

CONSTITUTION AND BY-LAWS  
OF  
THE MANHATTAN BEACH CIVIC ASSOCIATION, INCORPORATED  
(As Revised and Amended September, 1954)

ARTICLE 1.

This Association shall be known as The Manhattan Beach Civic Association, Incorporated.

ARTICLE 2.

OBJECTS

1. To promote the general welfare of the residents of Manhattan Beach, Anne Arundel County, Maryland; for the improvement of said locality and to regulate and control the community beach front, community wharves and landings of said Manhattan Beach, the highways thereof, and all matters affecting the aforesaid community.
2. To secure a compliance with and to prevent a violation of any of the restrictions applicable to said Manhattan Beach.
3. To promote social activities in the community.

ARTICLE 3.

MEMBERSHIP

Any owner of property or residents of Manhattan Beach in the area from the entrance on the West side of Ritchie Highway, bounded on the North by Cypress Creek, South by Dividing Creek, and on the East by the Magothy River shall be eligible for membership.

Application for membership shall be made on the regular form provided by the Association and recommended by a member in good standing. Payment of the current year's dues of \$2.50 must accompany the application. Action thereon shall be taken at any authorized meeting of the Association after it has been passed upon by the membership committee. Election to membership shall be upon the vote of the majority of the members present. Minimum age for membership shall be 13 years, provided a married person may join without respect to age.

## ARTICLE 4.

### DUES

The annual membership dues shall be Two Dollars and Fifty Cents (\$2.50) per member, payable upon application and election (a husband and wife may make joint application with the submission of \$5.00 dues) and annually thereafter. A year shall be from July 1 to June 30. Members who are in arrears in their dues for a period of three months shall be subject to suspension from all privileges of the Association by the Board of Governors at any of its meetings, provided notice of such proposed action be served on each delinquent member by letter addressed to him or her last known address. Any such member in arrears in his dues for three months may, by action of the Board of Governors, be denied the privileges of the Association. Secretary to maintain accurate roster of membership for purpose of roll call at all regular meetings.

## ARTICLE 5.

### OFFICERS

The Officers of this Association shall be: President, Vice-President, Treasurer, and Secretary, who shall also be members of the Board of Directors. In addition to the Officers there shall be three Directors elected so as to comprise a Board of Directors of seven members. The Past President shall serve on the Board of Directors. Officers and Board of Directors shall serve for one year.

Any member of the Association in good standing shall be eligible to hold office, except that four members of the Board of Directors must be property owners in Manhattan Beach and year round residents. A Nominating Committee shall be appointed by the President in May, whose duties it will be to line up at least two candidates for each post to be filled, nominations can also be made from the floor. Elections shall be held at the regular August meeting of the Association and at which time the Nominating Committee's report shall be entered in the annual report. The President-elect shall also become Resident agent of the Association during his tenure of office.

## ARTICLE 6.

### MEETINGS

There shall be regular meetings of the Association on the first Thursday of each month.

Special meetings may be called by the President or a majority of the Board of Directors.

Notice of all meetings shall be mailed to each member in good standing at least one week before such meeting.

The Board of Directors shall meet at least quarterly at time and place as may be designated by the Board, or at any time upon call of the President.

## ARTICLE 7.

### QUORUM

At the meetings of this Association a majority vote of at least four members of the Board of Directors and those members present shall constitute a quorum.

## ARTICLE 8.

### DUTIES OF OFFICERS

#### 1. President

The President shall preside at all meetings of the Association; he shall appoint all committees not otherwise ordered; submit to the Directors for their consideration and decision all subjects which, in his opinion, the interests of the Association may require.

#### 2. Vice-President

The Vice-President in the absence of the President shall perform all duties of the President.

#### 3. Secretary

It shall be the duty of the Secretary to keep correct records of all the proceedings (minutes) of each meeting of the Association, and the Board of Directors; he shall notify all members at least one week in advance of all meetings of the Association; he shall have the custody of all official papers, reports, and records, and papers pertaining to the Association; he shall perform such other duties as he may be directed.

#### 4. Treasurer

The Treasurer shall receive the dues of the members, and all other money received or contributions made to the Association; he shall keep an accurate account thereof and be responsible for sending out all bills for membership dues. He shall deposit in a bank designated by the Board of Directors all funds of the Association which may come into his possession, and shall pay all authorized expenditures upon receipt of approved statement.

#### 5. The Board of Directors

Shall be the governing body of the Association subject only to special instructions given by the membership in a regularly constituted meeting. The Board shall be empowered to authorize payment of bills, contract for services, and carry on such other business that may be required between regularly scheduled meetings of the membership. Provided that any expenditures involving one-half or more of the monies on hand shall be referred to the Association for consideration and approval.

ARTICLE 9.

STANDING COMMITTEES

The following Standing Committees shall be appointed by the President:

1. Community Welfare
2. Membership
3. Entertainment
4. Nominating

Each of the Standing Committees shall be charged with effecting a program and shall have the full support of the Association in such activity as approved by the Board of Directors or the membership.

ARTICLE 10.

AMENDMENTS

This Constitution may be amended by a vote of two-thirds of the members in good standing present at the annual meeting of this Association, provided, however, that notice of the proposed change or changes in the Constitution accompany the call for the meeting.

ORDER OF BUSINESS

1. Roll call.
2. Reading of the minutes of the previous meeting.
3. Report of the President.
4. Report of the Treasurer.
5. Correspondence.
6. Report of Special Committees.
7. Report of Standing Committees.
8. Unfinished business.
9. New business.
10. Election.
11. Adjournment.

(Proceedings to be governed by Roberts' Rules of Order)