



Membership Season 2020-2021

Camp Springs Civic Association, Inc.

This document represents the Bylaws of the Camp Springs Civic Association (CSCA), Inc. The CSCA Bylaws were updated in October 2014 and the amendments were approved by the organization's membership on March 11, 2015. An errata sheet is attached to the Bylaws and includes all changes.

Article I: Name

The name of the Association shall be the Camp Springs Civic Association, Inc., incorporated under the laws of the State of Maryland, May 14, 1986. The CSCA is also referred to as the 'Association' in this document.

Article II: Purposes

The general purposes for which the Association is formed shall be:

1. To maintain a membership of concerned, involved residents and business owners of Camp Springs who are interested in the safety and the improvement of the community;
2. To share ideas and pursue the goals that will enhance living conditions for the community;
3. To stay informed of community issues and to monitor changes within the community and Prince George's County; and
4. To operate in compliance with these Bylaws.

Article III: Policy

The policy of the Association shall be to promote the development, improvement, safety, and quality of life for all residents of Camp Springs. The Association shall be nonprofit, nonsectarian, and not affiliated with any political party. Any documents governed by these Bylaws and that affect the governance of the Association shall be affixed to this document.

Article IV: Membership and Dues

1. Membership in the Association shall consist of individuals living, working, or involved in activities in Camp Springs as defined in the Geographical Area Served (Article XI). Only members who reside in Camp Springs are eligible to run for an elected office.
2. Membership in the Association may be obtained by submitting an application and paying the required dues.



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3. Membership dues in the Association shall cover the year beginning September 1 through August 31 and the amount shall be determined by the Board of Directors, also referred to as the 'Board' in this document.
4. Members in good standing with the Association shall be eligible to vote for the election of officers and on amendments to the Bylaws. To maintain good standing, a member must be current on payment of membership dues and show support by regularly attending membership meetings and activities.

Article V: Governing Body

1. The Association shall be governed by a Board of Directors consisting of all officers as listed in Article VI, the immediate past president, and chairpersons of each standing committee.
2. The Board shall have general control over and management of the affairs of the Association. It shall have power and authority to: (a) fill any vacancy on the Board; (b) remove any member of the Board for failure or refusal to perform the duties of their office or for the abandonment (see definition below) of the duties of their office; and (c) adopt and enforce rules and regulations for conducting the affairs of the Association.

Abandonment - Failure to fulfill the duties of the chairmanship as described in the Bylaws and other attached documents without notification to the Board for a period of more than 45 days.

3. If requested in writing to the President, a Board member shall be granted a leave of absence not to exceed one year.

Article VI: Elected Officers

1. The following officers shall be elected by a majority of the membership present and voting at the May general meeting of odd-numbered years for a term of two years: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. President and Vice-President are limited to two consecutive terms in the same office. Term of office begins on July 1 following the election.
2. In order to serve as Treasurer, the nominee must be a current Board member in good standing.
3. To be eligible to run for an office, the nominee must:
 - a. Be a member in good standing according to Article IV, Section 4;
 - b. Not hold a political office, appointed or elected; and
 - c. Live in Camp Springs as defined by Article XI of the Bylaws.

Article VII: Duties of Officers

1. The President shall preside over all meetings of the Association and the Board of Directors. The President shall act for, and in the name of the Association in accomplishing the purposes for which the Association is formed. The President shall appoint, with the Board approval, chairpersons of standing committees.



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2. The Vice-President shall preside over meetings in the absence of the President and performs such other duties as delegated by the President.
3. The Recording Secretary shall be responsible for recording the minutes of all meetings and counting and validating the votes made by the Board. The Recording Secretary shall be responsible for maintaining the official record of the Board as directed by the officers, which includes the current Bylaws.
4. The Corresponding Secretary shall be responsible for preparing and dispatching all correspondence concerning the business of the Association, notifying the Board and the membership of the time and place of meetings, maintaining the key to the Association's mailbox, collecting and disbursing mail on a regular basis, and such other duties as required.
5. The Treasurer shall disburse the funds accruing to the Association at the direction of the Board, collect the dues and other receipts and deposit them in a bank account maintained in the name of the Association, report to the Board and the membership on the financial status of the Association, and perform such other fiscal and accounting duties as may be required. The Board may require an annual audit of the financial records. Any active Board member may request that the Treasurer present original bank and financial documents at the time of the monthly financial report to the Board.
6. The Sergeant at Arms (an appointed position) shall preserve and maintain order and decorum at Board of Director's and membership meetings of the CSCA, and acts at the direction of the presiding officer to execute commands and maintain control.

Article VIII: Standing Committees

1. Chairpersons of each standing committee shall be appointed by the President, with the Board's approval, from the general membership and the Board. Standing committees shall be determined by the Board.
2. A description of standing committees and duties of the chairpersons shall be affixed to the back of the Bylaws of the Association as an Appendix. If any conflict between the Bylaws and description exist, the Bylaws shall take precedence.
3. Standing Committee chairpersons shall operate in compliance with the Bylaws and standing committee rules, if any.

Article IX: Nominating Committee

There shall be a Nominating Committee composed of at least three members who shall be nominated by the Board. The Nominating Committee shall elect its own chairperson. The Nominating Committee shall nominate at least one eligible (see eligibility criteria under Article VI, Section 3) person for each office and report the nominees at the March general meeting. Additional nominations may be made from the floor at the March general meeting.



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Article X: Meetings

1. The Board of Directors shall meet the third Wednesday of each month at a time and place specified in a notice to each member. Five or more Directors shall constitute a quorum for the meeting. Board members shall notify the President when he/she is unable to attend a Board meeting.
2. General membership meetings shall be held on the second Wednesday of every other month starting in September to May for the transaction of business. A schedule of meetings for the membership year shall be determined by the Board of Directors and announced at the first meeting of the membership year; printed in the newsletter and/or posted on the Association's website. At any given membership meeting, those present shall constitute a quorum.
3. A special meeting of the membership or the Board of Directors shall be held at the call of the President or at the request of five or more Directors with at least fifteen days notice for a special general meeting or three days notice for a Board of Directors meeting. A meeting may be called in a shorter timeframe in the event of an emergency.
4. In the event a scheduled Board meeting is interrupted or postponed due to inclement weather, a scheduling conflict at the meeting location, or for the safety of the Board, membership and community, a rescheduled meeting will take place on the following Wednesday either at the same location or virtually, remotely or electronically as determined by the President.
5. The President and Board of Directors may participate in Committee meetings or membership meetings virtually, remotely or electronically via telephone conference or various internet/electronic platforms. Certain circumstances such as a pandemic may require Directors to convene meetings on short notice and or require remote membership meetings.

Article XI: Geographical Area Served

1. The geographical boundaries of the Camp Springs area served by the Association shall be the areas north of Tinkers Creek, south and east of Henson Creek, east of Branch Avenue (both sides of Auth Road) to Camp Springs Town Center and Wesson and Bridgeport Drives and west of Branch Avenue to Temple Hill Road. This does not preclude the Association's involvement in issues of concern with areas adjacent to Camp Springs.
2. The Board shall periodically review the boundaries of Camp Springs and the Association's coverage area and make changes as necessary.

Article XII: Fiscal Year

The fiscal year of the Association shall begin on July 1 and end on June 30.

Article XIII: Parliamentary Authority

The Robert's Rules of Order, Newly Revised edition shall govern the Association in all cases in which it is applicable and does not conflict with these Bylaws.



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Article XIV: Amendments

1. These Bylaws may be amended at any general membership meeting of the Association by a majority vote of the members present and voting, provided that notice of the proposed amendment shall be presented at least thirty days prior to the meeting at which the amendment is voted upon.
2. A committee may be appointed to review and revise the Bylaws by a majority vote at a meeting of the Association or by a majority vote of the Board. The requirement for amending the Bylaws is contained in Section 1 above.

Constitution Bylaws Review Committee as of 9/8/2020

Chairperson	Tammy L. Jones	CSCA Immediate Past President
Committee Member	John Bailey	CSCA President
Committee Member	Monique Taylor	CSCA
Committee Member	Beverly Taylor	CSCA
Committee Member		

These Bylaws were approved at the general membership meeting of the Camp Springs Civic Association, Inc. on

Recording Secretary

Sign

Print

Monique C. Taylor

President

Sign

Print

John E. Bailey II