

**BYLAWS OF THE BLUEMONT CIVIC ASSOCIATION as Adopted, October, 1994 and as Amended December 2013 and June 2019**

**ARTICLE I Name**

The Arlington County, Virginia neighborhoods in and around the Arlington Traditional School, Balls Crossing, Bluemont Park, Bon Air Park, Fields Park, and Lacey Woods Park, all within the boundaries of the Association identified in Article II of these bylaws, freely enter into this association of neighborhoods for the benefit of all neighborhood residents and businesses. This Association, formerly known as the Stonewall Jackson Citizens Association, shall henceforth be known as the Bluemont Civic Association. The name Bluemont Civic Association is derived from the Bluemont Division of the Washington and Old Dominion Railroad line that once served the neighborhoods from Lacey Station in Ballston to Bluemont Junction at Four Mile Run.

**ARTICLE II Boundaries**

The boundaries of the Association from west to east are as follows: the Four Mile Run stream bed, Interstate Route 66, North Jefferson Street, Washington Boulevard, North George Mason Drive, Interstate Route 66, Washington Boulevard, North Glebe Road, and North Carlin Springs Road.

**ARTICLE III Objective**

The objective of the Association is to provide a forum for its members to respond to issues of common concern, promote involvement in neighborhood activities, and further the interests of the neighborhood within the Arlington County community.

**ARTICLE IV Members**

**Section 1.** Individual Membership. Any adult who owns or rents real property or resides within the Association boundaries or in a neighborhood adjacent to the Association boundaries, but not within the boundaries of another neighborhood citizens or civic association, is eligible for membership in the Association. An adult is any person who has attained the age of sixteen (16) years. Individuals shall have one (1) vote in any matter before the Association membership, regardless of other memberships held by such individual.

**Section 2.** Household Membership. The members of a household may elect to join the Association under a single household membership. Each household member who qualifies as an individual member shall have full voting rights and privileges, except that households shall have no more than two (2) votes in any matter before the Association membership.

**Section 3.** Business membership. A business located within the Association boundaries may obtain a membership. A business membership shall not have the right to hold elective office. A business membership shall have one (1) vote in any matter before the Association membership, provided the owner of the business casting that vote is not also voting under another membership.

**Section 4.** Honorary Membership. The Executive Board may confer honorary memberships on individuals, even if they are otherwise ineligible for membership. Honorary members may receive communications and be entitled to participate in the affairs of the Association, but they shall not be required to pay dues nor have the right to vote or to hold elected office.

**Section 5.** Admission to Membership. Any person eligible for membership under this article shall become a member in good standing upon payment of the annual Association dues to the Treasurer.

## **ARTICLE V Dues**

**Section 1.** Payment of annual dues conveys membership for the Association fiscal year. The Association fiscal year is January 1 through December 31.

**Section 2.** During the fiscal year, the Executive Board may change the dues for the following year effective with the next fiscal year to avoid an unduly low or high balance in the treasury the following year. In such cases, the change must be publicly announced to the General Membership, and a General Membership meeting must vote to affirm the change within 180 days, or the dues shall revert to the amount before the Executive Board's action.

## **ARTICLE VI Nominating Committee & Process**

**Section 1.** At the General Membership meeting immediately preceding the publication of the Association's neighborhood-wide spring newsletter, a Nominating Committee of not less than three (3) members in good standing shall be elected by the members present at that meeting. The election of the Nominating Committee, its members, and their appropriate contact information shall be announced on the Association's website and/or social media outlets.

**Section 2.** It shall be the duty of the Nominating Committee to nominate candidates for election at the next Annual Meeting in June for each Association officer, and the posts of Arlington County Civic Federation delegates and alternate delegates, and the Neighborhood Conservation Advisory Committee (NCAC) Alternate representative. The Nominating Committee shall search for nominees for each elective office and post. The Nominating Committee shall accept any and all individuals eligible for nomination who shall be members in good standing, 18 years of age or older, who seek to be nominated, whether those members are solicited by the committee or nominate themselves. The Nominating Committee shall promptly announce nominees to the membership as it learns of them. Such announcements shall be made through the Association's website and/or social media outlets.

**Section 3.** The Nominating Committee shall announce its nominees at the May General Membership Meeting. Eligible individuals may also nominate themselves from the floor at that meeting. The slate of nominees determined at the May General Membership Meeting shall be announced on the Association's website and social media outlets prior to the June Annual Meeting.

**Section 4.** There shall be no further nominations made for an elective office after the May General Membership Meeting, unless there are no nominees for such office. In that case, nominations for the office may only be made from the floor at the June Annual Meeting. Candidates must agree to serve if elected.

## **ARTICLE VII Officers**

**Section 1.** The officers and offices of the Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer and the Neighborhood Conservation Advisory Committee (NCAC) Representative. No one person may serve in two offices at one time, with the exception that the offices of First Vice-President and Second Vice-President may be combined into one (1) First Vice-President office and held by one person should the members at the Annual Meeting agree in the event there is only one candidate for the combined office. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

**Section 2.** Any member in good standing is eligible to hold office. Should an Executive Board member's— including any ex officio Board member's—dues lapse, he/she must be given notice of the deficiency, and the form and content of that notice must be added to the minutes at the next Executive Board meeting. The lapsed Executive Board member may remain in office if he/she pays dues within 35 days of the notice being given. The Executive Board may extend the grace period for good cause shown.

**Section 3.** The President and First Vice-President shall serve no more than three (3) consecutive terms in his/her respective office. Following a one year-gap a President and/or First Vice President can compete for election to another term as President or First Vice President. For these purposes, should the office of the First Vice-President be combined with the office of the Second Vice-President, the term in office shall commence with the election of the person holding the combined office.

**Section 4.** The Association shall elect officers, an NCAC Alternate, and Arlington County Civic Federation delegates and alternate delegates at the June Annual Meeting by ballot. Balloting shall continue until such time as a nominee has received a clear majority of ballots cast for each office and executive post. If a second ballot is required, the two standing highest among those nominated for each office or post shall be balloted upon and the others, if any, eliminated. The term of office for each elected office or post, shall be from July 1 through June 30, or until a successor is elected.

**Section 5.** A vacancy in any office, with the exception of President, due to actual or constructive resignation, shall be filled by appointment by the Executive Board. A vacancy in

the office of President shall be filled by the Vice-President, or by the First Vice-President if two vice-presidents are elected.

**Section 6.** A vote of the majority of officers shall be required to remove a member of the Executive Board from office prior to the expiration of the term of office for which that member has been elected or appointed. Any member of the Executive Board may also be removed from office for cause by a two-thirds majority vote of the members in good standing present at a General or Special Meeting provided that a written statement of the reason(s) for removal has been furnished to the Association members at least thirty (30) days prior to the meeting and the Executive Board member facing removal has been given the opportunity to appear at the General or Special Meeting to address the reason(s) for removal.

**Section 7.** All officers shall perform such duties as may be assigned from time to time by the Association membership. The President may present views of the Association at public fora or in written communications to elected or appointed officials and other third parties, provided that prior authorization for such action has been given by a majority vote of members present at a General Membership or Special Meeting or by the Executive Board of the Association. Members of the Executive Board, with the exception of the President, shall perform such other duties as may be assigned from time to time by the Executive Board.

**Section 8.** Duties of the President. The President shall be the chief executive official of the Association and shall take care that its By-laws and decisions are faithfully observed and executed. In addition, the President shall have the following specific duties:

- Preside over meetings of the Association;
- Chair the Executive Board of the Association;
- Appoint all officers, special committees and representatives of the Association whose appointment is not otherwise provided for in these By-laws;
- Provide for the performance of the duties of any office or position of the Association during the temporary absence or disability of the incumbent until the vacancy shall have been filled in the manner provided by these By-laws;
- Provide for the ringing of the bell in Constitution Garden on all Federal holidays;
- Sign checks if the Treasurer is not able to do so;
- Reserve rooms for Association events; and
- Provide articles for communications with and approve final content.

The President shall be given notice of all committee meetings and has the right to be in attendance as an ex officio member at those meetings with the exception of the Nominating Committee, but is under no obligation to attend. The President's performance of duties shall be with the advice and consent of the Executive Board or the membership at a General Meeting whenever possible. At the expiration of the President's term of office, all moneys, books, documents, records, letters, website credentials, email credentials, and property of the organization shall be turned over to the elected successor.

**Section 9.** Duties of the Vice-Presidents. The First and Second Vice-Presidents shall assist the President in the administration of the affairs of the Association and shall undertake such

duties as the President may assign them. In addition, they shall have the following specific duties:

- If the President is absent from either a meeting of the Association or a meeting of the Executive Board, the First Vice-President shall preside. If the First Vice-President also should be absent, the Second Vice-President shall preside.
- In the event of the resignation, removal, disqualification, disability or death of the President, the First Vice-President shall assume the office of the President for the remainder of the term of office. Should the First Vice-President also be unable to assume or continue in the office of President, the Second Vice-President shall fill the vacancy of the First Vice-President and become the President for the remainder of the term.

**Section 10.** Duties of the Secretary—The Secretary shall be responsible for preparing and maintaining the records of all Association meetings, including minutes and agendas, giving notices on behalf of the Association as directed by the Executive Board, and keeping all records and documents of the Association with the exception of the financial books and records. In addition the Secretary shall have the following specific duties:

- The Secretary shall record the proceedings of the organization and of the Executive Board, including minutes and agendas.
- The Secretary shall check the association's mail box monthly at the post office and provide all checks to the Treasurer and correspondence to the President in a timely fashion.
- The Secretary shall incorporate in the By-Laws all duly adopted amendments.
- The Secretary shall transmit promptly all resolutions and relevant matters to the respective officers in accordance with the references.
- The Secretary shall conduct normal correspondence of the organization except such correspondence that is the proper duty of the President.
- The Secretary shall send out proper notices as prescribed elsewhere in these Bylaws.
- The Secretary, at the expiration of the term of office, shall turn over to the successor all books, records, documents, letters, and property of the organization in the Secretary's possession.

**Section 11.** Duties of the Treasurer—The Treasurer shall maintain Association membership and financial records, solicit and collect membership dues, and record all receipts and payments of the Association. The payment of expenses of the Association shall be approved by the Executive Board and funds shall be disbursed by check drawn on the Association bank account(s) duly signed by the Treasurer, President, or Immediate Past President. The Immediate Past President shall have signature authority for Association bank account(s) only during the transition period between Executive Board administrations. In addition, the Treasurer shall have the following specific duties:

- The Treasurer shall provide an accounting of Association finances to the general membership at least at the Annual Meeting and shall be prepared to provide an

accounting of Association finances to the Executive Board at each Executive Board Meeting.

- The Treasurer shall maintain a current and accurate roll of members, and their contact information, and shall make appropriate payments to maintain the BCA's bank account and post office box.

**Section 12.** Duties of the NCAC Representative—The NCAC Representative shall represent neighborhood interests to the NCAC and to the County Board on hearings regarding Neighborhood Conservation projects. For these purposes, neighborhood interests shall mean decisions already contained in the previously approved Bluemont Neighborhood Conservation Plan, or positions adopted by a vote of the Association. In addition the NCAC Representative shall have the following specific duties:

- The NCAC Representative shall be responsible for assisting block captains in the process of identifying, scoping and qualifying projects for Neighborhood Conservation funding and for publicizing the schedule of activities relating to each funding round, so long as Association projects are in the funding queue.

The NCAC Alternate will represent the Association at NCAC-related meetings in the absence of the NCAC Representative. The NCAC Alternate serves on the Executive Board in an ex officio capacity even in the absence of the NCAC Representative. In the absence of the NCAC Representative and the NCAC Alternate, the NCAC Representative may appoint a substitute from the Executive Board to attend the NCAC meeting.

## **ARTICLE VIII The Executive Board**

**Section 1.** There shall be an Executive Board of the Association made up of the Officers of the Association, the Immediate Past President, the NCAC Alternate, and the delegates and alternate delegates to the Arlington County Civic Federation elected by the members in good standing of the Association.

**Section 2.** The Executive Board shall exercise control over the financial affairs of the Association, plan Association events, generally supervise the work of the Association including committees, and report its activities to the membership.

**Section 3.** Only officers have voting privileges on matters before the Executive Board. The Immediate Past President, the NCAC Alternate, and the delegates and alternate delegates to the Arlington County Civic Federation serve on the Executive Board in an ex officio capacity. Three voting members shall constitute a quorum of the Executive Board with one person present required to take meeting minutes.

**Section 4.** The Executive Board shall meet monthly as determined by the Executive Board during its summer sessions. The specific meeting dates will be determined by room availability, but shall be published in advance if they deviate from the established schedule or venue. These meetings shall be publicized and open to all Association members in good

standing. Between membership meetings, the Executive Board may meet as often as necessary. In cases of urgency where deferral of vote on an issue until a scheduled meeting will result in a missed opportunity, members of the Executive Board may make motions and vote on said motions by telephone or electronic mail text message, or other traceable method of communication, provided that all members of the Executive Board have received the motion in writing in advance of the vote, and the motion and vote are recorded in the minutes of the next meeting. The Executive Board shall report all of its actions and decisions to the next General Membership meeting.

## **ARTICLE IX Meetings**

**Section 1.** The regular, General Meetings of the Association shall be held monthly from September to June inclusive or as determined by the Executive Board during its summer sessions or as otherwise ordered by the Association.

**Section 2.** The General Meeting held in June shall be known as the Annual Meeting and shall be for the purpose of electing Association officers, the NCAC Alternate, and Association delegates and alternate delegates to the Arlington County Civic Federation; receiving reports of officers and committees; and for any other business that may arise.

**Section 3.** Special Meetings of the Association may be called by the President, members of the Executive Board, or upon written request of five members in good standing of the Association. Except in cases of emergency, at least five days' notice shall be given.

**Section 4.** The Order of Business at any General Meeting shall not include the reading of the minutes of the preceding meeting unless a motion is made to do so from the floor. The minutes may be reviewed at the meeting by any Association member. A copy shall be provided to any member upon request. The minutes shall become part of the Association's official records unless a motion to amend results in changes to the minutes.

**Section 5.** A General Membership meeting or meeting of the Executive Board can only be considered an official meeting if a quorum is present. For a General Meeting, a quorum is defined as the presence of the President and two (2) other voting members of the Executive Board, plus the presence of seven (7) other members of the Association, with one person present required to take meeting minutes. If the President is unable to attend a meeting, the First or Second Vice President may preside, in which case a quorum for the General Meeting shall consist of three (3) voting members of the Executive Board plus the presence of seven (7) other members of the Association, with one person required to take meeting minutes.

## **ARTICLE X Committees**

**Section 1.** Committees, Standing or Special, may be appointed by the President, Executive Board, or the majority of the members in good standing at any Association General or Special Meeting as may from time to time be deemed necessary to carry on the work of the Association.

**Section 2.** The work of existing committees of the Association shall be made known to the members at General or Special Meetings or through the Association newsletter.

**Section 3.** All committees shall file written reports with the Executive Board at least annually. All reports shall be available for review by any Association member.

**Section 4:** Special Committees shall be appointed for a term of one year, or as otherwise designated, except that the Executive Board or Association may re-appoint a committee annually.

## **ARTICLE XI Amendment of the Bylaws**

**Section 1.** Amendments to the Bylaws may be proposed by the Executive Board or by petition signed by at least 10 (ten) members in good standing of the Association.

**Section 2.** The Bylaws may be amended by two-thirds of the members in good standing present at any General Meeting. No change shall be made unless written notice of the proposed nature of the amendment has been given to the members in good standing of the Association at least thirty days before the meeting at which the amendment is to be offered.

**Section 3.** Any amendment to the Association Bylaws takes effect immediately upon passage unless otherwise provided for in that amendment.

## **ARTICLE XII Arlington County Civic Federation**

**Section 1.** The object of the Arlington County Civic Federation, as stated in the Federation Bylaws, is “to promote the general welfare of Arlington County and vicinity in a non-partisan, non-sectarian, non-sectional, and non-political manner.”

**Section 2.** The Association members in good standing shall elect four Delegates and four Alternate Delegates to the Arlington County Civic Federation in the manner specified in Articles VI and VII.

**Section 3.** All delegates and alternate delegates elected shall serve as ex officio members of the Executive Board. The delegates and alternate delegates shall report periodically to the Executive Board or the Association membership on developments within the Arlington County Civic Federation.

**Section 4.** The delegates and alternate delegates shall vote autonomously in the Federation or its committees unless specifically directed otherwise by the Executive Board or the Association membership.

## **ARTICLE XIII Parliamentary Authority**

**Section 1.** The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which



they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Adopted October 1994

Amended June 2000

Amended September 2005

Amended May 2013

Amended December 2013

Amended June 2019

## **BLUEMONT CIVIC ASSOCIATION STANDING RULES**

Standing Rule 1: Campaign Materials. No campaign materials including sample ballots, campaign literature, buttons or other promotional material may be distributed, posted, or displayed within the meeting room of the Annual Membership Meeting or where they are visible from the seating area while the Meeting is in session.

Standing Rule 2: Annual Meeting Order of Business. Candidate presentations and elections shall precede all other business of the Annual Meeting, except for the approval of the minutes of the preceding meeting.

Adopted May 2013

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