

THE CHARTLEY HOMEOWNERS ASSOCIATION, INC.
BY-LAWS

ARTICLE I- NAME

This organization shall be known as the Chartley Homeowners Association, Inc., a body corporate operating under the laws of the State of Maryland hereafter referred to as the Association.

ARTICLE II- PURPOSE

Section 1. The purpose of the Chartley Homeowners Association, Inc. is to provide for the promotion of the health, safety, and welfare of the residents of the homeowners within the Chartley Community.

Section 2. The Association shall discuss and resolve issues that arise in or pertain to our area, to act in coordination with the county and other civic organizations in the Reisterstown area.

Section 3. The Association shall be non-stock, non-profit, non-partisan in political activities, and non-sectarian in its operations.

ARTICLE III- MEMBERSHIP

Section 1. Membership in the Association shall be open to any adult individual(s) 18 years of age or older, owning a home within the bounds of Chartley as defined. Chartley's boundaries are set out in a plat entitled "Chartley" which is duly recorded in the land Records of Baltimore County.

Section 2. Prospective members shall make written application to the Association for the purpose of providing necessary data. Appropriate dues payment shall be made upon initiating membership.

ARTICLE IV- MEETINGS AND QUORUM

Section 1. General Membership meetings shall be held at least twice a year (Spring and Fall) at a date, time and place convenient as determined by the Board of Directors.

Section 2. Board of Directors meetings shall be held quarterly or as deemed necessary during the year.

Section 3. The Spring meeting shall be the annual election meeting. Elected officers shall assume their duties effective with the July Executive Board Meeting.

Section 4. The Association's year shall run from July 1 to June 30.

Section 5. The President may call special meetings as deemed necessary.

Section 6. The quorum of any general membership or special meeting of this Association shall be one-quarter (1/4) of the membership or twenty (20) members whichever is less.

ARTICLE V- DUES

Section 1. Dues shall be \$10 per household per year (July 1 to June 30) and are subject to change.

Section 2. The full amount of dues shall be paid annually. Members not having paid dues will be dropped from the membership.

Section 3. Members in good standing shall be entitled to vote on all matters.

ARTICLE VI- GOVERNMENT

Section 1. The government of the organization shall be vested in the Board of Directors consisting of President, Vice President, Immediate Past President, Treasurer, and Secretary.

Section 2. In the event that a member of the Board of Directors is absent from three (3) consecutive meetings, his/her position may be declared vacant by a majority vote of the Board.

Section 3. The Board of Directors shall be responsible for all property and finances of the Association.

Section 4. A majority of the members of the Board of Directors shall constitute a quorum at any meeting of said Board. A simple majority of those members present is sufficient to conduct Board business.

Section 5. The Board of Directors shall appoint or engage legal counsel as deemed necessary to conduct the business of the Association.

Section 6. The Board of Directors shall prepare an annual budget for acceptance by the general membership at the Spring Meeting.

Section 7. The Board of Directors may approve supplemental expenditures up to \$100.00 for new or currently budgeted activities or projects without the approval of the general membership.

ARTICLE VII- DUTIES OF THE BOARD OF DIRECTORS

Section 1. The President, as chief executive officer of the organization, shall preside at all General Membership and Board of Directors meetings and shall supervise the Association's affairs and activities. He/she shall have the authority to appoint a committee chair after advice and recommendation of the Board. He/she shall be an ex-officio member of all committees with the exception of the Nominating Committee. He/she shall appoint an Auditing Committee to audit the Treasurer's books annually at the close of the Association's year.

Section 2. The Vice President in the absence or disability of the President shall assume all duties and powers of the President. He/she shall work with the President on such internal affairs of the Association as shall be decided by the Board of Directors and shall oversee the activities of all Standing Committees.

Section 3. The Immediate Past President shall serve as an advisor to the Board of Directors and shall perform additional duties delegated by the President.

ARTICLE VII- DUTIES OF THE BOARD OF DIRECTORS (continued)

Section 4. The Treasurer shall be responsible for the collection of dues. He/she shall be the custodian of all monies paid to the organization and all monies disbursed at the direction of the general membership or the Board of Directors. He/she shall deposit the funds in the name of the Chartley Homeowners Association, Inc. in such bank(s) as designated by the Board of Directors. Signatures of the President and Treasurer are required on all checks. The Treasurer shall be responsible for keeping the books of the Association. He/she shall submit a financial report at each General Membership meeting and an annual written financial report at the Fall Membership meeting. It shall also be the responsibility of the Treasurer to maintain a list of qualified voters.

Section 5. The Secretary shall record the Minutes of the Board of Directors and General Membership meetings and shall provide the Minutes of previous meetings at all General Membership meetings. He/she shall also keep a permanent record of attendance and current membership rolls. The Secretary shall conduct the correspondence of the Association and retain copies of such correspondence.

ARTICLE VIII- GENERAL ELECTION

Section 1. At least 30 days before the Spring General Membership meeting, the Board of Directors shall appoint a Nominating Committee. When possible, the Nominating Committee shall submit at least two qualified candidates for every elective office.

Section 2. Prior to the Spring election meeting, the Nominating Committee shall distribute to the members the list of nominees for each office and shall include a brief resume of their activities and qualifications.

Section 3. Nominations for any office may be made from the floor at the Spring annual election meeting.

Section 4. Each nominee must meet the qualifications for voting in the given election in which he/she is a nominee and must expressly accept the nomination.

Section 5. Officers shall be elected for a term of one year. No officer may serve in the same office more than two consecutive full terms.

Section 6. Should a member of the Nominating Committee decide to run for office, he/she must resign his/her position on the Nominating Committee. The vacancy may be filled by the President.

Section 7. A qualified voter is a member in good standing, such member is one who has paid full dues for the current year.

Section 8. At the Spring election meeting, if more than one person is nominated for an office, voting shall be by written secret ballot with a quorum of voters being represented by presence or absentee ballot. A quorum (as defined in Art.4, sec. 6) shall be sufficient to decide an election.

ARTICLE VIII- GENERAL ELECTION (continued)

Section 9. Absentee ballots must be requested one (1) week prior to election from the chairperson of the Nominating Committee and returned to the chairperson before the election.

Section 10. Should a Board of Directors member position become vacant, the President may appoint a member in good standing to assume the vacated office until a special election can be held.

Section 11. A member may hold only one Board Officer Position. This shall not preclude a Board Member from serving as a chair or member of any appointed committee. In the event that a Board position becomes vacant when a member assumes another Board position, the vacant position shall be filled according to Article IX- SPECIAL ELECTION.

ARTICLE IX- SPECIAL ELECTION

Section 1. In the event of a vacancy on the Board of Directors, it shall be the responsibility of the Board to fill the vacancy by a majority vote of the Board of Directors.

ARTICLE X- COMMITTEES

Section 1. The Standing Committees of the Association shall be Hospitality, Membership, Newsletter, Police Representative/COP, ROG Representative, Block Captains, and Zoning/Traffic.

Section 2. Special "ad hoc" committees may be appointed by the President, with immediate power to act, subject to approval at the next Board of Directors or General Membership meeting.

Section 3. All committees shall submit by the second Tuesday in February to the Board of Directors an approximate committee budget for the upcoming year.

Section 4. Block captains shall serve in the role of liaison between the members and the Board of Directors.

ARTICLE XI- PARLIAMENTARY AUTHORITY

The Parliamentary authority for this organization shall be the current edition of Robert's Rules of Order in all matters not covered by these By-Laws. The President may appoint a Parliamentarian to enforce these rulings.

ARTICLE XII- AMENDMENTS

Section 1. Amendments and additions to the By-Laws shall be made by a vote of two-thirds (2/3) of the members in attendance or by proxy at any General Membership meeting, provided the proposed amendment or addition has been read at the previous General Membership meeting or provided to each member in good standing prior to the date of said meeting.

Section 2. Any member in good standing may submit proposed amendments in writing to the Board of Directors.

Amendment adding **Article VIII-General Election Section 11** approved at General Meeting 4/26/2018.