



**CROMWOOD, COVENTRY
COMMUNITY
ASSOCIATION

CONSTITUTION
AND
BY-LAWS

1994**

REVISED 5/2016

Cromwood, Coventry Community Association Constitution and By-Laws

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First Amendment - approved - May, 1996
Second Amendment-approved - September, 1996
Third Amendment - approved - November, 1996
Fourth Amendment - approved - November, 2007
Fifth Amendment - approved - May, 2009
Sixth Amendment - approved - February 2014
Seventh Amendment - approved - May 2016

Cromwood, Coventry Community Association Constitution and By-Laws

Article I

Name and Purpose

- Section 1. This association shall be known as “Cromwood, Coventry Community Association, Inc. “, hereafter referred to as “the community or community.”
- Section 2. The purpose of this association shall be to organize and operate a community organization for community improvement and protection, better fellowship, and a stimulation of interest in a high development and improvement of living conditions in the community.

The association shall be non-profit, non-political, having for its ultimate object the development, progress and well being of this section of the county,

Article II

Membership

- Section 1. Any owner of property in and/or resident of the community shall be eligible for membership in this association.
- Section 2. Any eligible person may become a member of this association by paying one years dues.
- Section 3. Membership in this association shall extend to and include the entire family living together as a single household. Each household is entitled to, one (1) vote on any issue.

Article III Dues

Section 1. The dues of this association shall be fifteen dollars (\$15.00) per year per household, payable in August of each year.

Article IV Officers & Their Duties

Section 1. The Officers shall consist of a President, Vice President, Treasurer and Secretary.

Section 2. The Board of Directors shall consist of the above Officers, Members at Large, the Block Captains and Committee Chairs.

Section 3. In the event of death, resignation, or removal from office of any Board Member or Officer, except the President, a successor shall be appointed by a majority vote of the Board of Directors at the earliest date to serve the unexpired term of such officer.

Section 4. The President shall preside at all meetings of the association and of the Board of Directors. The President shall be a member of all committees.

Section 5. The Vice President shall render the President any assistance that may be deemed necessary by the President. In case of absence, disability, or death of the President, his/her office shall be filled by the Vice President. In absence of both, the presiding officer would then be the Treasurer and then Secretary.

Section 6. (A) The Treasurer shall pay all association expenses, up to \$ 500.00, authorized by the Board of Directors. He/she shall keep a list of the membership, collect dues, receive and safety keep all funds paid into the association.
(B) The Treasurer shall submit a report at each regular meeting and at any time such report may be requested by the Board of

Directors. The Treasurer shall address any futures expenditures by the CCCA.

- (C) The Treasurer shall have the authority to spend up to and including twenty-five (\$25.00) on behalf of the Association without prior authorization of the Board of Directors.
- (D) The Treasurer shall be custodian of all monies and will be responsible to submit a written accounting to the Board of Directors for an audit during the month of March each year. The Treasurer will submit to an audit in March of each year by 2 CCCA members in good standing and this needs to be documented and communicated with the Board.
- (E) The Treasurer will ensure that ALL checks of the CCCA are 2 party checks with the 'Cromwood Coventry Community Association, P.O. Box 42314, Towson, MD 21284' address imprinted. 2 party signatures will be by Board members.
- (F) No Board, Community member is allowed to sign a check to him/herself. No check shall be written without original receipts as documentation (unless there is an agreed upon reason per the CCCA Board or Baltimore County, State of MD); (ie., Baltimore County Police grant through the Citizen's on Patrol program require original receipt as their documentation).
- (G) Original receipts for any reimbursement need to be turned in to the Treasurer within 45 days on a CCCA Requisition Request form for reimbursement. (This form is available on the website, <http://cromwoodcoventry.wordpress.com>, or from a Board member.) (See Attachment A)

- Section 7. (A) The Secretary shall keep a record of the proceedings of all association and Board of Directors meetings and an accurate roll of the membership present at each meeting.
- (B) The Secretary shall be responsible for all correspondence of the association and advise the membership in writing in advance of all meetings,

Section 8. The Board of Directors shall oversee all business of the association which may arise and/or require action.

Transaction of association business in the following categories may be accomplished by the majority of a quorum.

A QUORUM is defined as:

1. Ten (10) members in good standing shall constitute a quorum at any general or special meeting of the association.
 2. Any six (6) members of the Board of Directors shall constitute a quorum at any regular or special meeting of the Board of Directors.
- (A) To consider and investigate suggestions and complaints filed by any member of this association concerning the welfare of the community.
- (B) To recommend and take action to accomplish the objectives of this association.
- (C) To take action in any matter which shall be referred to by the association at any meeting.
- (D) To approve expenditures of the association in an amount not to exceed five hundred dollars (\$500.00) as incurred. Expenditures exceeding \$500,00 can only be approved by a vote of the membership at any general or special meeting of the association. ANY checks OVER the amount of \$500.00 MUST have the approval (each and every time).

Article V

Non-Elected Board Members

Section 1. Member-at-Large is a member in good standing of the association who previously held an elected office.

Section 2. A Block Captain is a member in good standing that represents a block in the community. The Block Captain helps with the delivery of newsletters and notices, and may help collect dues from the members on their respective “block.”

Section 3. The respective blocks are:

Mountain Avenue	Cromwood Road
Hill Avenue	Dunwoody Road
Littlewood Road	Rushley Road (excluding those
Haverhill Road	addresses belonging to the
Wolverton Road	Cromwell Ridge development)
Jenifer Road	Oakleigh Road (8700-8800 blocks)
Miceli Ct	Quentin Avenue (8633-8645)
Eddington Road	Wayne Avenue
Lackawanna Avenue	Emge Road

Article VI

Removal From Office

Section 1. Any Board member violating any of the bylaws &/or charged with a criminal act, pertaining to the CCCA will be removed from office immediately until a special meeting can be held. At this meeting, ‘such accused officer/board member’ has the right to appear in defense of said charges. A vote will be taken at this meeting, and a quorum must be present, by 2/3rds or 10 members in good standing regarding reinstatement of said officer/board member.

Article VII

Nominations & Elections

Section 1. The election of officers shall take place at the spring ~meeting each year. Nominations for the Board of Officers should happen prior to the May meeting.

Section 2. Voting at all elections may be a show of hands (agreed upon unanimously only by members in good standing) OR if multiple persons running for office, by a paper ballot. (This form is

available from a Board member or on the website,
<http://cromwoodcoventry.wordpress.com>.) (see Attachment B)

- Section 3. Nominations for all officers shall be accepted from the floor.
- Section 4. Each office shall be voted upon separately.
- Section 5. All candidates for any office have the right to vote if present.
- Section 6. No one shall be eligible to hold office unless they be a member of the association in good standing.
- Section 7. No elected officer may serve more than three (3) successive terms in the same elected office. They may however, continue to serve in the capacity of a second elected office,

Article VIII

Meetings

- Section 1. There shall be four (4) General Meetings of the association to be held during the months of May, August, November and February of each year.
- Section 2. The Board of Directors shall have four (4) scheduled meetings held in April, July, October and January on an agreed upon date,
- Section 3. Special Emergency meetings of the community may be held at the request of the President, the Board of Directors or upon written request of ten (10) members in good standing.
- Section 4. Any Community involvement with outside agencies for the sole purpose of Cromwood Coventry Community business, ie developer, lawyer involvement MUST include 2 (two) party representation of the Board at any/all meetings, discussions. If this cannot occur, it needs to be addressed by the Board with approval

prior to meeting. An alternate, ie member in good standing could be the 2nd party if agreed upon by the Board.

Article IX

Committees

Section 1. A committee may consist of any interested member in good standing. The chairperson of the committee may be a volunteer or chosen by the committee members. All committees must be approved at a General Meeting by a vote of the community.

Section 2. Standing committees are:

(A) Legislative and Civic Committee

- a. Maintains vigilance with respect to zoning, land restrictions and civil government activities in our area. Plans and executes association activities regarding same.
- b. Develops and coordinates plans for general community improvement of a civic nature.

(B) Publication Committee

- a. Collects and edits community news in order to publish a newsletter, the scope of which is to include general association information, committee reports and individual activities.
- b. Conducts Sunshine activities.
- c. Publication of official notices.
- d. A copy of the newsletter shall be delivered to each household in the community.

Article X Order of Business

- Section 1. The suggested order of business at any regular or special meeting of the association is as follows:
1. Call to order
 2. Reading of the minutes of previous meeting.
 3. Reports of Officers
 4. Reports of any committees
 5. Nominations and election of officers (if spring meeting)
 6. Unfinished business
 7. New business
 8. Adjournment

Article XI Amendments

- Section 1. Amendments to this Constitution and By-Laws must be submitted in writing to the Board of Directors at least (30) days prior to any General or Special Meeting of the association. The Board of Directors shall review the proposed amendment before presenting it to the community. The community will be made aware that a change has been submitted via the newsletter or a special bulletin. Any proposed amendment shall be read and voted upon at a General Meeting of the association. A majority vote shall be necessary for its adoption.

Article XII

Proxy Votes

- Section 1. Association members should be encouraged to vote in person, but if not possible, proxy votes will be allowed. Proxy votes must be filed with a valid officer of the association. A form may be obtain from current officers.
- Section 2. A Proxy vote may be made up to Fourteen (14) calendar days prior to the day General or Special Meeting, and follows all the rules set forth within the By-Laws, and takes the place of the members physical vote at a meeting.
- Section 3. A standard 'Proxy vote' form will be available from the Board. (This form is available on the website, <http://cromwoodcoventry.wordpress.com>, or from a Board member.) (see Attachment C)

*Cromwood- Coventry
Community Association*

REIMBURSIBLE REQUISITION

In order to be reimbursed by the Community Association you must complete this form, attach original receipts (no copies will be accepted) and submit to the Treasurer.

TODAYS DATE: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

DATE OF PURCHASE: _____

PURCHASED FROM: _____

ITEMS PURCHASED: _____

REASON FOR PURCHASE: _____

YOUR SIGNATURE

TREASURER'S SIGNATURE

DATE REIMBURSEMENT MADE BY
TREASURER

Attachment A

Revised:02/2014

CROMWOOD COVENTRY COMMUNITY ASSOCIATION

OFFICIAL BALLOT

May Election for Board of Officers

For Meeting on: __/__/__

CCCA MEMBER: _____

ADDRESS: _____

Use (X) to select ONLY ONE candidate per office

OFFICE

CANDIDATE

PRESIDENT

() Incumbent*

() Candidate

VICE PRESIDENT

() Incumbent*

() Candidate

TRESURER

() Incumbent*

() Candidate

SECRETARY

() Incumbent*

() Candidate

*Notes Incumbent

You can cast your vote in person at the General Meeting or you can vote absentee by filling out this ballot. If voting absentee, this ballot must be in at least 24 hours prior to the General Meeting.

- You may give your ballot to a Board Member or Block Captain.....
- You may email it to the CCCA email address CROMWOODCOVENTRYCCCA@GMAIL.COM
- You can mail it to the CCCA P.O. Box Address: CCCA, P.O. BOX 42314, Towson, MD, 21284

** HOWEVER, for your vote to count, you must be a current on your CCCA dues **'

ONE VOTE PER MEMBERSHIP

CROMWOOD COVENTRY COMMUNITY ASSOCIATION

ABSENTEE / PROXY BALLOT

May Election for Board of Officers

For Meeting on: ___/___/___

CCCA MEMBER: _____

ADDRESS: _____

Ballot Items

#1 – Item to be Voted on –

FOR AGAINST ABSTAIN
(Circle One)

#2 – Item to be Voted on –

FOR AGAINST ABSTAIN
(Circle One)

#3 – Item to be Voted on –

FOR AGAINST ABSTAIN
(Circle One)

You can cast your vote in person at the General Meeting or you can vote absentee by filling out this ballot. If voting absentee, this ballot must be in at least 24 hours prior to the General Meeting.

- You may give your ballot to a Board Member or Block Captain.....
- You may email it to the CCCA email address CROMWOODCOVENTRYCCCA@GMAIL.COM
- You can mail it to the CCCA P.O. Box Address: CCCA, P.O. BOX 42314, Towson, MD, 21284

NOTE: This is for planned votes, however during meetings other items may also be up for vote that are not listed on this ballot

**** HOWEVER, for your vote to count, you must be a current on your CCCA dues ****
****ONE VOTE PER MEMBERSHIP****