

BYLAWS

Constitution of the Columbia Forest Civic Association

ARTICLE I NAME

The name of the association shall be the COLUMBIA FOREST CIVIC ASSOCIATION (herein referred to as the "Association").

ARTICLE II PURPOSE

The purpose of the Association shall be to plan, take action, and devise ways and means to promote the common welfare, health, and safety of all residents in the area bounded by Columbia Pike on the North, South George Mason Drive on the South, Four Mile Run on the East, and the Arlington County Boundary on the West.

ARTICLE III MEMBERSHIP

Membership in the Association shall be open to all persons who either own or lease a residence within the geographical bounds of the Association as specified in Article II contained herein.

ARTICLE IV OFFICERS AND ELECTION

Section 1: The Officers of the Association shall be at least 4 in number, shall be chosen by the members of the Association and shall consist of at a minimum, a President, a Vice President, a Secretary and a Treasurer.

Section 2: At a regular meeting immediately preceding the annual meeting in May, the Nominating Committee of three members shall be elected by the Association. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting. The Nominating Committee shall report at the annual meeting, at which time nominations shall also be received from the floor, provided that the consent of the nominee is either given or, in his absence, vouched for by at least two persons.

Section 3: The officers shall be elected by secret ballot of a majority of the members of the Association present and voting; however, if there is only one candidate for any office, election may be made by voice vote for that office. No votes by proxy shall be permitted. The balloting shall continue until someone nominee has received a clear majority of ballots cast for said office. After a second ballot, if no choice has resulted, it shall be an order to proceed to allot on the two standing highest from among said nominees at the last preceding ballot.

Section 4: The officers will serve for the term of one year, and may be reelected to the same office not more than one additional successive term. The term of office will begin on 1 July.

Section 5: No member shall hold more than one office at a time.

ARTICLE V DUTIES AND POWERS OF OFFICERS

Section 1: The President shall preside at all the meetings of the Association, he or she shall be a member ex officio of all committees except the Nominating Committee, and he or she shall perform all the duties instant to the office. The President shall have the full authority to sign all checks, contracts, and obligations as directed by the Board of Directors or the Association.

Section 2: The Vice President shall preside and represent the Association in the absence of the President.

Section 3: The Secretary shall record the Minutes of the meetings of the Association and of the Board of Directors; shall have custody of the records of the Association other than those of the Treasurer; shall transmit properly all resolutions of the respective committees in accordance with the references; shall conduct correspondence of the Association and the Board of Directors; shall give proper notice of all meetings; shall keep a role of the officers and members of the association, and shall perform such other duties as the Association and the Board of Directors may direct. In the absence of the President and the Vice President, the Secretary shall call the meeting to order and shall preside until the election of a Chairman pro tem which should take place immediately. The chairman pro tem will preside for the remainder of such meeting only.

Section 4: The Treasurer shall collect and receive all moneys and deposit them in the name of the Association in a bank which shall have been selected previously by the Board of Directors. Only the Board of Directors of the Association shall have the authority to authorize or approve expenditures. Expenditures shall not exceed the amount present in the Association's bank account less any outstanding obligations. All disbursements shall be by check, signed by the Treasurer, and by the President. The Treasurer's account shall be audited by a committee appointed by the President prior to the Annual Meeting in May.

Section 5: Any vacancy in elective office shall be filled for the unexpired term by the Board of Directors. An office shall be deemed vacant upon the officer's resignation or automatically after the officer's continuous absence for four consecutive months.

ARTICLE VI THE BOARD OF DIRECTORS

Section 1: The Board of Directors will be composed of the four elected officers and the immediate Past President. This position will help insure continuity of ongoing projects, and in order to always have a tie breaking vote on the Board of Directors.

Section 2: The Board of Directors shall have general supervision of the affairs of the Association between its meetings; shall fix the hour and place of the meetings; shall make recommendations to the Association and shall perform other such duties as are specified in the se Bylaws. The board shall be subject to the orders of the Association and none of its acts shall conflict with any action taken by the Association.

Section 3: Special meetings of the Board of Directors may be called by the President and shall be called upon the written request of four members of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, three days' notice shall be given for any meeting of the Board of Directors.

Section 4: Fifty percent (50%) of the members of the Board of Directors shall constitute a quorum.

Section 5: Any vacancy in the Board of Directors shall be filled for the unexpired term of the Board of Directors. A directorship shall be deemed vacant upon the Director's resignation or automatically after his/her continued absence for a period of four months.

ARTICLE VII COMMITTEES

Committees, standing or special, shall be appointed by the President, subject to approval by a majority of the Board of Directors, as the Association or the Board of Directors shall from time to time deem necessary to carry out the work of the Association.

ARTICLE VIII DUES

Membership dues in the Association shall be set at the Annual Meeting each year by a majority vote. Annual dues are set for individual residents 18 years or older and will grant all privileges of membership including voting privileges. Full membership is also open to all nonresident owners of property in Columbia Forest. Dues shall be payable on or before July 1 of each year and shall cover the period of July 1 to June 30 of the following year. New members joining the Association after July 1 still pay dues amount in full and their membership expires the following June 30th.

ARTICLE IX ORDER OF BUSINESS

In the absence of an agenda prepared by the President or by the Board of Directors, the following order of business is established for the meetings of the Association and of the Board of Directors.

- Call to order
- Reading and approval of the Minutes of the previous meeting
- Report of the Treasurer
- Reading of communications
- Reports of the officers and members of the Board of Directors
- Reports of Committees
- Unfinished business and general orders (election of officers)
- New business
- Announcements
- Adjournment

ARTICLE X AMENDMENTS

This Constitution can be amended at any regular meeting of the Association by a two thirds vote of voting members present, providing that the Amendment has been submitted in writing at the previous regular meeting or has been mailed or delivered to each member of the Association prior to the meeting at which the vote is taken.

The Bylaws include amendments through 8 March 2000.