

CONSTITUTION AND BY-LAWS OF  
THE INDIAN SPRING CITIZENS ASSOCIATION  
(ISCA)

January 2006

**CONSTITUTION**  
**OF**  
**THE INDIAN SPRING CITIZENS ASSOCIATION**

**Article I- Name**

The name of the Organization shall be The Indian Spring Citizens Association (ISCA).

**Article II- Purposes**

It shall be the purpose of ISCA to promote the general welfare of the residents of the area described in Article III, Section I below, to be an active part of the Community and work towards its progress. ISCA shall be a non-profit, non-political organization.

**Article III- Membership**

The membership of the Association shall consist of two classes -- regular members and honorary members defined as follows:

a. **Regular Members**- A regular member shall be a person who is interested in the purposes of the Association, has paid his or her membership dues and resides within the area bounded by Colesville Road, University Boulevard East, East Melbourne Avenue, Longbranch Creek and Franklin Avenue in Silver Spring, Maryland.

b. **Honorary Members**- An honorary member shall be a person so elected by a vote of two-thirds of those members present at a regular membership meeting after nomination by the Executive Board. The Executive Board must give at least one week's notice to the general membership of an impending vote on a prospective honorary member. An honorary member shall be exempt from all dues and assessments, will not have the privilege of voting, and may not hold an Association office.

**Article IV- Officers**

1. **Officers**- The Officers of the Association shall be a President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary.
2. **Terms of Office**- All officers shall be elected at the April meeting of the regular membership and shall assume their respective offices on July 1 for a one-year term. There is no limit to the number of terms an officer may serve.
3. **Vacancies in Office**- In the event of a vacancy in any office other than President, the President will assume the duties of the vacant office until a special election for the office can be held. In the event of a vacancy in the office of the President, the other officers shall succeed to the office of President in the order in which they are listed in Article IV, Section 1, on a temporary basis until a special election can be held.

## Article V- Executive Board

An Executive Board consisting of all officers of the Association and the Chairpersons of the standing committees shall make recommendations, screen proposals, conduct investigations, and serve as consulting, advisory, and revisory agency to the President for the administration of the enactments of the Association. The immediate past-President shall serve as a member of the Executive Board. When necessary, this committee shall conduct such business as cannot await action at a regular membership meeting.

## Article VI- Election of Officers

1. Election- An annual election of officers shall be held during the April membership meeting. During March of each year, a Nominating Committee shall be appointed by the President with the approval of the Executive Board. The Nominating Committee shall submit a slate of officers at the April meeting of the membership, and additional nominations may be made by the general membership at said meeting. Only those members in good standing present at the election meeting shall be eligible to vote. A plurality of votes cast shall be required for election.

2. Recall- Any officer who without good reason fails to attend three consecutive regular meetings of the general membership or the Executive Board may be recalled from office by the Executive Board. Any officer who changes his or her residence from the area set forth in Article III, Section 1a. shall be automatically ineligible to remain in office. The Executive Board shall decide any disputes arising out of the provisions of this section.

## Article VII- Committees

1. Types of Committees- The committees of the Association shall consist of the standing committees provided by this article of the Constitution and of such special committees as may be appointed by the President.

2. Appointment and Removal- Chairpersons of all committees shall be appointed by the President with the advice and approval of the elected officers and the Executive Board after recommendation for such action by the President or a majority of the members of the committee involved. All other committee members shall be appointed by the chairman of each committee.

3. Standing Committees- The standing committees of the Association shall consist of the following:

- (a) Membership
- (b) Safety and Security
- (c) Public Improvements (e.g., Traffic and Transportation)
- (d) Neighborhood Pride/Social
- (e) Communications (e.g., Newsletter)
- (f) Delegates

#### Article VIII- Amendments

1. Notice of Proposed Amendments- A motion to amend the constitution must be made at a regular membership meeting. Notice of the subject matter proposed for change shall be in writing and sent to every member at least fifteen days in advance of the meeting at which the amendment is to be considered. A two-thirds affirmative vote shall be required of those members in good standing present for ratification of the amendment.

2. Effective Date of Amendments- All amendments to this constitution or its by-laws shall be considered in effect immediately upon fulfilling the requirements set forth for the passage of amendments.

## BY-LAWS

### Article I- Finance

1. Dues- Membership dues shall be at the rate of ten dollars a year for a family and are due and payable each calendar year on the anniversary of the member's initial month of membership. No one shall be entitled to vote whose current dues have not been paid.
2. Special Assessments- Special assessments may be levied after a vote of approval by the membership. All members must be given the opportunity to vote on the special assessment and an affirmative vote by two-thirds of those voting shall be required.
3. Audits- The President shall appoint during the month of March of each year an Auditor to review the financial records of the Association and to report to the general membership at the April meeting prior to the election.

### Article II- Meetings and Communications

1. Membership Meetings- Regular membership meeting shall be held on the third Monday of the month. There will be at least quarterly regular membership meetings per calendar year. Special membership meetings may be called at any time by the President or the Vice-President acting in the absence of the President, and shall be called by the President upon the receipt of a written request from ten member families.
2. Executive Board Meetings- Meetings of the Executive Board shall be held at the call of the President or Acting President with a minimum of eight per year. These meetings may be held informally via telephone or e-mail to act upon emergency measures.
3. Quorums- Ten members present at any membership meeting shall constitute a quorum to transact business. A majority of the members of the Executive Board shall constitute a quorum of the Executive Board. Two adult members of a member household shall be entitled to separate votes.
4. Communications- There shall be at least eight written communications to the general membership each year. Prior to the general meetings and in advance of any special meeting to be held, a written communication shall be distributed announcing such meetings and the agenda to the extent known as well as advising the membership of actions taken or proposed by the Officers and Executive Board and of other news of interest to the members. The notice shall be sent to all persons carried on the membership rolls for the current and preceding fiscal year. The communication prior to the April meeting shall announce the election of officers and contain information regarding the nominating committee.

### Article III- Parliamentary Procedure and Order of Business

1. Parliamentary Procedure- Meetings of the Association will be held in accordance with the parliamentary procedure set forth in Robert's Rules of Order.
2. Order of Business- The order of business at the regular meetings of the Association shall be as follows:
  - a. Call to order.
  - b. Reading of minutes of previous regular and Executive Board meetings.
  - c. Report of the Treasurer.
  - d. Reading of communications.
  - e. Reports of committees.
  - f. Unfinished business.
  - g. New business.
  - h. Adjournment.

### Article IV- Amendments

The by-laws may be amended by a two-thirds affirmative vote at any regular membership meeting and shall be effective immediately.

### Article V- Affiliations

The Association may by a two-thirds majority vote of the members in good standing present and voting at any regular membership meeting affiliate with any federation of civic associations in Montgomery County. Upon such affiliation, delegates and alternates to such federation shall be appointed by the President. These delegates and alternate delegates shall serve complete terms in any such federation even though such terms may not coincide with terms of office of the elected officers of this Association.