



A COVENANT CONTROLLED COMMUNITY  
Edmondson Heights Civic Association, Inc.  
P. O. Box 21150  
Baltimore, Maryland 21228-0650  
[www.ehcaonline.org](http://www.ehcaonline.org)

### **BY LAWS**

The Edmondson Heights Civic Association, Inc. is hereby formed for any and all purposes as shall be conducive to the best interest of all persons of the community it represents. It shall seek to bring about public improvements in the Edmondson Heights area; it shall serve residents of the Edmondson Heights community – all in like manner – to their best interests in community matters. It shall put into operations, generally, and aid in rectifying difficulties of a civic nature for groups and/or individuals residing within the Edmondson Heights Community Boundaries; it shall be considered the representative body of all its members and shall be the authorized organization to represent Edmondson Heights citizens in public matters - subject to the majority vote of the members of the Association or of its Officers and Board of Governors, hereinafter referred to as the Board. However, if the majority of the dues paying members vote to override the decision of the Board then the vote of membership shall prevail.

#### **ARTICLE 1 - Name**

This Association shall be a Corporation known as the Edmondson Heights Civic Association, Inc. of Baltimore County, MD, hereinafter referred to as the Association. As such all elected officers, board members, and committee members are afforded all the protection afforded by the law including being held harmless in the event of any civil litigation.

#### **ARTICLE 2 - Area to be served by the Association**

**This is hereinafter referred to as “Area”**

1400 to 1561 Barrett Road  
1400 to 1561 Clairidge Road  
1400 to 1654 Forest Park Avenue  
1101 to 1197 Granville Road (Odd Side Only)  
1000 to 1235 Harwall Road  
1437 to 1531 Ingleside Avenue (Odd Side Only)  
1400 to 1655 Kirkwood Road  
1400 to 1659 Langford Road  
1100 to 1248 Newfield Road  
1080 to 1196 St. Agnes Lane (Even Side only)  
1000 to 1012 Sanbourne Rd. (Even side only)

### **ARTICLE 3 - Meetings**

The general meetings of the Association shall be held upon the dates and at the time and place to be determined by the Board of Governors - such time and place shall be adequately publicized in the newsletters, and by electronic means. There will be a minimum of four (4) stated general meetings of all members of the Association in a calendar year including the months of September, December, March and June.

### **ARTICLE 4 - Officers**

The Officers of the Association shall consist of a President, Vice President, Secretary, Treasurer and Sergeant At Arms, and nine (9) other members together with the above officers shall constitute the official Board. The Association membership shall elect eight of the Board of Governors members and the ninth shall be the most recently retired President of the Edmondson Heights Civic Association Inc. who shall serve automatically on the Board of Governors. In the event of a vacancy in any office or on the Board of Governors for any reason, such vacancy shall be filled by majority vote of the members present at the next regular meeting of the Association. In the event that the president resigns from office prior to the completion of his or her term, he or she may still hold a position on the Board if approved by the current Board. It is not necessary to fill all Board positions but all efforts shall be made to fill all open positions.

### **ARTICLE 5 - Duties of the President and Vice President**

The President shall be the presiding officer at all meetings of the Association; call special committee and Board of Governors meetings at the request of ten (10) or more members when made in writing and shall appoint from the Board a chairman for any committees formed. All committees will be ad hoc and be formed when the need arises.

The President shall act as Chair of the Board, and shall preside at all Board Meetings.

In the absence of the President at any meeting, the presiding officer to take charge will follow this order; Vice President, Secretary, Treasurer or any member of the Board.

The duties of the Vice President are to act, as President in the latter's absence and to assist the President in his or her official duties.

### **ARTICLE 6 - Duties of Secretary**

The Secretary shall be responsible for the performance of all the usual duties appertaining to the office of Secretary including the permanent recording of minutes of each meeting to be read at each succeeding meeting. This responsibility also includes acting as Secretary to the Board of Governors. The Secretary shall be responsible for all correspondence of the Association or Board of Governors; arrange for the preparation and mailing of all notices; and otherwise assume any other duties normally pertaining to the office of Secretary. The Secretary may receive whatever compensation the Association may prescribe, but in all cases will be fully reimbursed for all expenses incurred.

### **ARTICLE 7 - Duties of Treasurer**

The Treasurer shall be responsible for handling the funds of the Association; keeping full and complete records of all receipts and disbursements; preparing and filing financial reports annually with the Secretary of the Association before December 31 of each year, or at any other time when he or she might be called upon by the Board and keep a bank account in any bank carrying Federal Deposit Insurance. The Treasurer shall be responsible for the payment of all recurring bills and/or onetime expenses as approved by the Board. The Treasurer shall provide a complete accounting of all deposits and/or expenses to the President of the Association at least once a month. The Treasurer shall also maintain an electronic record of dues paid for each house by calendar year.

## **ARTICLE 8 – Duties of Sergeant At Arms**

The Sergeant At Arms shall keep order at all meetings of the Association, ensure that people are able to safely enter the meeting space, post signs notifying the community about a forthcoming meeting and shall otherwise assume any other duties normally pertaining to the office of Sergeant At Arms.

## **ARTICLE 9 – Duties of Board**

The Board of Governors shall constitute the executive Body of the Association and shall hold regular Board meetings at the discretion of the President of the Association or as needed. The Board shall be responsible for the management and control of the Association and all its properties. The Board shall make whatever purchases and payments it shall deem necessary and proper to the conduct of the Association and shall exercise general supervision over the interest and affairs of the Association; and it shall establish and enforce rules for the government of the Association. The Board shall also enforce the legally binding covenants of the community as it can such as letter of notification to the violator, second letter of notification, and if warranted a third letter of notice of violation. The Board can then engage legal counsel to force the violator to comply. All legal costs incurred will be paid for by the party causing any court case, i.e. resident violates the covenants, then he or she is responsible to the Association for all court costs. The Board shall also review the existing covenant guidelines to ensure that the residents of the community can comply. It is not fair to force a resident to make a repair with something that is no longer available. The Board shall also review and approve any changes to the Bylaws. The Board will report the approved change, if any, to the membership of the Association by electronic means..

## **ARTICLE 10 – Terms of Office**

All elected Officers shall serve for the term of one year and may not serve consecutively more than three (3) terms unless elected by a two-thirds majority of the Members of the Association present at the general election meeting in December. The eight elected members of the Board of Governors shall serve as follows; four serve for a term of two (2) full years and thereafter to be re-elected or replaced by four persons for a similar two (2) year term; the remaining four to serve originally for a term of one (1) year, to be re-elected or replaced at the close of the first term for a period of two (2) full years, thus leaving but four members of the Board to be elected each succeeding year. The non-elected member of the Board of Governors - the most recently retired President - shall serve so long as he or she retains said position. Notwithstanding anything else in the Constitution and or By Laws of the Edmondson Heights Civic Association Inc., all elected officers must be dues paying members in good standing at time of nomination to office and have attended at least four general membership meetings or served actively (attended four or more meetings) on one committee within the previous twelve (12) months.

## **ARTICLE 11 - Dues**

The dues of owners of property within the confines of the area designated as that served by the Association shall be determined by the Board and then with a majority of the membership present at the next general membership meeting. Dues are payable in advance to the Treasurer of the Association, beginning with the Association's fiscal year, as of January 1. Effective 7-1-05, dues are mandatory in the amount determined by the Board and are due and payable by area homeowners, January 1 through December 31 of each calendar year. Dues can be increased upon  $\frac{3}{4}$  approval of the Officers and Board of Governors and after a notification of dues increase has been published in the quarterly newsletter and other electronic means..

## **ARTICLE 12 - Membership**

Membership in this Association is automatically conferred upon all residents and owners of property within the confines of the area designated as that served by the Edmondson Heights Civic Association, Inc. (See Article II). However, any member of this Association not owning any real property within the confines of the area, and not current on dues shall not be eligible to hold elective office in the Association.

### **ARTICLE 13 - Quorum**

At all general meetings of the Association, at least ten (10) members in good standing constitute a quorum. At all meetings of the Board of Governors, seven (7) members shall constitute a quorum.

### **ARTICLE 14 – Nomination of Officers**

At a regular general business meeting to be held in September of each year, nominations shall be taken from the floor for the December election of officers. Members of the Association shall be notified at least five (5) days before the December meeting of the nominees by electronic and other means. To be nominated for office the person must be a current dues paying property owner within the Area and must have attended at least four general meetings. Exceptions to this rule can be made with the approval of the Board. Nominations open in September and close December 1 of each year.

### **ARTICLE 15 – Removal from Board**

Any elected officer or board member may be removed upon conviction of a criminal act or for committing any offense that tends to bring discredit upon the Association, or for not fulfilling the obligations of the office to which the person was elected at the discretion of the Board.

These By-Laws are subject to future changes at the discretion of the Officers and Board of Governors. This revision having been voted on and approved by the Association Officers and Board of Governors takes effect June 30, 2018. All previous versions are revoked.

Quintin V Stevens  
President  
Edmondson Heights Civic Association