

THE MANHATTAN BEACH CIVIC ASSOCIATION, INCORPORATED
CONSTITUTION AND BY-LAWS

As Revised and Amended July 1, 1970

ARTICLE I

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

ARTICLE II - OBJECTIVES

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 the said Manhattan Beach, the highways thereof, and all matters affecting the aforesaid community.

To secure a compliance with, and to prevent a violation of, any of the restrictions applicable to said Manhattan Beach.

To promote social activities in the community.

ARTICLE III - MEMBERSHIP

Any owner of property or resident 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 Magothy River, shall be eligible for membership. Those persons who become residents or property owners between January 1 and June 30, and pay the established dues will automatically be members for the following fiscal year.

ARTICLE IV - DUES

The annual membership dues shall be Ten Dollars per dwelling unit, payable upon application. A fiscal year shall be from July 1 to June 30. Members who are in arrears in their dues for a period of three (3) months, or ninety (90) days shall relinquish all privileges of the Association. Reinstatement may be made by reapplication as outlined in Article III. The secretary is to maintain an accurate roster of membership for purpose of roll call at regular meetings.

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ARTICLE V - OFFICERS

The officers of the Association shall be:

President, Vice-President, Treasurer, Secretary, who shall also be members of the Board of Directors.

The immediate past-president shall be a member of the Board of Directors.

In addition to the officers there shall be four directors elected so as to comprise a Board of Directors of nine members. The 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-around residents.

A Nominating Committee shall be appointed by the Board.

The Nominating Committee's report shall be given at the annual membership meeting the first Monday in May.

Nominations may also be made from the floor.

Election of officers shall be held at a Special Meeting the third Monday in May, at which time the Nominating Committee's Report shall be entered in the Annual Report.

Installation of officers shall be held immediately upon election of officers to serve until the election in May of the following year.

The President-elect shall also become Resident Agent of the Association during his tenure of office.

ARTICLE VI - MEETINGS

There shall be a minimum of three regular meetings a year of the Association, one of which will be the annual membership meeting in May.

A membership meeting shall be held each first Monday of every odd month, 8:00 p.m., Club House.

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

CONSTITUTION AND BY-LAWS
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Notice of all meetings shall be distributed 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 designated by the Board, or at any time upon the call of the President.

ARTICLE VII - QUORUM

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

ARTICLE VIII - DUTIES OF OFFICERS

The President shall preside at all meetings of the Association. He shall submit to the Directors for their consideration and decision all subjects which, in his opinion, the interest of the Association may require. The President shall be the Governor of the Association in the Magothy River Association, and an alternate shall be selected by him from the Board of Directors, with their dues to be paid by the Association.

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

It shall be the responsibility 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 of the Association; he shall have custody of all official papers, reports, and records, and papers pertaining to the Association; and he shall perform such other duties as may be directed.

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 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. All checks must have the signatures of the President and Treasurer, or the Vice-President and Treasurer.

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The Board of Directors shall be the governing body of the Association subject only to special instructions given by the membership at a regularly constituted meeting.

The Board shall be empowered to authorize payment of bills, contract for services, and carry on such other business as may be required between scheduled membership meetings, provided that any expenditure involving one-half or more of the monies on hand shall be referred to the Association for consideration and approval.

ARTICLE IX - STANDING COMMITTEES

All committees shall be appointed by the Board of Directors.

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.

The following are the Standing Committees:

1. Recreation	7. Sunshine
2. Clubhouse	8. Nominating
3. Membership	9. Auxiliaries (Scouting, Teen Center)
4. Ways and Means	10. Beach Development
5. Publicity	11. Water Safety
6. Program	12. Special

ARTICLE X - AMENDMENTS

The constitution may be amended by a vote of two-thirds of the members present at any regular meeting of the Association, provided however, that notice of the proposed change or changes in the Constitution be sent to the membership thirty days in advance of the date of voting.

ORDER OF BUSINESS AT MEETINGS:

1. Roll Call	7. Report of the President
2. Reading of the Minutes	8. Unfinished Business
3. Report of the Treasurer	9. New Business
4. Report of Special Committees	10. Election
5. Report of Standing Committees	11. Adjournment
6. Correspondence	

(Proceedings governed by Roberts Rules of Order.)