

**COUNTRY CLUB ESTATES
COMMUNITY ASSOCIATION OF REISTERSTOWN, INC.
9-12-07**

BY-LAWS

Article 1. Meetings

- Section 1. The Annual Meeting will be held in March.
- Section 2. The monthly meetings shall be held the second Wednesday of each month, unless changed by the Board of Governors. All interested residents are encouraged to attend these meetings. However, they will not have voting privileges. [Amended September 12, 2007]
- Section 3. Special Meetings (General or Executive) can be called by any member of the Executive Committee.
- Section 4. General Meetings may be called by any officer and must be published in the CLUBBER for two (2) consecutive issues prior to the scheduled General Meeting date. This procedure changes a regular monthly meeting to a General Meeting.
- Section 5. Sixty (60) percent of the members of the Board of Governors shall constitute a quorum at Monthly, Annual, General, and Special Meetings. (i.e., five (5) Executive Officers, eight (8) Representatives-at-Large, and nine (9) Standing Committee Chairpersons). [Amended March 13, 1986]
- Section 6. Roll call shall be made at ALL meetings and a record book kept of same. The community shall be notified of the Board members in attendance at each meeting.
- Section 7. In the event of a known absence, any Board member, excluding the President, Vice President, and Treasurer, may designate an alternate for the period of absence; the alternate to have voting privileges. (Original motion officially passed on February 13, 1986 at the monthly Board of Governors Meeting.) [Amended March 12, 1987]

Absence of any Board member from three consecutive meetings, without designating an alternate, may be sufficient reason for the Executive Committee to declare their office vacant. [Amended March 12, 1987]

Article II. Duties of Officers

- Section 1. The Executive Committee shall consist of: President, Vice President, and/or Past President, Secretary, and Treasurer.
- Section 2. The President of the organization shall preside at all business sessions of the Corporation and Board of Governors. They shall also be charged with the general supervision of the Corporation and appointment of committees.
- Section 3. The Vice President and/or Past President of the organization shall preside at all business sessions of the Corporation in the absence of the President, and shall be a voting member of the Board of Governors at all other times.
- Section 4. The Treasurer shall receive all funds of the Corporation and disburse the same as approved by the Board of Governors. They shall prepare and present at the regular meetings, or when called for, a full and specific account of the receipts and expenditures of the term. They shall keep regular books of account, with an annual audit, the expenses to be paid by the corporation. (See Standing Rule 8).
- Section 5. The President, Vice President and/ or Past President and Treasurer shall have the right to sign checks disbursing money for matters concerning the Corporation, with a minimum of two signatures on each check. Such disbursements shall be approved by the Board of Governors. (See Standing Rule 9).
- Section 6. The Secretary shall attend all business meetings of the Corporation to record minutes. The Secretary shall keep all records, except Treasurer's reports; also keep a register or roll of members and call the roll when required; notify officers and committees of their appointments; furnish committees with all papers referred to them; send out proper notices; and conduct the correspondence of the Association; the expenses to be paid by the Corporation. (See Standing Rule 8).
- Section 7. Elected Representatives-at-Large shall be voting members of the Board of Governors. They shall attend Annual, Monthly, and special Meetings and assist with Standing Committee functions.
- Section 8. Standing Committee Chairpersons shall be voting members of the Board of Governors. They shall attend Annual, Monthly, and Special Meetings and organize all work necessary for the Functioning of their committee.

Article III. Dues

- Section 1. Dues per household shall be on a yearly basis. The amount to be decided annually, as needed, by the Board of Governors.
- Section 2. All households, that have paid dues for the fiscal year, are considered members in good standing through the next Annual General Meeting, or until the membership campaign is completed for their street for the next fiscal year. [Amended March 13, 1986, and September 12, 2007]

Article IV. Voting

- Section 1. Each household in good standing shall be entitled to one (1) vote in all questions coming before the corporation at General Meetings. [Amended March 13, 1986, and September 12, 2007]

Article V. Nominations

- Section 1. A Nominating Committee consisting of five (5) members shall submit and accept nominations from the community to be voted upon for membership to the Board of Governors. Nominations may also be made by any member of the Corporation in written form, addressed to the chairman of the Nomination Committee prior to the twentieth (20th) day of February. The names of all persons nominated, prior to the Annual General Meeting, shall be published in the CLUBBER, listed in alphabetical order. No nominations will be accepted without first having the nominees's consent to accept office, if elected. Nominations will also be accepted from the floor at the Annual Meeting, immediately prior to voting for the officer.

Article VI. Political Ties

- Section 1. The corporation shall remain non-political at all times.

Article VII. Order of Business

- Section 1. The Order of Business at all regular monthly meetings shall be:
1. Call to Order
 2. Reading of Minutes
 3. Treasurer's Report
 4. Reports of Committees
 5. Unfinished Business
 6. New Business
 7. Adjournment
- Section 2. The Order of Business at the Annual Meeting shall be:
1. Call to Order of Monthly Meeting

2. Reading of Minutes
3. Annual Reports of Officers
4. Unfinished Business
5. New Business
6. Address of President
7. Call to order of Annual Meeting
8. Election of Officers (At this point it has become a General Meeting and each household, in good standing, present excluding adult and minor children living in the same household, may cast one (1) vote.) [Amended March 13, 1986, and September 12, 2007]
9. New Business, if needed
10. Adjournment

Section 3. The Executive Committee shall determine the rules of procedure and order of business of all meetings.

Section 4. Roberts Rules of Order shall govern the meetings of the corporation in all procedures where the rules of the Corporation do not apply.

Article VIII. Amendments to the By-Laws

Section 1. The By-Laws may be amended by a majority vote of the members in attendance at a General Meeting. The proposed amendment must be published in the CLUBBER for two (2) consecutive issues immediately preceding the scheduled General Meeting date.

RESOLVE: The President, after they have completed their term of office, shall automatically become a member of the Executive Committee and shall be considered an elective officer. In the event of a vacancy in this office, the position would be filled by the prior Past President according to their order of election. [Adopted: March 9, 1984].

RESOLVE: If and/or when situations arise affecting the community of Country Club Estates requiring legal counsel concerning individual streets of the community, the Corporation may provide funds, not to exceed five Hundred dollars (\$500.00), for an initial legal consultation; remaining fees to be provided by residents directly involved. The corporation may support the residents' efforts in any other ways possible; such as, writing letters. (Original motion officially passed on September 12, 1985 at the monthly Board of Governors Meeting.) [Adopted: March 13, 1986]