

**HAZELMOOR CIVIC ASSOCIATION, INC.**  
EARLEVILLE, MD 21919

**CONSTITUTION AND BY-LAWS**

Article I. Name

The name of the association shall be “The Hazelmoor Civic Association, Inc.”, a non-profit corporation.

Article II. Objectives

To manage legal responsibilities (taxes, permits, insurance, etc.), safety, and the over-all appearance of property owned. This property was deeded to the Hazelmoor Civic Association, Inc. by Hazelmoor Associates on 8-21-97 and is described in the attached community plot plan.

To provide opportunities for Hazelmoor residents to get to know each other better and welcome new residents through social events like picnics or projects for the over-all improvement/maintenance of our property.

To address items of general interest to Hazelmoor residents not directly related to property owned by the Association. Examples of these general interest items are mosquito spraying and ideas for improved community safety. Note: The Association has no legal rights, responsibilities, or authority regarding community property not owned by the Association.

To communicate the Association’s responsibilities, liabilities, activities, needs, and plans regarding property owned by the Association to Hazelmoor residents or lot owners. Spring and Fall meetings plus periodic newsletters or notices are the primary communication systems used.

Article III. Membership

Section 1. Eligibility.

The members of this organization shall be persons who are owners of the 93 deeded lots of record 8-21-97 within the community of “Hazelmoor, Earleville, MD 21919 (see plot plan).

Section 2. Voting Privilege.

Any owner who pays dues shall be a member of the Association and shall be entitled to vote on all questions before the Association. Each member shall be entitled to one membership and one vote regardless of the number of lots actually owned. Membership may be temporarily transferred to a renter.

Section 3. Dues

The annual dues of the Association shall be a variable and shall be set by the Association to take care of the Association’s needs.

## Article IV. Officers

Section 1. The elected officers shall be President, Executive Vice-President, Secretary, and Treasurer.

Section 2. Officers shall serve a term of two (2) years commencing on October 1 following election to office.

Section 3. Officers shall have the duties that pertain to their office.

(a) President:

1. Preside over the Board of Directors meeting
2. Preside over the scheduled and special membership meeting
3. Delegate duties to the members of the Board
4. Conduct all meetings according to parliamentary procedure.

(b) Vice-President:

1. Act as President in the President's absence
2. Be chairperson of the Program Committee

(c) Secretary:

1. Keep records and take care of correspondence and other written tasks.
2. Keep minutes of all special and regular membership and Board of Directors meetings.
3. At membership and Board of Directors meetings, read the minutes of the previous meeting and the correspondence that should be brought before the body.

(d) Treasurer:

1. File all papers that are necessary to maintain the non-profit association status.
2. Keep records of all finances and funds of the Association and members.
3. Deposit all money promptly in the bank account in the name of the Association and make withdrawals only with signed authorization.
4. Pay bills promptly by check and keep the check book up to date.
5. All checks or other orders for payment of money shall be co-signed by the Treasurer and President with the provision that the President may delegate the authority for co-signing such orders with the Treasurer to any other elected officer.

Section 4. Nominations and election of the officers and the Board of Directors shall be as follows:

(a) Eligibility to hold office: Member Hazelmoor Civic Association

b. Nomination of officers: The President shall appoint a nomination committee consisting of three (3) members and shall designate the chairperson. The nominating committee shall present a slate of candidates for two (2) year terms. Additional nominations may be made from the floor.

- c. Election: The election of the officers shall take place at the regular membership meeting on the last meeting of the year. A quorum of members must be present and a majority vote will be required for the election.
- d. Qualifications to vote and voting procedures: Must be a member as defined in Article III, Section 2. If there should be more than one (1) nominee for any office, the President shall appoint a Judge of Election and sufficient tellers who are not candidates for any office to canvass the vote. They have full charge of the election. The vote shall be by secret ballot. The ballots will be counted in the presence of all the members attending the meeting and the Judge of Elections will announce the results of the election giving the total of the votes cast for each candidate and declaring the names of those elected.
- e. Controversial Issues: The general election regulations shall apply to all controversial issues and they are to be decided by secret ballot.
- f. Vacancies: In the event of any vacancy on the Executive Committee, the President shall appoint, from the membership, a Director to serve for the unexpired term, subject to the approval of a majority of the Board of Directors.
- g. Should a request be made for proxy votes on a subject, all members will be made aware and given equal opportunity to vote via proxy.

## Article V. Board of Directors

### Section 1. Members of the Board of Directors

- a. The Board of Directors shall consist of eight (8) members: President, Vice-President, Secretary, Treasurer, three (3) Directors, and the Past-President. The Past-President will NOT have voting privileges at the Board of Director meetings.
- b. Term of Office: The newly elected Director will serve a three (3) year term.
- c. The term of office for the Past-President shall be one (1) year to provide consistency between terms.

### Section 2. Duties and Responsibilities

- a. The Board of Directors shall do all things necessary to carry out the objectives of the Association. The membership must ratify the objectives of the Association and approve any changes in the objectives as written in these By-Laws (Article II).
- b. The Board of Directors will have the authority to form volunteer committees to work on activities and projects involving the improvement, safety, appearance, and use of the community picnic and beach area.
- c. The Board of Directors will investigate all complaints from the membership of any irregularities of officers not performing their duties and recommend to the membership a course of action.
- d. Meetings: The Board of Directors shall have at least one (1) meeting prior to each regular meeting and such other meetings as will be necessary to conduct their business. Special meetings will be called anytime by the President. A quorum is required for Board meetings. Board action is by majority vote of those present.
- e. Attendance: Any officer or Director who shall be absent three (3) successive Board and/or general membership meetings without a satisfactory excuse shall be relieved of their duties and the vacancy shall be filled in the manner prescribed in paragraph (f) of this article.
- f. Vacancies: In the event of any vacancy on the Board of Directors the President shall appoint from the membership a Director to serve for the unexpired term, subject to the approval of the full Board of Directors.
- g. Finances:
  - 1. The Board of Directors may authorize expenditures necessary to maintain the operation of the Association up to the amount of one thousand dollars (\$1,000.00) for the fiscal year. Expenditures in excess of this amount (\$1,000.00) must be approved by the membership before they can be made.
  - 2. The Board of Directors can request an audit of the financial records on receiving information of probable cause, and report to the membership their recommended action.
- h. Federal, State, and County Violations:

1. The Board shall have the authority to investigate violations pertaining to the security and health of the community and to seek legal opinions where necessary.
2. The Board shall have the authority to retain an attorney for advice and council as required in item (1) of part (g), Section V.
3. The Board shall have the authority to levy assessments on the membership to cover the cost of the attorney's fee, with the approval of the membership.

#### Article VI. Meetings

##### Section 1. Regular Meetings

A minimum of two regular meetings will be held per year and the membership will be notified of the date and time of the meetings.

##### Section 2. Special Meetings

Special meetings may be called by the President on his volition and shall be called by him upon request in writing of four (4) members. Notice shall be given to all members of any special meeting and only such business may be transacted at such meetings as is specified in the notice.

#### Article VII. Quorum

Section 1. A quorum will consist of those present at a meeting after due notice of the meeting, including two (2) officers, for the transaction of Association business. For emergency situations those voting by e-mail will be considered as consisting of the quorum.

#### Article VIII. Committees

Section 1. The committees of the Association, such as "Membership", "Ways and Means", "Social", and others deemed necessary shall be appointed by the President and/or the Executive Vice-President.

#### Article IX. Fiscal Year

Section 1. The fiscal year shall begin January 1 and end December 31.

#### Article X. Limitations and Expenditures

Section 1. No expenditures which will incur a net indebtedness shall be valid until approved by a majority of the membership vote and means provided for payment of the same. Members shall be permitted to cast their vote by e-mail or U. S. Postal Service or hand delivery to the Secretary. However, this shall pertain only to a proposed indebtedness of the Association.

## Article XI. Amendments

The Constitution and By-Laws may be amended, altered or repealed by a vote of a majority of the members present at a regular meeting of the Association, after having been recommended for approval by the Board of Directors. Any change made pursuant to this article must be read before it is voted upon by the members. A copy of the proposed amendment will be given each member prior to the meeting at which the amendment will be considered.

## Article XII. Rules

The rules contained in *Roberts Rules of Order* shall govern this association in all cases not inconsistent with the Constitution, By-Laws, rules or order of this association.

### AMENDMENT 1.

Upon recommendation for approval by the Board of Directors and upon a vote of approval by a majority of the membership at the June 21, 2008 general meeting, this Constitution and these By-Laws are amended to allow the amount stated in Article V., Section 2, (g) Finances, (1) to be increased from \$400. to \$1,000. Expenditures in excess of this amount (\$1,000.) must be approved by the membership before they can be made.

### AMENDMENT 2.

In matters involving emergency situations, votes may be received by the Secretary via e-mail or U. S. Postal Service or hand delivery to the Secretary, with an appropriate deadline date set for each incident.

### AMENDMENT 3.

Article VII. Quorum, Section 1 shall be amended by the addition of "For emergency situations those voting by e-mail will be considered as consisting of the quorum."

### AMENDMENT 4.

Article X. Limitations and Expenditures, Section 1, second sentence, shall be changed to read "Members shall be permitted to cast their vote by e-mail or U. S. Postal Service or hand delivery to the Secretary. However, this shall pertain only to a proposed indebtedness of the Association."

# INFORMAL GUIDELINES

## HAZELMOOR COMMUNITY PARK AND BEACH

These guidelines are offered to all residents, friends and visitors to encourage the beauty, safety, neighborliness, and fun available in Hazelmoor.

### SAFETY:

- Drive at posted speed limits – 25mph or slower
- Watch for children playing on streets
- Watch for walkers and their pets
- Stop at stop signs
- No one under the age of 16 is to drive a golf cart around Hazelmoor. CCSCO will take our ability to drive golf carts around our neighborhood away if children are caught driving the golf cart.

### FIRES:

- Obey Maryland laws. A burning ban is in effect from June 1 to August 31. Fines up to \$1000.
- No fires in the park area.

### PARKING IN COMMUNITY AREA:

- Park boat trailer straight. This will open spaces for others.
- Please do not use the parking lot for trailer storage.

### PICNIC AND BEACH AREAS:

- Take all trash home. We do not have trash pick-up services.
- Return picnic tables to the storage area.
- No diving or jumping off pier.
- No dogs in the picnic area.
- Be aware of the tides when jumping off the swim platform.
- Swim inside the roped off area.
- Boat outside the roped area.

### BOAT RAMP:

- Be careful of slippery algae on the lower ramp.
- Load/unload your boat as quickly as possible. Be considerate of others, PLEASE!
- Property to left of boat ramp, including dock is private property.
- No trespassing on private property docks.

### HOUSEKEEPING:

- Keep your park clean.

- Rake beach litter when needed. Everyone can help.
- Always pick up trash in the community area.

**COURTESY:**

- Walk your dog on a leash. Carry a plastic bag and clean up after your dog.
- Don't walk or ride bikes through other peoples' property.
- Be kind and friendly to all neighbors or visitors. And.....

Keep HAZELMOOR "the best on the bay"!