OF OFFICE

Section 1: The term of office will be for a period of three years for each office.

Section 2: No officer will be elected to more than one office at the same time.

Section 3: New officers will assume office at the meeting following a general election.

Section 4: Any member that holds one office for two consecutive terms of three years each will not campaign or be elected to the same office but is not barred from campaigning for another office.

Section 5: If for any reason an officer position is not filled by nomination/vote, the previous officer may retain said position with the voting and agreement of a majority of the general membership present at a general membership meeting (the quorum). If the nominee agrees, said officer will retain office for another term.

Section 6: No officer will hold a term for longer than is advised in this Constitution/Bylaws, (Article XIII, Section 4), unless agreed upon by the General Membership

Article XIV: ELIGIBILITY OF OFFICERS

Section 1: Only members who have satisfied their financial obligations to the CSTCA will be eligible to run for office.

Section 2: Any member seeking an office will have maintained at least a six-month membership to the CSTCA.

Section 3: To hold an elective office, a candidate must have attained the age of 18-years by the date of the said election.

Section 4: The candidate must have resided in the CSTCA neighborhood area for at least a period of six-months.

Article XV: VACANCY AND RESIGNATION

Section 1: Any officer may resign their office by writing to the President. Said resignation to President must be given with a 30-day notice of departure.

Section 2: Executive Board may appoint another member into office to hold that position until the next election.

Article XVI: COMMITTEES

Section 1: Committees are formed during general membership meetings and are comprised of 1 or 2 Officers and member volunteers. Current Committees are:

- • Financial Audit Committee (established)
- • Membership Committee
- • Ad Hoc Committees (on an as needed basis)
- • Constitution/By-Laws Committee (established)

Section 2: Committees must meet at least once a year.

Section 3: Committees must provide a year-end report – with Board approval – given to the general membership.

Section 4: Each committee may determine the procedural rules for meeting and conducting its business and will act in accordance therewith, except as otherwise provided herein.

Section 5: The quorum requirements for each such committee will be a majority of the members of such committee.

Section 6: Action may be taken by any committee without a meeting if all members thereof consent thereto in writing and the writing or writings are filed with the minutes of the proceedings of such committee.

Article XVII: GENERAL AND EMERGENCY MEETINGS

Section 1: The President will call emergency meetings when an occasion demands.

Section 2: General membership meetings will be held at least twice per year, but one meeting per season is recommended. The meetings may vary by format.

Section 3: There will be at least a five-day advance notice through email, website postings, signs, and other methods deemed appropriate, for any General meeting.

Article XVIII: QUORUM

Section 1: The total number of members present at a general membership meeting will constitute a quorum to conduct CSTCA business.

Article XVII: INTERNAL CONTROL

This ThiThis Section 1: Condition for censorship of an officer will arise from the following:

- a) inefficiency
- b) laxity on duty
- c) corruption
- d) embezzlement
- e) abuse of powers
- f) excessive absenteeism from meetings
- g) misuse of CSTCA membership information

Section 2: Any allegation(s) against an officer(s) will be made in writing by such person(s) bringing up the allegation(s).

Section 3: Such allegation(s) will be investigated by a special committee appointed by the Executive Committee with membership approval. Findings to the general membership will be delivered within a specified period. Then the verdict of 'liable or not liable' will be determined by a majority vote of the members present at a general meeting (the quorum).

Section 4: An officer under investigation will step down from office for the period of the investigation.

Section 5: If an officer is exonerated of an allegation, that officer will be re-instated.

Article XX: REVENUE MATTERS

Section 1: All monies will be duly accounted for by the CSTCA Treasurer, with diligent review by the Audit Committee.

Section 2: All valid receipts, cancelled checks, or liabilities must be in order for all disbursements. For membership reimbursement, member must present valid receipt at time of reimbursement request.

Section 3: The general assembly will be the final authority to authorize expenditures, unless otherwise provided as in Article VII, Section 3.

Section 4: Checks for the withdrawals of monies from the CSTCA bank account will be endorsed by the Treasurer and the President or Vice President. Signature cards should be maintained by the Treasurer for those with signing authority.

Article XIX: AMENDMENTS

Section 1: This document may be amended and submitted to the officers and membership for discussion at a general membership meeting. Amendments require a majority vote of the members present at a general meeting (quorum).

Section 2: Any amendment ratified will immediately become an integral part of this document.

This version of the Constitution is submitted for review and approval on November 12, 2023

APPROVED BY THE MEMBERSHIP

April 25, 2015