

ARLINGTON FOREST CITIZENS ASSOCIATION
CONSTITUTION AND BYLAWS
May 14, 2014

CONSTITUTION

ARTICLE I - Name

This association shall be known as the Arlington Forest Citizens Association of Arlington, Virginia.

ARTICLE II – Objectives

The objectives of the association are to foster community and civic interest in Arlington, Virginia, and especially in the Arlington Forest area, and to promote mutual friendship between the residents of the community.

ARTICLE III - Boundaries

1. The Arlington Forest area is bounded as follows: Beginning at the intersection of Four Mile Run and Carlyn Springs Road, thence northward along the center line of Carlyn Springs Road to the intersection with North George Mason Drive, thence eastward along the centerline of North George Mason Drive to the intersection with Henderson Road, thence southward along the center line of Henderson Road to the intersection with Second Street North, thence eastward along the center line of Second Street North to the intersection with North Pershing Drive at 4500 Second Street North, thence southward along the east property line of 4500 second street North to the rear line of that property, thence westward along the rear line of the residential properties in the 4500 Bloch of Second Street North to Henderson Road and southward along the center line of Henderson Road to the intersection with Arlington Boulevard and continuing southward along the center line of Arlington Forest Branch to its confluence with Four Mile Run, thence westward up the center line of Four Mile Run to the place of beginning.

2. The sections of Arlington Forest shall be as follows: South Side - south of Arlington Boulevard; North Side - north of Arlington Boulevard and east of Lubber Run Park; and Greenbrier - north of Arlington Boulevard and west of Lubber Run Park.

ARTICLE IV - Membership

Any adult person having a residence or place of business in the boundary area defined in Article III or an identity of interest with the Arlington Forest community is eligible and becomes a member upon payment of current annual dues. Membership is based on individual households, not the number of individuals residing in the household.

ARTICLE V - Officers

1. The officers of the association shall consist of a president, a South Side vice president, a North Side vice president, a Greenbrier vice president, a recording secretary, a corresponding secretary, and a treasurer.

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2. The officers shall be residents of Arlington Forest. Vice presidents shall be residents of their section of Arlington Forest.

ARTICLE VI - Executive Committee

There shall be an executive committee consisting of the officers of the association.

ARTICLE VII - Election of Officers

1. Officers shall be elected at the May membership meeting by the majority vote of the members present and voting. Prior to the vote, candidates shall be given the opportunity to address the May membership meeting.

2. Only those members who have signified their consent to serve if elected shall be elected to office.

3. Newly elected officers shall be installed at the May membership meeting and continue in office for one year or until properly relieved.

ARTICLE VIII - Succession of Officers

1. In the event of a vacancy in the office of president, the vice president with the longest tenure in office shall become president. If that vice president is unwilling to serve as president then the office of president will pass to the vice president with the second longest tenure in office, and so on.

2. In the event of a vacancy in any other office, the executive committee shall elect a successor to complete the unexpired term of office.

ARTICLE IX - Quorums

1. A quorum to transact business at any membership meeting shall consist of at least ten members.

2. A quorum to transact business at any executive committee meeting shall consist of a majority of the members of the executive committee.

ARTICLE X - Amendments

A constitutional amendment may be offered at any membership meeting. If approved by a majority of members present and voting, a copy of the proposed amendment shall be sent out via

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the association listserv, and shall be available upon request from the recording secretary, prior to the ensuing meeting, at which meeting it shall again be voted upon and, if approved by a majority of the members present and voting, it shall go into effect.

BY-LAWS

Section 1 - Dues

Dues shall be payable annually by December for the current fiscal year (September to August) in the amount of \$10.00 per household or such other amount as may be voted by the membership.

Section 2 - Duties of Officers

1. The president shall preside at meetings, appoint all committees except the executive committee, unless otherwise directed by the membership, and perform such other duties as appropriate.
2. The vice presidents shall act as aides to the president and shall, as requested, perform the duties of the president in his or her absence.
3. The recording secretary shall record the proceedings of the association, have custody of the constitution and by-laws, turn over all records of the association to his or her successor and perform other duties as appropriate.
4. The corresponding secretary shall perform such duties relating to correspondence as may be delegated to him or her and shall, in the absence of the recording secretary from a membership meeting, record the proceedings of the association.
5. The treasurer shall:
 - a. Receive all dues and other association income from collectors thereof.
 - b. Keep a record of the names and addresses of all members paying dues.
 - c. Make disbursements from association funds entrusted to his or her custody as authorized by the association or the executive committee.
 - d. Keep an accounting of all funds received, on hand, and disbursed, subject to audit as provided in the by-laws.
 - e. Prepare a budget for the upcoming fiscal year for approval at the September membership meeting.
 - e. Present a financial statement when requested by the executive committee.

Section 3 - Duties of the Executive Committee

The duties of the executive committee shall be:

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1. To transact necessary association business in the intervals between association meetings, and such other business as may be referred to it by the association or directed by these by-laws.
2. To create, and approve the plans of work of, all standing committees, and to provide for and carry out the programs of membership meetings.
3. To present a report at each regular membership meeting, if applicable.

Section 4 - Meetings

1. Regular membership meetings shall be held on the third Wednesday evening of each month during the period September through May except as otherwise provided by the association or the executive committee with notice to members.
2. Special meetings may be called, upon notice to members, by the executive committee.
3. Meetings shall be held at a convenient place selected by the executive committee.

Section 5 - Committees

1. Committees, other than the executive committee, are appointed by the president with the advice and consent of the executive committee.
2. All committees shall promptly consider, act, and report to association or to the executive committee as appropriate. No committee report shall be publicized until approved by the association or the executive committee.
3. The editor of the association newsletter, *The Arlington Forester*, shall constitute the newsletter committee and is appointed as set forth in subsection 1 above. The newsletter shall be distributed to every household in the association area prior to each regular membership meeting.

Section 6 - Rules and Procedures

The business of the association shall be conducted according to "Roberts Rules of Order" in all cases where applicable and consistent with by-laws or special rules of the association.

Section 7 - Auditing

1. Prior to the May membership meeting the president, in accordance with Section 5, shall appoint an auditor or audit committee to audit the books of the treasurer.
2. The auditor or audit committee will report to the association at the -September membership meeting.

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Section 8 - Changes or Suspensions

The by-laws in whole or in part may be changed, repealed, or suspended at any regular meeting by a two-thirds vote of members present and voting, but a suspension shall not be for longer than the instant meeting.

Section 9 - Order of Business

1. Presentation by guest speaker, if any.
2. Report of executive committee.
3. Report of treasurer.
4. Reading of communications – announcements.
5. Reports of other Committees.
6. Unfinished business.
7. Elections, if any.
8. New business.
9. Adjournment.

Section 10 – Communications/Media

1. The website <http://www.arlingtonforestva.org/> is the association's official public website and shall contain material of interest to members including, for example, digital copies of *The Arlington Forester*, a copy of the Constitution and By-laws, neighborhood historical information and maps, and upcoming news of importance to the neighborhood. The website shall be maintained and updated regularly on a volunteer basis by a member(s) appointed by the president.

2. The listserv, arlingtonforest@googlegroups.com, is the association's official electronic communication mechanism for disseminating information to members related to the association's activities and other information directly related to the neighborhood. The listserv shall be maintained and administered by a member volunteer, with the president serving as a co-administrator. All requests for postings via the listserv require approval from the president. Communication via the listserv is intended for association-related correspondence or information of general interest to/concerning the Arlington Forest neighborhood. The listserv shall not be used for school or church fundraising, advertising, or the like.