

BYLAWS OF
AVALON SHORES CIVIC ASSOCIATION, INC.
SHADY SIDE, MD 20764

ARTICLE I
NAME

In accordance with the articles of Incorporation filed in the State of Maryland, dated August 6, 1960, this organization is known as Avalon Shores Civic Association, Inc., a body corporate, with post office address Shady Side, in the County of Anne Arundel, in the State of Maryland, 20764.

ARTICLE II
PURPOSES

The purposes of this Association shall be to promote the welfare of the Association, to provide and maintain recreational facilities for the Association; and to secure adequate regulations for the care, maintenance and protection with orderly and environmentally sound growth in the area defined in Article III.

ARTICLE III
BOUNDARIES AND JURISDICTIONS

The term "area" as used in these bylaws refers to the geographical territory beginning at Lerch Drive and Steamboat Road and running to State Road 468, including Aspen Street, Avalon Boulevard, Azalea Street, Beech Street, Bonniewood Drive, Butternut Street, Chestnut Street, Dogwood Street, Elm Street, Filbert Street, Hawthorne Street, Holly Street, Jordan Drive East, Jordan Drive West, Juniper Street, Lerch Drive, Linden Street, Maple Street, Oak Street, Pine Street, Spruce Street, and the west side of Steamboat Road between Lerch Drive and Shady Side Road.

ARTICLE IV
POLICIES

Section 1 – The programs of this Association shall be mutual and shall be developed through conferences, committees, and projects.

Section 2 – This Association shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be sponsored by it. Neither the name of the Association nor the names of its officers in their official capacity shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the work of the Association.

Section 3 – The Board of Directors may appoint from time delegates and alternative delegates to other civic, county, state groups or organizations with similar interest who may express the views of this Association as its representatives.

Section 4 – No member of this Association may represent this Association before any civic, county, state or governmental body without the express authority of the Board of Directors.

Section 5 – The fiscal year of the Association shall commence on July 1 of each year and end on June 30.

ARTICLE V MEMBERSHIP

Section 1 – Any tax paying property owner, in the area defined in Article III, shall be a full member in this Association; provided their willingness to uphold its policies and subscribe to its bylaws without reference to race, creed or religion.

Section 2 – Each full member shall have one (1) vote, except that resident families with at least two (2) adults will be entitled to two (2) votes. No residence shall have more than two (2) votes.

Section 3 – Facilities

- a. Only members and their guests may use the facilities of the Association.
- b. Members and their guests must abide by the posted rules and regulations when using such facilities.
- c. Association facilities may be used from dawn to dusk only.
- d. Overnight docking at the community piers, at the community beach, or any community waterfront property is prohibited.

Section 4 – The Association is a Special Community Tax District and shall abide by the guidelines and regulations set up by Anne Arundel County. Resolutions and changes on the Special Community Benefit District or changes thereof of this Association shall be adopted by a majority vote of members present at any regular or special meeting.

ARTICLE VI OFFICERS AND DIRECTORS ELECTIONS

Section 1 – The Officers of this Association shall be: a President, one (1); Vice President, one (1); Secretary, one (1); Treasurer, one (1); and a Board of five (5) Directors. No member can simultaneously hold more than one (1) office in the Association. A written ballot at the annual meeting in May shall elect the Officers and Directors. The Officers and Directors shall serve for a term of one (1) year and shall remain in office until their successors are elected. The five elected members of the Board shall elect among themselves the Chairman of the Board.

Section 2 – At the February meeting of the Association, a nominating committee shall be elected. The committee shall consist of three (3) members of the Association. The committee shall be elected by ballot; each member at the meeting shall write the names of three individuals and those with the most votes shall be the committee. In the event of a tie for a position on this committee, the President of the Association, or acting President, shall cast the deciding ballot.

The function of this committee shall be:

1. To discuss with members suitable candidates for the various offices.
2. To ascertain the willingness of the candidates to serve.

3. To present one candidate for each position at the April meeting of the Association. Additional candidates may be nominated from the floor at this time. Nominees must be members (property members)

Section 3 – Election of officers will be by written ballot at the May Association meeting. Only members (property owners) are eligible to vote.

Section 4 – Official Absentee Ballot Forms may be requested from an officer of the Association and mailed to the President prior to the election of officers, if unable to attend in person for a legitimate reason. The signature of the requesting member must be witnessed by an officer or notarized by a Notary Public.

Section 5 – Proxy votes shall never be acceptable.

ARTICLE VII VOTING BY BALLOT

Section 1 – The presiding President of the Association shall appoint three (3) members to act as "tellers" to receive, sort, verify and count the votes (including absentee ballots).

Section 2 – The ballot box must be placed in full view of the membership.

Section 3 – No ballot may be cast or counted other than the ones provided by the Treasurer after ascertaining that the voting party is a member of the Association in good standing.

Section 4 – Each member (adult family unit) is entitled to two (2) votes, one (1) per person, and not to exceed two (2) votes per household.

Section 5 – After all who are entitled to do so have voted, the ballot shall be declared closed.

Section 6 – After the tellers have tallied the votes, they shall submit the results to the President and the membership.

Section 7 – Absentee Ballots shall be acceptable for Election of Officers only, and Proxy votes shall never be acceptable.

ARTICLE VIII DUTIES OF OFFICERS

Section 1 – The President shall preside at all meetings of the Association and shall perform all other duties pertaining to that office. The President shall be a member ex officio (with vote) of the Board of Directors and an ex officio member of all committees.

Section 2 – The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence. The Vice President shall be invested at such times with the President's full powers and prerogatives and shall perform the President's duties. The Vice President shall be a member ex officio (with vote) of the Board of Directors.

Section 3 – The Secretary shall keep an accurate record of all meetings of the Association and the Board of Directors and shall perform such other duties as delegated. The Secretary shall be a member ex officio (with vote) of the Board of Directors. The Secretary shall originate and/or coordinate all correspondence, releases, petitions, newsletter, and other written matters of the Association and the Board of Directors.

Section 4 – The Treasurer shall receive all money of the Association and shall keep an accurate record of receipts and expenditures and shall pay out local funds only as authorized by the Association, such expenditures to be made by check. Checks must be signed by the Treasurer and counter signed by the President, or, in the President's absence, by the Vice President. Each new treasurer shall be bonded for up to a three-year term and, at minimum, the bond must correspond to the amount of the Special Tax District Budget appropriation. The Treasurer shall present a statement of accounts at every meeting of the Association and at other times when requested by the Board of Directors. The Treasurer shall be a member ex officio (with vote) of the Board of Directors.

Section 5 – The Treasurer's accounts shall be examined annually by an Auditor or an Auditing Committee of not less than three (3) members who, satisfied that the Treasurer's report is correct, shall sign a statement of that fact at the end of the report. The Board of Directors shall appoint the Auditing Committee at least two (2) weeks prior to the May Annual Meeting.

Section 6 – Those officers elected in May shall take their positions on June 1 and shall hold such offices until their successors shall have been elected or until removed by disqualification or death, or until a written resignation of office shall have been received by the Secretary.

ARTICLE IX BOARD OF DIRECTORS

Section 1 – Those Board members elected in May shall take their positions on June 1 and shall serve a two year term. Half of the Board members shall stand for election each year. Board members shall hold their offices for at least two years or until their successors shall have been elected or until removed by disqualification or death, or until a written resignation of office shall have been received by the Secretary.

Section 2 – The Board shall transact necessary business in the interval between Association meetings and such other business as may be referred to it by the membership.

Section 3 – The Board shall administer the funds, investments, property, and other assets of the Association. No disposition shall be made without prior recommendation to and approval of the membership at a regular meeting of the Association. The majority of the members present may overrule the recommendations of the Board.

Section 4 – The Board shall execute all leases, contracts or other papers necessary or proper when authorized by the Association.

Section 5 – The Board shall fill any vacancy for Officers and members of the Board of Directors for the unexpired portion of the term with the approval of a majority of members at any general or special meeting.

Section 6 – The Board shall present a report at the regular meetings of the Association, following the Board of Directors meeting.

Section 7 – The Board shall approve an Auditor or Audit Committee at least two (2) weeks before the June meeting to audit the Treasurer's accounts.

Section 8 – The Board shall prepare and submit to the Association for approval a budget for the fiscal year (July 1 through June 30).

Section 9 – The Board shall meet monthly, January through October.

Section 10 – The Chairman of the Board shall preside at all Board Meetings. The Board of Directors shall appoint an alternate chairman to serve in the absence of the chairman during Board Meetings.

Section 11 – The Board of Directors is responsible for the preparation and timely submission of the annual Special Community Benefit District budget. This budget must be submitted to the County no later than January 31st of each year. The budget must be published and mailed to all home owners (via newsletter, if available) and shall be submitted if approved by a 2/3 majority of the property owners present at the general meeting in the month of October of each year.

Section 12 – The Association must submit an unaudited fiscal report to the Anne Arundel County Office of the County Auditor. The report must be prepared on a July 1 to June 30 fiscal year. The fiscal report must be submitted by September 30 following the end of the fiscal year.

ARTICLE X MEETINGS

Section 1 – Regular meetings of the Association shall be held in February, May, August and October of each fiscal year at such day, time, and place as may be determined by the membership. The day, time and place shall be posted at the Avalon Boulevard entrance at least one (1) week prior to the meeting.

Section 2 – Special meetings of the membership may be called by the Chairman of the Board, the President of the Association, or any two (2) members of the Board, whenever it is deemed to be in the best interest of the Association. Notification must be posted at the Avalon Boulevard entrance at least one (1) week prior to the meeting.

Section 3 – The privilege of holding office, making a motion, debating and voting shall be limited to members of the Association.

Section 4 – A quorum at a regular and special meeting shall consist of thirteen (13) members in good standing.

Section 5 – All meetings of the Association shall be governed by the current revision of *Roberts Rules of Order*.

ARTICLE XI
STANDING AND SPECIAL COMMITTEES

Such committees shall be created by the Chairman of the Board and/or the President of the Association as may be required to promote the policies and interest of the Association. The Chairman of these committees shall be selected by the Chairman of the Board and/or the President of the Association. All committee appointments will expire at the end of each fiscal year.

ARTICLE XII
REMOVAL FROM OFFICE

Section 1 – Recall of an Officer or Board Member may be initiated by submission to the Board of Directors of a written petition, calling for such recall, that is signed by at least one-third (1/3) of the members of the Association. The petition will set forth the specific terms and charges upon which the recall is based.

Section 2 – The Board of Directors shall forward a copy of the petition to the Officer or Board member who is the subject of the potential recall. At this time the Officer or Board Member who is the subject of the potential recall may choose to have a hearing or to resign his or her position.

Section 3 – If a hearing is warranted, the Board of Directors shall hear evidence from both petitioners and the charged officer pertaining to the reasons for the recall.

Section 4 – At the conclusion of the hearing, the Board shall consider the petition and the evidence presented and shall make a written recommendation as to whether the officer should be removed from office. This recommendation shall be presented to the membership at any general or special meeting. Recall shall require a two-thirds (2/3) vote of the members present at any general or special meeting.

ARTICLE XIII
RESOLUTIONS

Resolutions of this Association shall be adopted by a majority vote of the members present at any regular or special meeting.

ARTICLE XIV
AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be proposed in writing and shall be submitted to the Board of Directors. After consideration, the Board shall return its recommendations to a regular or special meeting of the Association. Action on the proposed amendments shall be deferred for a period of at least one month and acted on at the next regular or special meeting of the Association.

ARTICLE XV
QUIT CLAIM DEEDS

Waterfront property owners may acquire a Quit Claim Deed to the portion of property between their purchased property line closest to the water and the shoreline (South Creek and its tributaries) for a "donation" to the Avalon Shores Civic Association. The amount of the "donation" will be determined on a per lot basis and shall be based upon the fair market value of the property as determined in part by the Anne Arundel County tax assessment. The President of the Association will hold the Quit Claim Deeds. Proceeds from any "donations" relating to Quit Claim Deeds will be used for the upkeep of community pathways to the waterfront.

ARTICLE XVI

PARKING ON BLUE SIGNAGE STREETS (NON-COUNTY)

Parking is permitted on one side of the blue signage streets. Long term parking is not permitted, i.e. 24 hours or longer. ASCA may, at the Board's discretion, issue enforcement letters to the owner of the vehicle with a notice to remove the vehicle or have the vehicle towed at the owner's expense.