

VENICE CIVIC ASSOCIATION, INC. CONSTITUTION AND BY-LAWS

Article 1 TITLE AND OBJECT

Section 1.

This association shall be known as the VENICE CIVIC ASSOCIATION, INC.

Section 2.

The mission of the Association shall be to promote community fellowship, maintain and enhance community amenities, protect the rights and privileges of the residents and property owners of VENICE ON THE BAY, ANNE ARUNDEL COUNTY, MARYLAND.

Article 2 MEMBERSHIP

Section 1.

All property owners in Venice on the Bay are automatically included as members of the Venice Civic Association. Property owners that rent may delegate their membership to legal tenants in writing or digital communication to the Association Secretary.

Section 2.

Venice Civic Association does not charge membership dues. All homes are included in a special community benefit districts tax collection program. As of 2021 Anne Arundel County collects \$35 per year from each property tax payer.

Section 3.

Special Community benefit districts tax collected shall be used for community property maintenance and improvements. Budget and spending of these funds are regulated by Anne Arundel County and is restricted to use on association owned properties.

Section 4.

Association owned properties include properties identified by the following tax account numbers: 388632037000, 388362038001, 388632044601, 388632038000, 388632035000, 388632037100.

Article 3 Membership Rights and Privileges

Section 1.

All properties that meet membership requirements stated in Article 2 Section 1 shall be entitled to a maximum of 2 voting individuals. Delegated memberships count towards the 2 voting individuals.

Section 2.

Officers and Board members are required to attend all community meetings. Officers and Board members who miss 3 consecutive meetings may be considered for removal during the next meeting. Removal of a board member or officer will require a majority vote.

Section 3.

All community members may attend all meetings. All community members are entitled to their votes as stated in Article 3 Section 1 during the meeting when they attend.

Section 4.

All members of the community have the right and privilege to utilize the community amenities within the rules and regulations established by the organization.

Article 4 OFFICERS AND THEIR DUTIES

Section 1.

The Officers shall consist of a President, Vice-President, Treasurer, and Secretary.

Section 2.

The Board of Directors shall consist of the duly elected officers of the Association and a minimum of three (3) specially elected board members.

Section 3.

It shall be the duty of the President to preside at all meetings and to appoint all committees.

Section 4.

It shall be the duty of the Vice-President to preside at such meetings when the President is absent. The Treasurer shall be the presiding officer in the event the President and Vice-President are absent, and in the absence of all three of these said officers, the Secretary shall preside.

Section 5.

It shall be the duty of the Treasurer to collect all monies due the Association and to pay all outstanding bills by means of a check bearing the Treasurer's signature and that of the President of this Association. The Treasurer shall be the custodian of all money and other

property possessed by the association. The Treasurer is responsible for all financial audit requirements as deemed by law. The Treasurer shall submit a financial report at each meeting.

Section 6.

It shall be the duty of the Secretary to keep minutes of each meeting and to carry out all necessary correspondence. The Secretary is responsible for all communications. The Secretary shall provide 7 calendar days advance notice to all events when possible. Notification can be in electronic or physical format. Social media posts are encouraged but do not qualify as a sole method for communicating with members. For special meetings the Secretary shall work with the President to establish a meeting time and notification period.

Section 7.

The Board of Directors shall keep the membership posted as to all current developments affecting the Association's interest, and offer such recommendations as they deem warranted for the protection and the carrying out of the Association's purposes and in-terests.

Section 8.

The Association by a majority vote of the members present may delegate authority to the Board of Directors to transact and/or conclude any business of the association.

Article 5 NOMINATION AND ELECTIONS

Section 1.

The Officers and Board of Directors shall be elected by the membership at the June meeting and shall take office on July 1st of each and every year. Each office shall be for one (1) year's duration. Should any vacancy occur among the officers and/or the Board of Directors during the year, the membership of this Association shall elect a successor to fill out the unexpired term.

Section 2.

Voting at all elections shall be by ballot. Only those members in good standing shall be entitled to vote for any officer. The candidates receiving the highest number of votes cast shall be declared, elected for the ensuing term.

Section 3:

In the event an officer position becomes vacant prior to June elections, the Board Development Committee will be tasked to identify a replacement and coordinate community nominations for the officer position.

Article 6 MEETINGS

Section 1.

Regular meetings shall be held on the second Monday of each month throughout the year and at the call of the President.

Section 2.

The Board of Directors shall meet as often as the business of the Association demands it.

Section 3.

Special meetings shall be held at the call of the Board of Directors or upon request of 25% of the membership. The 25% membership shall inform the President of reason and date to call the meeting as long as lead time required for notification by the Secretary is met.

Section 4.

Majority vote of members in attendance shall be considered a quorum at any meeting of this association.

A quorum is defined as 50% + 1 of the board of directors present, -and- any number of members of the association.

Article 7 COMMITTEES

Section 1.

The President shall appoint all committees necessary for the transaction of business of this Association. Each committee will consist of at least 2 members, but can operate with only a committee chair.

Section 2.

All committees shall report any matter referred to them for action to the association within thirty days. The President shall be ex-officio member of all committees.

Section 3.

The board shall maintain the following standing committee's at all times.

Executive Committee. The executive committee shall consist of all board officers. The executive committee shall meet once per month by means defined by the President.

Finance Committee. The Finance Committee shall be responsible for organization financials, financial audits, and the performance of the Treasurer.

Board Development Committee. The Board Development Committee shall oversee the board recruitment process. Be the overseeing entity in charge of the June elections. Be the overseeing entity in charge of special elections. Lead recruitment and placement efforts for vacant officer positions. Provide training and guidance to board members on request.

Community Hall Committee. The Community Hall Committee shall be headed by a Hall Manager. The Community Hall Manager shall report to the board of directors. Any member of the community organization may serve as Community Hall Manager including Board members and Officers. The committee is responsible for the rental and maintenance of the community hall.

Article 8 AMENDMENTS

Section 1.

All amendments and alterations to the Constitution and By-Laws must be submitted in writing at a regular meeting of the association and such amendment and/or alteration shall be voted on at the next regular meeting of the association. A two third ($\frac{2}{3}$) vote of the members present shall be necessary to effect such amendment or alteration.

Article 9 ORDER OF BUSINESS

Section 1.

Robert's Rules of Order shall govern all processing of this association. In the event these bylaws contradict Robert's Rules the bylaws shall prevail.

Section 2.

1. Roll call of Officers and board members.
2. Minutes of the preceding meeting read and acted upon.
3. Reports of Officers.
4. Reports of Committees.
5. Reports of Board of Directors.
6. Old Business.
7. New Business.
8. May Nomination of Officers and Members of Board of Directors whose term ends June 30th. Publication of nominees to the members immediately after meeting.
9. June Election of Officers, and Members of Board of Directors. Publication of new officers and board of directors to members, whose term starts July 1st.
10. Other Business