

By-Laws
of the
Coquelin Run Citizens Association

ARTICLE I

NAME AND AREA

Section A: The name of the organization is the COQUELIN RUN CITIZENS ASSOCIATION (CRCA), hereinafter referred to as the "Association."

Section B: The Geographic Area for the Association is the unincorporated area of Chevy Chase, MD that runs along Jones Mill Road (between Park View Road to the north and East-West Highway to the south) and Jones Bridge Road (between Jones Mill Road to the east and Connecticut Avenue to the west). The streets located within the Geographic Area for the Association include: Altimont Street; Brierly Court; Brierly Road; Black Chestnut Lane; Coquelin Terrace; Faircastle Drive; Farmington Court; Farmington Drive; Flushing Meadow Terrace; Glenmoor Drive; Jones Bridge Court; Jones Mill Road; LeVelle Court; LeVelle Drive; Manor Road; Park View Road; Springdell Place; Susanna Lane; Twin Forks Lane; Walnut Hill Road; West Coquelin Terrace; Woodbrook Lane; the section of Jones Bridge road between Jones Mill Road and Connecticut Avenue that does not fall within the boundaries of the Village of North Chevy Chase; and the sections of Clifford Avenue, Dundee Driveway, Husted Driveway, Hutch Place, Inverness Drive, Kenilworth Driveway, McGregor Drive, Spring Hill Court, Spring Hill Lane, and Stewart Driveway that do not fall within the boundaries of the Village of North Chevy Chase.

ARTICLE II

OBJECTIVES

Section A: The Association shall serve as a means of uniting residents and promoting the civic betterment and quality of life in and around the Geographic Area delineated in Article I, Section B.

Section B: The Association shall encourage active involvement in all civic, environmental, educational, recreational, social, and development and maintenance matters in and around the Geographic Area. The Association works to make sure residents within the

Geographic Area stay informed of all the issues affecting the quality of life in and around the Geographic Area and providing a collective voice when promoting or protecting the quality of life in and around the Geographic Area. The Association also works to build a stronger sense of community by organizing social events and providing pertinent information to its membership through a periodic newsletter, email announcements and the Association website.

Section C. The Association shall remain a politically non-partisan organization.

ARTICLE III

MEMBERSHIP

Section A: Individuals upon reaching the age of 18 are eligible for membership in the Association.

Section B: Membership is obtained by payment of annual membership dues, which are to be paid on a per-household basis, thereby allowing each member of the household which has paid annual membership dues to be considered a member of the Association.

Section C: Only members of the Association may vote, become Officers and hold committee assignments.

Section D: Annual membership dues apply on a calendar basis, (January 1 – December 31). Annual membership dues must be received by January 31.

Section E: Failure to pay annual membership dues by January 31 will result in suspension of membership and loss of all membership privileges. Membership for the current calendar year can be reinstated anytime up to September 1 by paying dues. Dues received after September 1 will be considered dues for the following calendar year.

Section F: Annual membership dues are set annually by the Executive Committee and approved by majority vote at an Association meeting.

Section G: The Association shall maintain records of membership. Such records shall include names, addresses, telephone numbers, and email addresses for each member. Members are responsible for providing such information to the Association and for informing the Association of any changes to such information.

ARTICLE IV

OFFICERS & COMMITTEES

Section A: The Officers of the Association are President, Vice President, Secretary, and Treasurer.

Section B: The Officers and the Immediate Past President comprise the Executive Committee.

Section C: Members of the Executive Committee and members of any established committee serve on a volunteer, non-compensated basis.

Section D: The President calls and presides over Association meetings and casts a deciding vote on any question in case of a tie; with the advice and consent of the Executive Committee, determines which committees shall be established or dissolved, and names their chairs; serves as the Chairperson of the Executive Committee and Board of Directors and an ex-officio member of all committees; signs all official Association correspondence; has check signing powers; enters into agreements for goods or services on behalf of the Association; presents to the Association all relevant correspondence sent on behalf of the Association; serve as Immediate Past President following the expiration of his or her terms as President; represents the Association (or appoints, with the advice and consent of the Executive Committee, a delegate to represent the Association) at allied organizations or umbrella civic organizations.

Section E: The Vice President acts on behalf of the President in the President's absence; serves as an ex-officio member of all committees; serves in additional capacities as requested by the President; and succeeds to the Office of the President in the event that it becomes vacant before the elective term of the President expires. Should the Vice President succeed to the Office of the President, he or she shall appoint a Vice President Pro Tempore to serve the remaining portion of the Vice President's elective term.

Section F: The Secretary keeps a correct record of the proceedings of the Association.

Section G: The Treasurer serves as the custodian of all Association funds; promptly pays all debts of the Association, when authorized by

the Executive Committee; keeps books and records showing all itemized receipts and disbursements, and prepares and submits to the President, if so requested, a statement of financial condition at each Association meeting; prepares and submits to the President an annual Treasurer's report on the financial condition of the Association, to be presented at an Association meeting of the President's choosing; and prepares all necessary tax returns for the Association. The annual Treasurer's report shall consist of (1) a summary of the amount collected by the Association through membership dues and other contributions during the previous calendar year; (2) a summary of expenses incurred by the Association during the previous calendar year; (3) a summary of the amount currently in the Association's bank account; (4) a summary of the amount collected by the Association through membership dues and other contributions up to the date of the report in the current calendar year; and (5) a summary of expenses incurred by the Association up to the date of the report in the current calendar year.

Section H: The Executive Committee is responsible for establishing a budget for the Association for each calendar year. The Treasurer and the President may disburse Association funds to pay bills incurred by the Association that are within the approved budget. The Treasurer and President may disburse Association funds for goods or services not included in the approved budget only if authorized by a majority of the Executive Committee, with four Executive Committee members constituting a quorum.

Section I: The Executive Committee shall have general authority to direct the affairs of the Association during the intervals between Association meetings.

Section J: Any officer may resign by written notice to the President or Vice President.

ARTICLE V

MEETINGS

Section A: All Association meetings are open to the public.

Section B: The day and place of an Association meeting is set in advance by the President, and the membership shall receive notice thereof at least seven (7) days in advance of the meeting through the Association newsletter, email, or an announcement on the Association

website. The notice shall include the date, time, location, and agenda for the meeting.

Section C: The President may call an Association meeting whenever he or she deems it advisable, following consultation with the Executive Committee. The Association shall hold no fewer than two meetings per year, but shall strive to have meetings at least quarterly.

Section D: The Association membership shall not vote on any matter at an Association meeting that was not set forth on the agenda for the meeting as published in the Association newsletter, email, or on the Association website.

Section E: Matters to be placed on the agenda of an Association meeting for discussion and/or to be voted on is determined by the President, following consultation with the Executive Committee.

Section F: Voting on matters at an Association meeting shall be by members present. No proxies are permitted. A quorum shall be ten (10) members.

Section G: The Executive Committee shall meet as directed by the President.

Section H: Members of the Executive Committee shall also serve as members of the Board of Directors.

ARTICLE VI

ELECTIONS

Section A: All Officers shall be elected to serve two-year terms, beginning on January 1, or until their successors are duly elected. A portion of a term shall not be considered a full term. Only persons permanently residing within the Geographic Area are eligible to serve as Officers.

Section B: Voting in Association elections shall be by members present. No proxies are permitted. A quorum shall be ten (10) members.

Section C: The President shall not be eligible to serve for more than two terms in succession, unless no other member chooses to run for the office of President.

Section D: At least sixty (60) days prior to the Association meeting at which an election is to occur, the President shall appoint a nominating committee, composed of a minimum of three (3) active members. The nominating committee will select members for each elective office and will submit the names of such nominees to the President for publication in the notice for the Association meeting at which the election is to occur. Only persons who are members of the Association during the calendar year in which an election is to be held are eligible to be a candidate for an Officer position.

Section E: At the Association meeting at which an election is to occur, any member may make nominations from the floor. Nominations from the floor must be seconded by another member of the Association. If more than one name is presented for any office the members present shall elect by a majority of all votes cast. If no one receives a majority, the nominee receiving the smallest number of votes shall withdraw and the same procedure is followed in each succeeding ballot until one nominee receives a majority of all votes cast.

Section F: Any vacancy in any office of the Association shall be filled by appointment by the President with the advice and approval of the Executive Committee. The foregoing does not apply to the office of the President which shall be filled by the Executive Committee.

ARTICLE VII

ADOPTION & AMENDMENT OF BY-LAWS

Section A: These By-Laws are effective when adopted by the Executive Committee. The adoption of these By-Laws by the Executive Committee shall be recorded in a resolution.

Section B: These By-Laws may be amended or altered at any Association meeting by two-thirds of the members present and voting; Provided: the Executive Committee must agree that the proposed amendment(s) may be placed on the agenda and voted on at the Association Meeting by the Association membership, and written notice of such proposed amendment(s) shall have been distributed to the membership at least seven (7) days prior to date of the meeting at which such amendment is to be voted on.

Effective date: June 4, 2012