

CONSTITUTION

EAST SILVER SPRING CITIZENS' ASSOCIATION

Revised: April 1978; March 2007; April 2013; May 2021; Sept 2021

Article I: Name and Area

- Section A. The name of this organization shall be the East Silver Spring Citizens' Association (ESSCA), hereinafter referred to as the "Association."
- Section B. The area represented by the Association shall be that portion of Silver Spring, Maryland, bounded by Georgia Avenue, Bonifant Street, Dale Drive, Piney Branch Road, corporate limits of Takoma Park, and the B & O Railroad tracks.

Article II: Objectives

- Section A. The objectives of the Association are:
- (1) To serve as a means of uniting residents, and for promoting the civic betterment of the area;
 - (2) To encourage active involvement of residents in all matters of civic, environmental, educational, recreational, social, residential, and commercial development and maintenance in the area;
 - (3) To uphold the principles of good government while remaining a politically non-partisan organization.

Article III: Membership requirements

- Section A. Any resident or property owner of the area, having reached the age of eighteen years, may become a member and retain membership by registering annually with the ESSCA Corresponding Secretary. Anyone not satisfying the above requirements may join the Association as an Associate Member. Associate Members shall have all rights of full membership except that of voting, holding office, or becoming Standing Committee Chairperson.

Article IV: Dues

- Section A. Membership in ESSCA is free, but members may make contributions to support the Association's activities and events.

Article V: Officers and Executive Committee

- Section A. The officers of this Association shall be President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. The officers, the immediate Past President, and Chairperson of active Standing Committees shall comprise

the Executive Committee.

Section B. If an officer files for public office, the office shall automatically become vacant.

Article VI: Elections

Section A. The officers shall be nominated as follows: the President shall appoint by February 1 of each year a nominating committee of at least one member. The committee shall obtain the consent of at least one candidate for each office and shall present its nominations to the Association at the regular March meeting of the same year. Nominations may also be made from the floor at the March or April meeting, or may be submitted to the nominating committee no later than 30 days before the election, all nominations contingent upon the consent of the person nominated.

Section B. The election shall be held at the May general meeting. The day, place, and names of nominated candidates shall be announced in writing to the membership by the Corresponding Secretary at least seven days before the election meeting.

Section C. To be eligible to hold office, a person shall have been a member for at least one year prior to election. No person shall hold more than one office at a time. All officers shall be elected annually and shall take office upon the election. A vacancy in any office, other than the Presidency, shall be filled by the Executive Committee.

Section D. Election to any office for which there is more than one nominee shall be conducted as follows: members present and qualified to vote shall cast their votes by ballot for the individual office. A teller appointed by the President shall collect ballots and tally the votes. Each candidate shall be entitled to one auditor of the vote count. The candidate receiving the largest number of votes shall be elected.

Article VII: Removal from Office

Section A. An officer or member of the Executive Committee may be removed from office after a fair hearing at a regular or special meeting of the Association by vote of a majority of members present. Notice of such a hearing must be included in the meeting notice sent to the membership at least seven days prior to the meeting. The hearing may be held only if the person who is subject to dismissal is present or if at least three-fourths of members present vote to proceed in absence of said person. The members present shall elect a special chairperson to conduct the hearing. Candidates for Special Chairperson shall be nominated from the floor and elected by a show of hands.

Article VIII: Duties of Officers

- Section A. The President shall be the chief executive officer of the Association. The President shall: preside at all meetings, call special meetings of the Association, and also call the meetings of the Executive Committee; appoint, with the advice and consent of the Executive Committee, special committees and delegates to outside organizations; see that the committees and delegates function; and request regular committee reports and refer matters of business to the appropriate committees.
- Section B. The Vice President shall assist the President, and shall perform the duties of the President in The President's absence. It shall be the duty of the Vice President to plan the programs for the Association. In the event that the Presidency is vacated, the Vice President shall succeed to the Presidency.
- Section C. The Treasurer shall receive all dues and contributions to the Association, care for funds of the Association, and disburse such funds for the Association upon approval of the Executive Committee. The President shall be authorized to sign checks and petty cash vouchers in the absence or disability of the Treasurer. The Treasurer shall keep correct account of the funds and shall report the status of the Treasury at each meeting of the Association. Records shall be subject to review by the Executive Committee and examination by an Audit Committee appointed by the succeeding President. The Audit Committee shall submit a written report covering the examination of such records or the preceding year at the first regular meeting of the following year. The Treasurer shall be responsible for the timely filing of all tax returns required by Federal and State law. In the absence of the President and Vice President, the Treasurer shall perform the duties of the President.
- Section D. The Recording Secretary shall keep Association records, minutes of regular and special meetings of the Association and Executive Committee, and shall assist the Corresponding Secretary as necessary in preparing letters and resolutions of the Association. The Recording Secretary shall enter approved minutes in a record file, to be transferred with previous years' records by June 1st to the newly elected Recording Secretary. In the absence of the President, Vice President, and Treasurer, the Recording Secretary shall perform the duties of the President.
- Section E. The Corresponding Secretary shall notify the members of all meetings of the Association, and shall handle all Association correspondence by direction of the President. Copies of correspondence shall be turned over to the Recording Secretary for inclusion in the record file. In the absence of all other officers, the Corresponding Secretary shall perform the duties of the President.

Article IX: Committees

Section A. Standing Committees of the Association shall be appointed as provided in the By Laws.

Section B. Special Committees may be appointed at the discretion of the President. Their chairpersons may be invited to attend Executive Committee meetings but shall have no vote.

Article X: Meetings

Section A. The Association shall hold regular bi-monthly meetings except in June, July and August, unless otherwise determined by the Executive Committee. Special meetings may be called by the President, by the Executive Committee, or by majority vote of members present at a regular meeting. Business to be conducted at a special meeting shall be confined to the purpose for which the meeting was called. Members present shall constitute a quorum to transact business at any regular or special meeting. Written notice of all meetings shall be sent to the membership in advance.

Section B. The Executive Committee shall hold regular bi-monthly meetings unless otherwise specified by the Executive Committee or President.

Article XI: Amendments

Section A. A motion to make simple amendments to the Constitution shall be submitted at a regular meeting. The motion shall then be referred to the Executive Committee. The Executive Committee shall then report its views on the proposed amendment at the next regular meeting, at which time the Association shall vote on the original motion and any amendments thereto. A two-thirds vote of the members present shall be necessary to carry a motion to amend the Constitution. Notification of pending proposals to amend the Constitution shall be given in the announcement of the regular meeting at which amendatory action is scheduled.

Section B. Major revisions of the Constitution shall be reviewed by a committee of at least three members appointed by the President. The committee shall make its recommendations to the Executive Committee within two months time. The Executive Committee shall then report the amendments and its views thereon at the regular meeting following the receipt of the committee's recommendations. A two-thirds vote of the members present at the following regular meeting shall then be necessary to pass the proposed amendment. Notification of pending proposals to amend the Constitution shall be given in the announcement of the regular meeting at which amendatory action is scheduled.

Article XII: By-Laws

Section A. By-Laws shall be established and shall consist of rules and procedures for implementing Articles of the Constitution. They may be proposed by the Executive Committee or submitted by any member for a majority vote of the qualified members present at a regular meeting. Notification of proposed By-Laws or amendments to the By-Laws shall be given in the announcement of the regular meeting at which time they will be voted on.

Article XIII: Incorporation

Section A. The Association may incorporate as a non-profit Citizens' Association under the General Laws of the State of Maryland authorizing the formation of corporations, upon the initiation of the Executive Committee, or the membership at a regular meeting.

BY-LAWS

EAST SILVER SPRING CITIZENS' ASSOCIATION, INC.

Revised: October 1975, January 1997; May 2021; Sept 2021

Article 1: Dues

Membership in ESSCA is free.

Article 2: Standing Committees

A. NAME AND DESCRIPTION

1. WELCOMING

The purpose of the Welcoming Committee is to welcome and inform all residents of East Silver Spring.

The Welcoming Committee will reach out to all residents of East Silver Spring to inform them of events, news and neighborhood resources through online channels, a paper newsletter, and in-person. The committee will use these same channels to solicit input and provide a platform for all neighbors to engage. The committee will assist the Executive Committee with planning, scheduling and publicizing events throughout the association year, including board meetings, ESSCAFest and other outreach events to include all neighbors. The committee will assist the Planning and Environment Committees with disseminating information to all residents. The committee will raise funds in order to support events and cover event expenses.

2. PLANNING

The purpose of the Planning Committee is to facilitate a conversation about change in East Silver Spring.

The Planning Committee will support ESSCA's goals of creating a more welcoming, diverse, and inclusive neighborhood, recognizing that diverse neighborhoods don't just happen but must be nurtured. On a broad level, it envisions a place where our streets accommodate all travelers regardless of mode, our open spaces and public realm is available and welcoming to everyone, and safe, comfortable housing is available to all regardless of background or income level. Recognizing that consensus may be difficult in such a large neighborhood, this committee will not attempt to speak for the entire community but will promote a shared understanding of the issues facing our community. This committee will provide regular updates on land use, transportation, public space, and related topics to the board and membership at meetings, in the newsletter, on the listserv and on social media.

3. ENVIRONMENT

The purpose of the Environment Committee is to listen to the community's needs, and encourage individual and collective action to make our community a more green, healthy and enriching place to live now and in the future.

The Environment Committee takes an ecosystem approach to its work: we're all connected through our natural and built environment and need to work together to enjoy our outdoor spaces and to minimize our neighborhood's downstream impacts. The committee provides residents with information on green, sustainable living; monitors the health of our public spaces and organizes cleanups and improvement projects when needed; organizes community-wide recycling events; connects residents with County environmental services; and helps plan for environmentally-friendly growth of our community. The committee will work to ensure its efforts and impacts are equitable to all current and future members of the community.

B. MANNER OF SELECTION

The President, with the advice and consent of the Executive Committee, shall appoint Standing Committee Chairpersons.

Article 3: Incorporation

If the Association incorporates, the directors shall be the current officers, the post office address will be that of the President, and the name and post office address of the resident agent of the Corporation shall *be* that of the President.