



Motto: Unity

THE CONSTITUTION OF COOL SPRING TERRACE CIVIC ASSOCIATION IN ADELPHI, MARYLAND

Preamble:

As the people of Cool Spring Terrace Civic Association, residents of the Adelphi neighborhood of Maryland, we hereby agree to abide by the principles, provisions, and terms of this Constitution as enunciated herein.

Article I: NAME

Section 1: This Association shall be called the Cool Spring Terrace Civic Association (C.S.T.C.A.).

Article II: TYPE OF ASSOCIATION

Section 1: The Cool Spring Terrace Civic Association shall be a non-profit organization.

Article III: OFFICIALS OF THE ASSOCIATION

Section 1: There shall exist the posts of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Block Captains

Section 2: The officials of the Association shall be duly elected as provided in this document.

Article IV: DUTIES OF THE PRESIDENT

Section 1: The President shall be the spokesperson for the Association.

Section 2: The President shall call, hold, adjourn and preside over all the meetings, and all other activities considered essential for the progress of the Association.

Section 3: The President shall execute all policy decisions formulated by the executive committee and approved by the general assembly.

Section 4: The President shall hold the tie-breaking vote in the executive and general assemblies.

Section 5: The President shall be charged with the timely and fair conduction of all meetings.

Section 6: The President shall make yearly written progress reports.

Article V: DUTIES OF THE VICE PRESIDENT

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

Section 2: The Vice President shall preside over the audit committee.

Article VI: DUTIES OF THE SECRETARY

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

Section 2: The Secretary shall handle the correspondence of the Association.

Article VII: DUTIES OF THE TREASURER

Section 1: The Treasurer shall be in charge of the Association's funds.

Section 2: The Treasurer shall deposit in the Association's account all monies and funds.

Section 3: The Treasurer shall withdraw funds/monies from the Association's bank account(s).

Section 4: The Treasurer shall keep financial records that reflect the bank balance and bank transactions, assets, liabilities, and expenditures.

Article VIII: DUTIES OF THE BLOCK CAPTAINS

Section 1: Block Captains shall be responsible for telling members of the Association of any problems in the area.

Section 2: Block Captains shall handle all the publicity of CSTCA newsletters and distribute to the membership.

Article IX: MEMBERSHIP AND ELIGIBILITY

Section 1: A member must be properly and duly registered in the Association. To be registered means to be financially registered.

Section 2: The annual dues will be paid to the organization each January. Dues will be determined by the organization each year.

Section 3: A member must be paying his/her annual dues, levies and other financial obligations when due.

Section 4: To be a member, he/she must reside in the C.S.T.C.A. neighborhood.

Article X: ELEMENTARY INDIVIDUAL RIGHTS

Section 1: A registered member shall be accorded full rights and privileges of the Association. These rights are as follows:

- a) the right to vote
- b) the right to hold elective office
- c) the right to be delegated and represent the Association in a conference if delegated to do so.

Article XI: ELECTION OF OFFICIALS/OFFICERS

Section 1: Every officer of the Association shall be elected by secret ballot.

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

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

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

Section 5: There shall be a maximum of two nominations for each office.

Section 6: Majority shall carry each office vote.

Section 7: Any nominee shall have the right to decline a nomination with reason(s).

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

Article XII: TERM OF OFFICE

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

Section 2: No officer shall hold two offices at a time.

Section 3: New officers/officials shall assume office at the meeting following a general election.

Section 4: Any member that holds one office for one term of three years shall not contest or be elected to the same office, but is not barred from contesting for another office.

Article XIII: ELIGIBILITY OF OFFICERS

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

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

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 C.S.T.C.A. neighborhood area for at least a period of six-months.

Section 5: Every officer/official shall be responsible and accountable for his/her office.

Section 6: No official or member shall grant interview(s) pertaining to the Association without the prior advice and consent of the President.

Article XIV: VACANCY AND RESIGNATION

Section 1: Any officer may resign his/her office by writing to the President.

Article XV: GENERAL AND EMERGENCY MEETINGS

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

Section 2: General meetings shall be held once every month.

Section 3: There shall be at least two-days advance notice through circular newsletter for any General meeting.

Article XVI: QUORUM

Section 1: One quarter of the general membership shall form the quorum in a general meeting.

Section 2: On emergency situations, the members present shall constitute a quorum.

Article XVII: INTERNAL CONTROL

Section 1: Condition for censorship of an official shall arise from the following:

- a) inefficiency
- b) laxity on duty
- c) corruption
- d) embezzlement and
- e) abuse of power

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

Section 3: Such allegation(s) be investigated by a special committee appointed by the general house. Findings to the general assembly will be delivered within a specified period. Then the verdict of 'liable or not liable' shall be determined by a two-thirds majority vote of the members present at a general meeting.

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

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

Article XVIII: REVENUE MATTERS

Section 1: All monies shall be duly accounted for by the officers in charge.

Section 2: All valid receipts, cancelled checks, or liabilities must be in order for all disbursements.

Section 3: The general assembly shall be the final authority to authorize expenditures, unless otherwise provided.

Section 4: Checks for the withdrawals of monies from the Association's bank account shall be endorsed by the (Vice) President and the Treasurer.

Article XIX: AMENDMENTS

Section 1: This document shall be amended or added onto only at a meeting having at least two-thirds approval vote of active members.

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

APPROVED BY THE MEMBERSHIP
December 18, 2004