

Constitution and By-Laws Waterford Citizens Association

December 17, 1982 (with amendments of 6/17/82 LAWS and 12/14/82)

PREAMBLE

The residents of the Waterford area, in order to foster community action, to secure improvements and to maintain the Waterford area as a desirable and attractive community in which to live, do hereby establish this Association. The title of this organization is the Waterford Citizens Association.

ARTICLE I - MEMBERSHIP.

Section 1. Every resident or property owner of the town of Waterford and the surrounding area shall be eligible for membership, who is eighteen years of age, and who advises the Secretary-Treasurer of his or her desire to become affiliated with the Association and pays the dues assessed by the Association. A resident individual who is fifteen years of age may become an associate member. Any corporation whose principal place of business is located in Waterford may become a corporate member upon notification to the Secretary-Treasurer and which pays the dues assessed by the Association.

Section 2. For the purpose of membership the "town of Waterford and the surrounding area" is defined as follows: Starting at the junction of State route #9 with County route #662 going East over the mountain, to the junction of County route #698 with County route #665; thence North along County route #698 to its junction with County route #703; thence North East along the Magisterial District Line dividing Jefferson and Leesburg Districts to the top of the mountain at County route #662; thence Northwest along County route #662 to its junction with County route #665; thence West along the magisterial District Line dividing Jefferson and Lovettsville Districts to the junction of County routes #681 and #694; thence along County route #693 to its junction with County route #691; thence South to the Southern end of County route #757; thence South-west from the Southern end of County route #757 to the Northern end of County route #752; thence along County Route #752 to its junction with County route #698; thence in a straight line, South, to State route #9; thence South Easterly along State route #9 to its junction with County route #662.

ARTICLE II - MEETINGS AND QUORUMS.

Section 1. Regular meetings of the Association will be held in the discretion of the Executive Committee, with a minimum of four per year. Notification of meetings

shall be given to all members at least five days in advance. This section shall not prohibit the Secretary-Treasurer from so notifying such other persons as the Secretary-Treasurer sees fit.

Section 2. The annual meeting shall be held in January.

Section 3. Special meetings for emergency action or special projects for fund raising, etc., may be called by the President at anytime deemed necessary by him. Notification of these meetings shall be given to all members at least three days in advance.

Section 4. A complete list of the members entitled to vote shall be maintained by the Secretary-Treasurer, and shall be open to examination- by any member at the place of meeting.

Section 5. Ten members including the officers shall constitute a quorum for the transaction of business at any legally called meeting.

Section 6. At every meeting, each member in good standing shall be entitled to one vote.

ARTICLE III - DUES.

Section 1. The annual dues shall be \$1.00 per person, payable in January of each year. The annual dues for a corporation shall be \$50.00.

Section 2. A member shall be considered in good standing only if his dues are paid in full.

ARTICLE IV - OFFICERS.

Section 1. The officers of this Association shall be a President, a Vice-President and a Secretary-Treasurer.

Section 2. Officers shall hold office for one year or until their successors are duly elected.

ARTICLE V - DUTIES OF OFFICERS.

Section 1. It shall be the duty of the President to preside at all meetings of the Association and to perform all duties pertaining to his office.

Section 2. In the absence of the President, the Vice-President shall perform all the duties of the President.

Section 3. The Secretary-Treasurer shall keep the minutes of all proceedings and record same; give notice of all meetings; notify officers of election; collect annual dues from the membership; maintain a roster of members of the Association; receive and safely keep all funds of the Association and pay out same only on the

order of the President. The President shall not have discretion to withhold an order to pay out funds if such disbursement has been approved by majority vote of the members at any meeting. The Secretary-Treasurer will make a report of receipts and disbursements at each regular meeting of the Association.

ARTICLE VI - NOMINATIONS AND ELECTIONS.

Section 1. Nominations for offices shall be made by a nominating committee. This committee shall consist of three members appointed by the President at the regular November meeting. Members of the nominating committee may not succeed themselves in office.

Section 2. All officers shall be elected by a majority vote of those members present and comprising a quorum at the annual meeting and shall assume office at that meeting.

Section 3. Should an office become vacant during the year, the President shall appoint a member of the Association to assume that office, and serve the remainder of the term of such office.

ARTICLE VII - COMMITTEES.

Section 1. There shall be 8 standing committees:

- (1) Ways & Means
- (2) Beautification
- (3) Streets (including maintenance, signs, lights & traffic)
- (4) Hospitality
- (5) Fourth of July
- (6) Cemetery
- (7) Youth Activities
- (8) Audit

Section 2. The Chairmen of the standing committees, together with the President, Vice-President, the Secretary-Treasurer, and the last preceding President, shall constitute an Executive Committee which is empowered to act for the Association between meetings. All actions of the Executive Committee shall be reported to the first meeting of the Association following the action.

ARTICLE VIII - PROCEDURES.

Section 1. All meetings of this Association shall be conducted in accordance with Roberts Rules of Order.

ARTICLE IX - AMENDMENT.

Section 1. This Constitution and By-Laws may be amended by a two-thirds vote of those members present and comprising a quorum, and provided that notice of the proposed amendment shall have been presented at the last prior regular meeting.