

Bylaws of the Jessup Improvement Association, Incorporated

Article 1 MEMBERSHIP

- Section 1 **Boundaries:** Jessup area is defined as the area bounded by Dorsey Road (Maryland Route 176), Ridge Road (Maryland Route 713), Maryland Route 32, and U.S. Route 1.
- Section 2 **Exceptions to Membership:**
- A. Parents of students attending Jessup Elementary School are eligible for membership in the association.
 - B. Present members of the Jessup Improvement Association, Inc. who live outside of the boundaries of the Jessup area as previously defined, may remain association members as long as they remain in good standing.
- Section 3 **New Members:** New members must wait a period of three (3) months after paying their annual dues to join the Jessup Improvement Association, Inc., before they can vote on any association business.
- Section 4 **Dues:** The annual dues amount shall be proposed by the Board of Directors and approved by a majority vote of the membership. Annual dues are payable at the first meeting of the calendar year or on the anniversary date of the individual membership.
- Section 5 **Due Delinquency:** Members are only entitled to vote on association business when association dues are paid in full. If the dues are not paid within 90 days of the anniversary date, the member will be considered delinquent and dropped from the membership rolls. At this point, the individual is considered a new member and must wait 90 days before they can vote on association business. A member is considered to be in good standing when membership dues are current.
- Section 6 **Quorum:** A quorum at the general membership meeting shall consist of ten (10) members; five (5) or more shall be general members. If a quorum does not exist, then the Board will meet and act on behalf of the association, with five (5) Board members constituting a quorum.

Article 2 OFFICERS AND DUTIES:

- Section 1 Association officers shall consist of President, Vice President, Secretary, Treasurer, Parliamentarian and Past President, whenever applicable.
- Section 2 **Duties of Officers:**
- A. **President:** Shall preside at all general membership and board meetings, appoint committees, be ex-officio member of all committees, and countersign all checks written up the funds of the association.
 - B. **Vice President:** Shall assume the duties of the President when the President is absent or unable to serve, and assist the President.
 - C. **Secretary:** Shall keep the minutes of all meetings, maintain a current list of members, maintain all records of the association and attend to all correspondence of the association. The Secretary

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shall keep an accurate account of all monies received and report the same before the close of each meeting. The Secretary shall turn all monies over to the Treasurer. In the absence of the President, the Secretary shall countersign all checks. The Secretary shall make available all records for audit when required.

- D. **Treasurer:** Shall maintain the financial records of the association; issue a receipt for all monies received, record and deposit all funds in a financial institution approved by the association; make and record all disbursements by check; make monthly disbursements as due for the uninterrupted operation of the association and its properties; and make available all records for audit whenever required.
- E. **Parliamentarian:** Shall advise the President and other board members on the conduct and procedures of the meeting (Robert's Rules of Order). The Parliamentarian shall review the proceedings and correct any errors to keep the meeting running smoothly. The Parliamentarian may be appointed by the President from outside the elected board members, in which case he/she would not have a vote on board issues.
- F. **Past President:** Shall serve on the board in an advisory capacity for the period of one (1) year if current term has expired.
- G. **Board of Directors:** Shall manage the association's properties and any legal matters that may occur.

Article 3 COMMITTEES:

Section 1 Standing Committees and Duties:

- A. **Property Management:** Responsible for coordination maintenance and repair of association property; recommending new construction; and, coordinating landscaping of association property.
- B. **Finance:** Responsible for accurate reporting and accounting of association's mortgages and notes, insurance premiums; preparing the associations annual budget; and preparing annual tax reports and related information.
- C. **Public Relations:** Acts as the association's representative in distributing information pertinent to and about the association such as general membership meetings, press releases; coordinates for guest speakers or presentations; and, coordinates membership drives.
- D. **Ways and Means:** Responsible for the coordination and management of all association sponsored affairs and coordinates fundraising activities.
- E. **Judiciary:** Responsible for keeping the Bylaws current by proposing necessary amendments and maintains an accurate record of all official proceedings involving the association, i.e. hearings, appeals.

Section 2 **Other Committees:** Shall be appointed by the President as needed. Committees shall consist of at least three (3) members of JIA, one acting as Chairman. Committee Chairman will make a written report to the Board of Directors.

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Section 3 Any member in good standing can serve in any committee position, including Chairperson.

Section 4 **Nominating Committee:** The Chairman and two (2) members of JIA in good standing shall be appointed by the President at the July General Membership Meeting and that committee shall submit a list of the nominees at the October General Membership Meeting. Ballots shall be prepared and distributed by the Nominating Committee to all eligible voters determined by current membership listing and attendance rosters.

Article 4 MEETINGS

Section 1 All meetings shall be held at the Jessup Community Hall unless prior arrangements have been made. Meetings will be called to order at 7:30 P.M. by the president.

Section 2 General membership meetings shall be held quarterly on the Fourth (4th) Monday of January, April, July and October.

Section 3 Board meetings shall be held on the First (1st) Monday of each month or Second (2nd) Monday, if a holiday. The meetings are open to JIA members.

Section 4 Special meetings of either general membership or the board may be called by the President or on application of a majority of the board, in which the President must call such a meeting.

Section 5 Annual elections shall be held at the October meeting.

Section 6 Robert's Rule of Order (current edition) shall govern all meetings.

Article 5 NOMINATIONS AND ELECTIONS:

Section 1 Nominations for the Board of Directors shall be made from the JIA Membership. No more than one member of the same immediate family (husband, wife, brother, sister, parent, child, etc.), shall serve on the Board at the same time.

Section 2 Elections for the Board of Directors shall be held at the October General Membership Meeting. Voter eligibility will be determined prior to receiving a ballot. Installation of the new Board Members shall be effective at the January Board Meeting following the election.

Section 3 President, Vice President, Secretary, and Treasurer will be selected from the Board and elected to these positions by the General Membership at the January General Membership meeting. New Board members will be installed at the January Membership meeting. Officers will begin term at the February Board meeting.

Section 4 If a member of the Board misses two (2) consecutive monthly meetings without a legitimate excuse, (i.e. illness, business), a letter will be sent to the member after the second meeting missed. If the member does not attend the third meeting, he/she will be removed from office by a vote of the board.

Section 5 Mid-term vacancies shall be filled by a special election at the next General Membership Meeting following the vacancy to complete the term. The new Board Member will be installed

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immediately. If the next General Membership Meeting is the October Meeting there will be two (2) elections, one will be the regular election for the three-year term and the other will be a special election for the mid-term vacancy.

Article 6 LIABILITY OF MEMBERS

- Section 1 No officer or member shall be personally liable for any bills or obligations of the association, past or present, except for the payment of dues.
- Section 2 No officer or member shall obligate or disburse any funds belonging to the association without proper authorization by the board.
- Section 3 No person shall use the name, mailing list or official insignia of the association for other than strictly association purposes without authorization of the Board of Directors, and confirmed in writing by the President.

Article 7 AMENDMENTS TO THE BYLAWS:

- Section 1 Proposed amendments to these Bylaws shall be submitted in writing to a member of the Board of Directors.
- Section 2 Proposed amendments shall be read at the next regular membership meeting.
- Section 3 Approval by two-thirds (2/3) of the members present at the regular general membership meeting following the reading of the proposed changes at the prior general membership meeting.
- Section 4 By-law changes cannot be submitted anonymously. The name of the person proposing the change must accompany the proposal.