

CONSTITUTION AND BY-LAWS OF THE INDIAN SPRING CITIZENS ASSOCIATION (ISCA)

CONSTITUTION OF THE INDIAN SPRING CITIZENS ASSOCIATION

Article I- Name The name of the Organization shall be The Indian Spring Citizens Association (ISCA).

Article II- Purposes It shall be the purpose of ISCA to promote the general welfare of the residents of the area described in Article III, Section I below, to be an active part of the Community and work towards the Community's progress. ISCA shall be a non-profit, non-political organization.

Article III- Membership

The membership of the Association shall consist of two classes – regular members and honorary members defined as follows:

- a. Regular Members – A regular member shall be a person who is interested in the purposes of the Association, has paid his or her membership dues and owns or resides within the area bounded by Colesville Road, University Boulevard East, East Melbourne Avenue, Longbranch Creek and Franklin Avenue in Silver Spring, Maryland. All adults living in a member household shall be considered members.
- b. Non-Resident Member – A former resident of the boundaries described in Article III a., above, who does not meet the criteria of III(a), above, but wishes to remain active in ISCA. Non-resident members will not have the privilege of voting and may not hold an Association office.
- c. Honorary Members – An honorary member shall be a person so elected by a vote of two thirds of those members present at a regular membership meeting after nomination by the Executive Board. The Executive Board must give at least one week's notice to the general membership of an impending vote on a prospective honorary member. An honorary member shall be exempt from all dues and assessments, will not have the privilege of voting, and may not hold an Association office.

Article IV- Officers

1. Officers – The Officers of the Association shall be a President, Vice President, Treasurer and Secretary.
2. Terms of Office – All officers shall be elected at the Spring meeting of the regular membership and shall assume their respective offices on July 1 for a one-year term. There is no limit to the number of terms an officer may serve.
3. Vacancies in Office – In the event of a vacancy in any office other than President, the President will assume the duties of the vacant office until a special election for the office can be held. In the event of a vacancy in the office of the President, the other officers shall succeed to the office of President in the order in which they are listed in Article IV, Section 1, on a temporary basis until a special election can be held.

Article V- Executive Board

An Executive Board consisting of all officers of the Association and the Chairpersons of the committees shall make recommendations, screen proposals, conduct investigations, and serve as consulting,

advisory, and revisory agency to the President for the administration of the enactments of the Association. The immediate past-President shall serve as a member of the Executive Board. When necessary, this committee shall conduct such business as cannot await action at a regular membership meeting.

Article VI- Election of Officers

1. Election – An annual election of officers shall be held during the Spring membership meeting. At least one month prior to that meeting each year, a Nominating Committee shall be appointed by the President with the approval of the Executive Board. The Nominating Committee shall submit a slate of officers at the Spring meeting of the membership, and additional nominations may be made by the general membership at said meeting. Only those members in good standing present at the election meeting shall be eligible to vote. A plurality of votes cast shall be required for election.

2. Recall – Any officer who without good reason fails to attend three consecutive regular meetings of the general membership or the Executive Board may be recalled from office by the Executive Board. Any officer who changes his or her residence from the area set forth in Article III, Section 1a. shall be automatically ineligible to remain in office. The Executive Board shall decide any disputes arising out of the provisions of this section.

3. Electronic Voting – To ensure the timely filling of vacancies, elections can be conducted by electronic ballot.

Article VII- Committees

1. Types of Committees – The Officers shall establish Committees to adapt to the evolving needs of the membership.

2. Appointment and Removal – Chairpersons of all committees shall be appointed by the President with the advice and approval of the elected officers and the Executive Board after recommendation for such action by the President or a majority of the members of the committee involved. All other committee members shall be appointed by the chairman of each committee.

3. Ex Officio Members of the Board – Annually, the Board can elect ex officio Board members by majority vote. Ex officio members of the Board serve a 1-year term, and do not have a vote.

Article VIII- Amendments

1. Notice of Proposed Amendments – A motion to amend the constitution must be made at a regular membership meeting. Notice of the subject matter proposed for change shall be in writing (paper or electronic) and sent to every member at least fifteen days in advance of the meeting at which the amendment is to be considered. A two-thirds affirmative vote shall be required of those members in good standing present for ratification of the amendment.

2. Effective Date of Amendments – All amendments to this constitution or its by-laws shall be considered in effect immediately upon fulfilling the requirements set forth for the passage of amendments.

BY-LAWS OF THE INDIAN SPRING CITIZENS ASSOCIATION

Article I- Finance

1. Dues – Membership dues shall be set by the Executive Board and posted to the ISCA website and to the membership listserv. Dues shall be re-evaluated at least every five (5) years. No one shall be entitled to vote whose current dues have not been paid.
2. Special Assessments – Special assessments may be levied after a vote of approval by the membership. All members must be given the opportunity to vote on the special assessment and an affirmative vote by two-thirds of those voting shall be required.
3. Audits – The President shall appoint during the month of March of each year an Auditor to review the financial records of the Association and to report to the general membership at the April meeting prior to the election.

Article II- Meetings and Communications

1. Membership Meetings – There will be at least two regular membership meetings per calendar year. Special membership meetings may be called at any time by the President or the Vice-President acting in the absence of the President, and shall be called by the President upon the receipt of a written request from ten member families.
2. Executive Board Meetings – Meetings of the Executive Board shall be held at the call of the President or Acting President with a minimum of three per year. These meetings may be held informally via telephone or e-mail to act upon emergency measures.
3. Quorums – Ten members present at any membership meeting shall constitute a quorum to transact business. A majority of the members of the Executive Board shall constitute a quorum of the Executive Board. Two adult members of a member household shall be entitled to separate votes.
4. Communications – There shall be at least three written communications to the general membership each year. Prior to the general meetings and in advance of any special meeting to be held, a written communication shall be distributed announcing such meetings and the agenda to the extent known as well as advising the membership of actions taken or proposed by the Officers and Executive Board and of other news of interest to the members. The notice shall be sent to all persons carried on the membership rolls for the current and preceding fiscal year. The communication prior to the Spring meeting shall announce the election of officers and contain information regarding the nominating committee.
5. ISCA advocacy on behalf of members:
 - a. Elevation of issues to Executive Board and Membership: any member wishing to bring an issue to the ISCA membership or Executive Board for consideration must do so through one of two means: 1) raise the issue at a scheduled ISCA membership meeting; or 2) contact an ISCA Officer and ask that the issue be brought to the attention of all members and the ISCA Executive Board.

b. Consideration of Issues identified by a Member or by the Executive Board: Issues identified pursuant to Article II.5.a, above, will be discussed at the next Executive Board or Membership Meeting. All issues discussed will be presented to all current members with a request for input. If a vote is required, the current members will be provided with details on the voting mechanism and a deadline for their vote. Special Membership Meetings can also be called pursuant to Article II.1, above, if a matter would benefit from further discussion by the members. A majority vote of current members will be the default standard for moving an issue from debate to final decision.

Article III- Parliamentary Procedure and Order of Business

1. Parliamentary Procedure – Meetings of the Association will be held in accordance with the parliamentary procedure set forth in Robert’s Rules of Order.
2. Order of Business – The order of business at the regular meetings of the Association shall be as follows: (a) Call to order. (b) Report of the Treasurer. (c) Reports of committees. (d) Unfinished business. (e) New business. (f) Adjournment.

Article IV- Amendments

The by-laws may be amended by a two-thirds affirmative vote at any regular membership meeting and shall be effective immediately.

Article V- Affiliations

The Association may by a two-thirds majority vote of the members in good standing present and voting at any regular membership meeting affiliate with any federation of civic associations in Montgomery County. Upon such affiliation, delegates and alternates to such federation shall be appointed by the President. These delegates and alternate delegates shall serve complete terms in any such federation even though such terms may not coincide with terms of office of the elected officers of this Association.