

These Bylaws supersede any preceding bylaws and their amendments. In the case of any conflict between previous bylaws as amended and these Bylaws, these Bylaws shall control.

**BY-LAWS**  
of the  
**CALVERT BEACH CIVIC ASSOCIATION, INC.**

(May 2008)

**Article I *Name***

The name of this organization shall be the Calvert Beach Civic Association, Inc. It will be referred to herein as the Association or CBCA.

**Article II *Boundaries***

The boundaries of the Association are shown on subdivision plats AAH 1-39 (Calvert Beach), AAH 1-37 (Calvert Beach Park), JLB 3-3 (Calvert Beach Estates), AAH 1-66, and as revised.

**Article III *Purpose***

The purpose of this organization is to protect and promote the residential aspects of this community, to provide a means of expressing the community's concerns to the local government and to provide a forum for the Association members to discuss and resolve problems concerning the community.

**Article IV**

***A. Membership***

Every person or entity who is a record owner of a fee or undivided fee interest in any lot in Calvert Beach, Calvert Beach Estates and Calvert Beach Park, may be a member of the Association. The foregoing is not intended to include persons or entities that hold an interest merely as security for the performance of an obligation.

***B. Voting Rights***

Each owner, group of owners, or other entity that is current on payment of annual Maintenance Fees is entitled to vote. Multiple owners of a single lot shall be entitled to one vote among them; owners of multiple lots shall be entitled to only one vote; ownership of multiple lots shall not confer multiple votes.

**Article V *Board of Directors and Officers***

Section 1. The Board of Directors shall consist of four Officers (President, VicePresident, Treasurer and Secretary) and four additional Directors. The additional Directors shall be a One-Year Trustee and a Two-Year Trustee, and two (2) additional at-large Directors

Section 2. At least two months prior to the Annual Meeting, a Nominating Committee of three members shall be elected by a majority of the members present. This Committee shall nominate a minimum of one candidate for each office. Additional nominations may come from the floor when the list is presented to the Association.

Section 3. The officers shall be elected at the Annual Meeting of the Association. A majority vote of those present at the meeting shall elect.

Section 4. The term of office shall be one year except for the Two-Year Trustee.

## **Article VI *Duties of Officers***

Section 1. The President shall preside at all meetings of the Association and shall exercise a general supervision over the interests and welfare of the Association. The President shall appoint all standing and special committees and shall be ex-officio a member of all committees.

Section 1.1. The President shall appoint an Audit Committee of at least two voting members of the Association to audit the Treasurer's accounts, prior to the Annual Meeting.

Section 2. The Vice President shall, in the absence of the President, perform the duties pertaining to that office. In the absence of both President and Vice President, the Secretary will preside.

Section 3. The Secretary shall keep a record of the proceedings of the meetings of the Calvert Beach Civic Association and shall send out notices of meetings and shall conduct such other correspondence as may be required.

Section 4. The Treasurer shall receive all funds of the Association and shall deposit them in the name of the Calvert Beach Civic Association and shall disburse these funds by checks counter-signed by the President or Vice President. The Treasurer shall render a report at regular meetings of the Association and as the President may request.

Section 4.1. The Treasurer shall present the annual budget as proposed by the Board of Officers at the Annual Meeting for discussion and approval.

## **Article VII *Meetings***

Section 1. The regular meetings of the Association shall be held two times per year, at a minimum, at a time and place designated by the President. The Annual Meeting shall be held during the month of May. Quorum for regular meetings shall be seven (7) voting members and for the Annual Meeting shall be eleven (11) voting members. A two-thirds (2/3) majority vote of those members present will be required for any action.

Section 2. The Board of Officers and Directors shall meet quarterly, at a minimum, at a time and place designated by the President. A quorum for Board of Directors meeting shall be 5 members of the board.

Section 3. All Lot/Property Owners shall be notified of all regular and special general meetings at least two weeks in advance of the scheduled meeting.

## **Article VIII *Maintenance Fee***

The annual Maintenance Fee of this Association shall be decided by the Board of Directors at least 2 weeks prior to the annual meeting, payable to the Treasurer prior to the Annual Meeting.

Members who are delinquent in the payment of their Maintenance Fee shall be barred from voting.

## **Article IX *Committees***

Section 1. There shall be standing committees on:

- Community Areas
- Beach and Boat Ramp
- By-Laws

Section 2. The president shall have authority to appoint such additional committees as may be deemed necessary to carry on the work of this organization.

## **Article X *Order of Business***

Reading of the Minutes of previous meeting.

Report of Treasurer.

Report of Standing and Special Committees. Unfinished business.

New business.

Any suggestions for the benefit of the organization. Adjournment.

## **Article XI *Parliamentary Authority***

The rules contained in the current edition of "Roberts Rules of Order" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Association may adopt.

## **Article XII *Amendment of By-Laws***

These By-Laws can be amended by a two-thirds majority of a quorum of voting members present providing that the proposed amendment(s) was submitted to the membership at the previous meeting or that the proposed amendment(s) was readily available to the membership at least two (2) weeks prior to the next meeting.

## **Article XIV *Liability***

Section 1. Neither the Association, its members nor its officers are responsible for the loss of or damage to property or for the injury or death of a person in the community areas (e.g., beach access, beach, boat ramp, playground, etc.) of the Association.

Section 2. Common areas, including boat ramp, playgrounds and parking lots are for the sole purpose and use of Calvert Beach, Calvert Beach Estates and Calvert Beach Park property owners and their accompanied, personal guests.