

# BYLAWS OF THE LUXMANOR CITIZENS ASSOCIATION

## **Article I. Name and Description of Organization**

**Section 1:** The following shall be the Bylaws of *The Luxmanor Citizens Association, Inc.*, a voluntary, non-profit corporation organized in 1966 and existing under the laws of the State of Maryland (hereinafter "the Association").

All references to "Luxmanor" or to "the Association" or to the LCA herein or in any context referring to or arising from official Association business, whether in speech, letter, document, the listserv, Luxline, the website, or *The Greensheet* shall always pertain equally to any named areas within the legally established boundaries of the Luxmanor Citizens Association as set forth in the Articles of Incorporation registered in 1966 and described in Section 2 below.

**Section 2:** The Association territory lies entirely within the 2010 Census tract 7012.05 and also within the U.S. Postal ZIP CODE 20852.

The area within the following limits shall constitute the territory of the Association: Starting at the intersection of the southern boundaries of the properties bordering the southern side of Executive Boulevard and Old Georgetown Road, south along Old Georgetown Road to Interstate Highway I-270; northwest along I-270 to Old Farm Creek (near Tuckerman Lane); upstream along the creek to the northern boundaries of the properties served by Ibsen Drive, Tall Tree Terrace, and Danville Drive; south and then east along the western boundaries of the commercial and business properties, to the starting place at Old Georgetown Road.

**Section 3:** All households located within the above boundaries, regardless of their inclusion in any builder's designated, named development and/or being subject by law to a legally required homeowners' association because of lease or deed, shall be eligible for membership in and shall benefit from the stated objectives of the Luxmanor Citizens Association; and when current members of the Association, these households may participate in any and all activities of the Association. This includes all households within the named areas known as Windermere, The Oaks, and Luxmanor, as well as certain streets within the Luxmanor boundaries that are legally designated as Arroyo Estates, Brocket's Addition, Carter's Addition, Heritage Walk, Hollyoak, Horner Estates, Lakes Addition to Old Georgetown Estates, Luxmanor, Neilwood, Oaks at North Bethesda, Old Georgetown Estates, Tilden Woods, and the Willis-Slater Addition, any other legally named subdivisions or developments now existing, and any future developments of any size that shall be built within the Association territory.

## **Article II. Purpose of the Association and Authority of these Bylaws**

The purpose of the Association is to promote a sense of community and to protect the interests of the residents within the Association territory. These Bylaws shall govern all actions of the Association except where inconsistent with the laws of Maryland or the Articles of Incorporation of the Association.

### **Article III. Membership and Dues**

#### ***Section 1: Eligibility for Membership***

Any household in occupancy in the Association territory, as set forth in Article 1, Section 2, shall be eligible for membership in the Association regardless of whether the occupants are owners or renters of the residence.

#### ***Section 2: Voting Privileges of Members***

(i) Each current membership (dues-paying) household shall have one vote on any issue voted upon at the General Meetings in May and October, or at any Special Membership Meeting which may be called.

#### ***Section 3: Membership Year and Dues***

(i) The membership year of the Association shall begin on the first day of June and end on the 31st day of May each year.

(ii) Bills for annual dues shall be sent by email to every current user of the Listserv before May 1 of each year. Where a member does not have an active email address known to the Association, bills may be sent by mail before May 1 of each year. Dues shall be due and payable before June 1.

(iii) Residents who move into Luxmanor after May 1 shall be emailed, mailed or given Association information and a membership application and bill as soon as their presence is known to the Membership and/or Welcome Committee. *For these new residents only*, dues shall be prorated for the remainder of the membership year as of 30 days after being sent or given membership forms. The prorated amount due for the remainder of the year shall be written in the application by the Membership or Welcome Chairperson.

(iv) Any changes in the annual household membership dues shall be determined by vote of the membership present at a general or special meeting of the membership at which a quorum is present, or by mailed ballot, after considering the recommendations of the Board.

### **Article IV. The Board of Directors (the "Board")**

#### ***Section 1: Membership of the Board of Directors***

(i) The Officers, Trustees and Chairs of all Standing Committees and the Directors of The Greensheet and Electronic Communications shall comprise the Board of Directors of the Association, which shall conduct all affairs of the Association.

(ii) The Board may invite the Chair of a Special Committee to participate as a voting Board Member while his/her committee is active, should such temporary membership be deemed appropriate.

(iii) Chairs of certain committees/projects/publications who choose not to serve on the Board may, at the discretion of the President, be permitted to fill those positions “off Board.”

(iv) The Board of Directors may be referred to hereinafter as *the Board*.

### ***Section 2: Duties of the Board***

The Board, by majority vote, shall:

(i) control all financial matters, including approving entry into contractual arrangements; preparing a proposed annual budget; arranging for an annual financial review; and recommending changes in annual membership dues;

(ii) set policy and approve plans for the activities of the Association, including the work of the Standing and Special Committees, and testimony and communications in the name of the Association;

(iii) oversee The Greensheet, Luxline, website and listserv.

(iv) delegate specified powers and duties to individuals, to other committees, and, if not otherwise specified herein, to the President. Such delegations, and any specific limitations thereon, shall be recorded in the minutes and shall expire when the task in question is completed.

(v) appoint and supervise a Nominating Committee; provide for and supervise annual elections of officers and trustees or any special elections between regular annual elections.

(vi) meet regularly between September and June (but no more frequently than once a month) and at such other times as deemed necessary to conduct the business of the Association.

(vii) call General and Special Meetings of the membership as set forth in *Article VI, Meetings*.

(viii) recommend changes in these Bylaws.

### ***Section 3: Attendance at Meetings by Board Members***

- (i) Attendance at meetings of the Board, the Executive Committee, the two Annual Membership Meetings, and any Special Membership Meetings is deemed important to the health of the Association.
- (ii) Absences from meetings may be excused if the President or his/her designee has been notified (in advance when possible, or with later explanation if absence was caused by emergency).
- (iii) The Recording Secretary shall maintain a current and running account of all absences from meetings by Board members, noting the excused or unexcused nature of the absence. Explanations of absence received following a meeting shall be communicated by email to the Recording Secretary so the attendance record may be updated.
- (iv) Members of the Board, including Officers, Trustees, and Committee Chairs, having three (3) consecutive or a total of five (5) unexcused absences in one membership year (an “absentee member”), shall be considered to have resigned; and, at the discretion of the President, and when approved by the Board (excluding the absentee member), may be replaced.

***Section 4: The Executive Committee***

- (i) The officers and three Trustees shall comprise the Executive Committee of the Association, which exists to provide for urgent or emergency response to a situation which may arise between meetings of the Board.
- (ii) A meeting of the Executive Committee may be called at any time by the president or at the request of any two (2) members of the Executive Committee, by notice sent by email or communicated by telephone or in person to each officer and trustee.
- (iii) A simple majority vote of Executive Committee members present at a meeting at which a quorum (five [5]) members is present shall be legal and binding.
- (iv) The remaining Board members shall be informed as soon as is practicable but no later than 48 hours, by email or other means, of any actions or decisions resulting from an Executive Committee meeting. The matter shall be reported to the Board at its next meeting.

**Article V. Officers and Trustees of the Association**

The officers of the Association shall be a President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.  
The Association shall have three (3) elected Trustees.

***Section 1: Eligibility for Office and Trusteeship***

All adult members of dues-paying households shall be eligible to hold office in the Association if they are otherwise qualified.

***Section 2: Qualifications for Office and Trusteeship***

(i) The President and Vice President should, at the time of his/her nomination for office, have been a member of the Association for at least the preceding three membership years and have served as member or chairperson of a committee or officer of the Association for at least one year, regularly attending Board meetings during that term.

(ii) Trustees should have a working knowledge of recent years' conduct of the business of the Association and of its general aims and history, in order effectively to advise the President and Board. At the time of their election, Trustees must have been dues-paying members of the Association during at least the preceding five years, and have participated as officer or committee chair for at least one year, regularly attending Board meetings during that term.

(iii) All Officers and Trustees of the Association must be able to access and send email and must agree to regularly read and promptly respond to, when requested, all email generated by other Board members.

***NOTE: see Appendix 1 of these Bylaws: Duties of Officers and Trustees***

***Section 3: Terms of Office for Officers and Trustees***

(i) Each officer shall be elected to serve for one (1) membership year and shall serve until his/her successor shall have been duly elected, or until his/her death, resignation, or removal. Officers may be nominated and reelected for ensuing years if they agree to serve.

(ii) Each Trustee shall be elected to a three-year term, with one (1) Trustee being elected each year to replace the outgoing Trustee.

(iii) Officers may be nominated and reelected for ensuing terms if they agree to serve.

***Section 4: Removal from office of Officers and Trustees***

(i) Any Officer or Trustee elected by the membership may be removed by a three-fifths (3/5) vote of the members present and voting at a general or special membership meeting at which a quorum is present, whenever in the judgment of the membership the best interests of the Association would be served thereby.

(ii) There shall be not fewer than ten (10) days advance notice by email of any special meeting where removal of an Officer or Trustee is contemplated. Where a member does not have an active email address known to the Association, notices may be sent by mail. If

removal of an Officer or Trustee is the subject of the meeting, that individual shall neither vote nor preside.

### ***Section 5: Replacement of Officers and Trustees***

- (i) If an Officer or Trustee position becomes vacant because he/she resigns, is removed from office, or is no longer able to serve, the remaining members of the Board shall appoint a replacement within a month of the vacancy to serve until the next regular election.
- (ii) An Officer replacement may, if he/she desires, run for reelection at the May General Meeting.
- (iii) An interim Trustee may, if willing to serve, be elected at the May General Meeting for the one (1) or two (2) year period necessary to complete his/her predecessor's three (3) year term, or for a new three-year term if the predecessor's term ends in May

## **Article VI: Committees**

### ***Section 1: Standing Committees and Chairpersons***

- (i) There shall be certain Standing Committees of the Association with additions and deletions determined by need. General guidelines for responsibilities of each Standing Committee Chairperson are suggested in Appendix 2 of these Bylaws.
- (ii) Chairpersons of Committees shall be appointed by the President, with advice and consent from the Board. General plans of the Committee Chairpersons shall be subject to approval by the Board.
- (iii) Chairpersons of Standing Committees are expected to attend Board and General Membership Meetings, and to prepare reports for the Board and/or the membership, The Greensheet, Luxline, the listserv and the website as needed.
- (iv) The President shall be an ex officio member of each Association committee, except the Nominating Committee.

***NOTE: see Appendix 2 of these Bylaws: Responsibilities of Chairpersons of Standing Committees***

### ***Section 2: Special Committees***

Special Committees may be created by the President when needed, and the chairpersons of those committees shall be appointed by the President with approval of the Board. Special Committees shall be dissolved when they have discharged their functions.

### ***Section 3: The Nominating Committee***

The Nominating Committee is a Special Committee which shall be appointed and subsequently dissolved each membership year.

(i) **Membership.** A new Nominating Committee shall be formed before March 15 of each year. The committee shall consist of three (3) members, only one of whom shall be a member of the current Board. The two remaining members shall be recruited by the President from the LCA membership, and may have served previously as an officer, Trustee, or Committee Chair. When possible, one member shall be recruited from the neighborhoods encompassing Windermere or The Oaks. All members of the Nominating Committee shall have been dues paying members of the Association during the three previous years.

(ii) **Duties.** The Committee shall elect a Chair from among its members, who will preside over their deliberations and present the slate of nominees at the May General Meeting.

(iii) Committee members shall familiarize themselves with the descriptions of eligibility and duties of each officer and the Trustees as set forth in Appendix 1 of these Bylaws, and make all candidates aware of the responsibilities of the office for which they will be nominated, and ensure that they have agreed to undertake them.

(iv) The Chair shall post a notice by April 1 on the listserv requesting nominees for each office and trustee position to be filled. Suggested nominations shall be accepted by the committee until April 15.

(v) From membership suggestions and the committee's deliberations, the committee shall compose a slate of candidates including at least one candidate for each office and trusteeship (if applicable) to be filled. That slate shall be published by email (and, if practicable, in the May Greensheet), with such email publication (or Greensheet delivery) occurring no later than ten days before the May General Meeting.

(vi) Additional nominations may be made from the floor before the slate is voted upon. All such nominations must be made with the prior consent of the nominee, who must provide a written consent for nomination to be presented at the meeting if unable to attend. Where the Board is advised no later than 48 hours in advance of the May General Meeting that a specific person or persons will be nominated from the floor, voting shall take place only after there has been an opportunity for the names of such persons to be placed in nomination at the meeting.

## **Article VII: Meetings**

### ***Section 1: General Membership Meetings***

There shall be two (2) General Membership Meetings each membership year, the first in October and the second in May.

**The October General Meeting** shall be for the purpose of:

(i) sharing the plans and concerns of the President and Committee Chairpersons for the coming year.

(ii) providing an opportunity for the membership to ask questions, and to share their suggestions and concerns.

(iii) the transaction of such other business as may properly be brought before the meeting.

**The May General Meeting** shall be for the purpose of:

(i) presenting the proposed budget prepared for the coming year by the current Board. The proposed budget shall be discussed, amended, and/or ratified by a vote of the members present at the meeting.

(ii) electing Officers and Trustee(s).

(iii) reporting on the status of the Association, and of the community.

(iv) the transaction of such other business as may properly be brought before the meeting.

### ***Section 2. Special Membership meetings***

Special membership meetings shall be held:

(1) at the call of the Board, or

(2) upon the written petition to the Board of twenty-five (25) or more Association members, provided that the purpose of the meeting is set forth in the petition and has not been the subject of a general or special membership meeting within one (1) year preceding the petition. If the Board does not publish a call for a special membership meeting within twenty (20) calendar days of receiving a petition that complies with this Section, the petitioners are authorized to use Association resources to issue the call and conduct the meeting.

### ***Section 3. Quorum Requirements for Meetings***

(i) General or Special Membership Meetings: Fifteen (15) current dues-paying members, one per member household, shall constitute a quorum.

(ii) Board Meetings: Seven (7) members shall constitute a quorum.

(iii) Executive Committee Meetings: Five (5) persons shall constitute a quorum

(iv) Unless inconsistent with the laws of the State of Maryland or these Bylaws, the act of the majority of members present and voting at a meeting at which a quorum is present shall be the act of the meeting body.



(v) If a quorum is not present at the time and place appointed in the call of the meeting, the members who are present may:

(a) cancel the meeting.

(b) select a new starting time on the same day.

(c) reschedule the meeting with appropriate notification.

(d) proceed with the agenda, with the understanding that votes taken shall be tentative until approved by a simple majority of enough members (at a meeting or by email) to constitute a quorum. Such approval shall be noted in the official meeting minutes.

#### ***Section 4: Meeting Locations***

All meetings of the members, Board, or any Association committee shall be held within or as near the Association territory as practical, with date, time, place, and purpose included in the meeting call.

#### ***Section 5: Notice of Meetings***

Calls of General or Special Membership Meetings shall be communicated by email or Greensheet not fewer than ten (10) nor more than sixty (60) days prior to the date of the meeting. Where a member does not have an active email address known to the Association, call notices may be sent by mail. Where practical, calls of other meetings shall also be posted on the Luxmanor website and communicated on the listserv.

#### ***Section 6: Minutes of meetings***

Minutes of all Membership, Board, and Executive Committee meetings shall be permanently maintained by the current Recording Secretary both electronically and with hard and/or electronic backup, and shall be available for inspection and copying by any Association member. Minutes of Board, Executive and General and Special Membership meetings, or a summary of minutes as appropriate, shall be posted promptly on the Luxmanor Website and listserv usually within one week following each such meeting.

#### ***Section 7: Attendance by Members***

(i) Any adult resident of a membership dues-paying household may attend and participate in discussions at all meetings of the Board; however he/she may not vote at such meetings.

(ii) All adult residents are encouraged to attend all General and Special Membership Meetings and to participate in discussions. Each household may have only one (1) vote, no matter how many household members are in attendance.

### **Article VIII: Budget and Finance**

#### ***Section 1: The Fiscal Year***

The fiscal year of the Association shall begin on the first day of June and end on the 31st day of May of each year, coinciding with the membership year of the Association.

### ***Section 2: Financial Review***

The Board shall arrange for an annual financial review to take place after the close of the fiscal year by a party independent of the Board or, taking cost into account, by a member of the Board who enjoys the confidence of the Board. The results of this review shall be presented to the membership at the October General Meeting.

### ***Section 3: Budget***

(i) Before the May General Meeting, the outgoing Board shall prepare a proposed budget of anticipated income and expenditures for the coming fiscal year.

(ii) The proposed budget shall be published in The Greensheet and/or posted on the website or listserv at least ten (10) days before the scheduled May General Meeting, when it may be discussed, amended, and/or ratified by vote of the members present.

(iii) Unbudgeted amounts not to exceed \$2,500 may be authorized by the Board at a regular Board meeting, a meeting held by conference call or by email; provided, however, whenever possible, notice of plans for unbudgeted disbursements greater than \$1,000 but less than \$2,501 shall, by the listserv, be presented to the membership for comment prior to the Board taking final action. In any event, all unbudgeted disbursements greater than \$1,000 but less than \$2,501 shall be posted on the listserv immediately following the meeting at which such disbursements were voted. Plans for unbudgeted disbursements greater than \$2,500 shall be presented to the membership for its approval at a special meeting called for such purpose or at a General Meeting.

(iv) The President and Vice-president shall be authorized by the Association to deposit or withdraw funds or write checks for disbursements in the event of the absence, illness, death, or failure to act of the Treasurer, following all controls imposed upon the Treasurer by Appendix 1, *Treasurer*.

## **Article IX: Indemnification**

### **Section 1. Definitions.**

"Matter" shall mean any actual or threatened civil, criminal, or administrative action, arbitration proceeding, claim, suit, proceeding, or appeals therefrom, or any criminal, administrative, or other body's investigation, hearing, or other proceeding.

"Eligible Person" shall mean any person who at any time was or is a member of any Association committee or subcommittee, an Officer, a Trustee, an agent, an employee, or a volunteer of the Association.

**Section 2 Right to Indemnification.** Any Eligible Person made a party to or respondent in a Matter by reason of his or her position with or service to the Association

shall to the fullest extent permitted by law, be indemnified by the Association against all liabilities and all expenses reasonably incurred by him or her arising out of or in connection with such Matter, except in relation to Matters as to which (i) the Eligible Person failed to act in good faith and for a purpose which he or she reasonably believed to be in the best interests of the Association, or (ii) in the case of a criminal Matter, the person had reasonable cause to believe that his or her conduct was unlawful, or (iii) the person shall be adjudged to be liable for misconduct or negligence in the performance of a duty.

**Section 3 Limitation on Right of Indemnification.** Except where an Eligible Person has been successful on the merits with respect to such Matter, any indemnification hereunder shall be made only after (i) the Board (acting by a quorum consisting of Directors who were not involved in such Matter) determines that the Eligible Person met the applicable indemnification standard set forth in section 2 above; or (ii) in the absence of a quorum, a finding is rendered in a written opinion by independent legal counsel that the person or persons met the applicable indemnification standard set forth in paragraph section 2 above.

**Section 4 Other Rights.** The right of indemnification provided hereunder shall not be deemed exclusive of any other right to which any person may be entitled in addition to the indemnification provided hereunder. This indemnification shall in the case of the death of the person entitled to indemnification, inure to the benefit of his or her heirs, executors or other lawful representative.

**Section 5 Interim Indemnification.** The Association may, with respect to a Matter described in section 2, advance attorney's fees as interim indemnification to any Eligible Person if the following conditions are satisfied: (i)(a) the Board (acting by a quorum consisting of Directors who are not involved in such litigation) determines that the Eligible Person is likely to meet the applicable indemnification standard set forth in section 2 above, or (b) in the absence of such a quorum, a finding is rendered in a written opinion by independent legal counsel that the Eligible Person is likely to meet the applicable indemnification standard set forth in section 2 above; and (ii) the Eligible Person (a) requests interim indemnification, (b) agrees to repay the interim indemnification promptly upon a determination unfavorable to him or her under section 3, and (c) deposits a bond or equivalent security.

**Section 6 Insurance.** The Board shall authorize the purchase of and maintain insurance on behalf of any Eligible Person against any liability asserted against or incurred by him or her which arises out of such person's status in such capacity, or out of acts taken in such capacity, whether or not the Association would have the power to indemnify the person against that liability under law.

**Section 7 Invalidity.** If any part of this Article shall be found in any action, suit, or proceeding to be invalid or ineffective, to the fullest extent possible, the validity and the effectiveness of the remaining parts shall not be affected.

## **Article X: Miscellaneous Provisions**

### ***Section 1: Bylaws of the Association***

The bylaws

- (i) shall be posted in downloadable format on the Association's website; and,
- (ii) may be revised by a committee appointed by the president. Suggested revisions shall be presented for discussion and approval by the Board, and if approved, shall be posted on the listserv and website at least ten (10) days before the General Meeting at which they are to be offered for membership discussion, possible amendment, and ratification.

***Section 2: The official address of the Association*** shall be that of the current elected or acting President of the Association.

***Section 3: The Luxmanor Greensheet***

- (i) is the official publication of the Luxmanor Citizens Association. (ii) shall be funded by the Association.
- (iii) exists to serve the Association and its membership.
- (iv) shall be mailed to every address within the Luxmanor Association boundaries at least twice a year with delivery of the two required issues to take place at least ten days prior to each General Meeting; provided, however, the Greensheet may be emailed to members who prefer to receive it electronically and, taking costs and the convenience of the community into account, the Board may determine that the number of Greensheet issues be increased to more than two (with such additional Greensheet issues being sent in hard copy or emailed, as the Board deems appropriate).
- (v) shall be posted when published, on the Luxmanor Website.
- (vi) The general content and form, nature and price of advertising, and contracts for printing and mailing shall be the responsibility of the Managing Editor/Greensheet Chair with advice and approval of the Board.
- (vii) The Managing Editor/Greensheet Chair shall be appointed by the President with approval of the Board. He/She is a member of the Board.

**Article XI: Parliamentary Guide**

***Section 1: Order of Business***

The order of business for meetings of the membership, Board, and Executive Committee shall include:

- (i) call to order;
- (ii) reading, possible amendment and approval of the minutes of the previous meeting;
- (iii) Treasurer's report;
- (iv) President's report

- (v) committee reports;
- (vi) unfinished business;
- (vii) new business; and
- (vii) adjournment.

**Section 2: Roberts Rules of Order, Revised** shall be the parliamentary guide.

## **Appendix 1. Duties of Officers and Trustees**

### **The President**

- (i) shall be the principal executive officer of the Association.
- (ii) shall, in general, supervise and control all of the affairs and property of the Association, the Committees, and The Greensheet, subject to the advice of the Board.
- (iii) shall call for, schedule, and preside at all General and Special Meetings of the Association, regular meetings of the Board and any meetings of the Executive Committee.
- (iv) may, along with the Treasurer, disburse monies on behalf of the Association.
- (v) may create or disband committees, appoint and discharge committee chairpersons and agents of the Association, and fix compensation of said agents when necessary, subject to the approval of the Board or Executive Committee.
- (vi) shall be an ex officio member of each Association committee, except the Nominating Committee.

### **The Vice President**

- (i) shall In the absence of the President, or in the event of his/her death, inability or refusal to act, perform the duties of the President, and when so acting shall have all the powers and responsibilities of and be subject to all the restrictions upon the President.
- (ii) shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board.

### **The Recording Secretary**

- (i) shall keep the minutes of the proceedings of the Board and the Executive Committee and of all General and Special meetings of the Association.
- (ii) shall post promptly, generally within one week, minutes of all Board and General and Special Membership Meetings minutes on the Luxmanor listserv and provide them for posting to the Association website.
- (iii) shall record and maintain attendance records for meetings of the Board and the Executive Committee.
- (iv) shall inform the President or his/her designee in advance if unable to attend a meeting. (v) shall in general perform all duties as from time to time may be assigned to him/her by the President or the Board of Trustees.

### **The Corresponding Secretary**

- (i) shall assist the President, when requested, in handling the correspondence of the Association.

(ii) shall see that all notices are duly written and communicated in accordance with the provisions of these Bylaws.

(iii) shall provide an appropriate number of copies of the agenda, Treasurer's Report, proposed budget, changes in By-laws, and any other such documents as may be required for each General or Special Membership Meeting.

(iv) shall reserve premises for General and Special Membership Meetings and other Association meetings and events as requested; notify and authorize the Treasurer to send payment for such rentals; pick up and return keys for meeting places when necessary, and attend briefings when required by the school system or Parks or Recreation Departments in order to be certified to rent facilities.

(v) shall in general, perform all duties as from time to time may be assigned to him/her by the President or by the Board of Trustees.

### **The Treasurer**

(i) shall have charge and custody of and be responsible for all funds of the Association;

(ii) shall receive any monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks, trust companies or other depositories as shall be maintained by the Association.

(iii) shall disburse monies on behalf of the Association, keeping all bills, receipts, cancelled checks, or copies of all such documents (which may be electronic copies) for each disbursement for a period of three (3) years following such disbursements and/or pass them to his/her successor for keeping for the remainder of the three year period;

(iv) shall maintain a current account of income and disbursements for each committee and *The Greensheet*, listing sources, amounts, and/or reason for each received or disbursed amount. All Treasurer's records must be entered in a timely manner, with at least electronic backup, into computer files and/or computer spreadsheets ready for electronic transfer when required by the President, Executive Committee, or Board.

(v) shall render to the members, the President, and the Board, at each regular meeting of the members or the Board, or whenever else they may be required, printed copies deemed sufficient in number for those members reasonably expected to attend, of a report reflecting all transactions since the previous meeting, and of the financial condition of the Association, including but not limited to an account of monies currently in checking and savings accounts and an accounting of the standing of budgeted funds for each committee and *The Greensheet*.

(vi) shall cooperate with the person or persons performing the annual financial review by providing in a timely manner all accounts, books, records, receipts, etc., that may be required by the person or persons who shall perform the annual review of the accounts of the Association, in either hard copies or electronically as requested.

(vii) shall perform all of the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board.

**The Trustees of the Association**

(i) shall advise the President and Officers and Board on all business of the Association.

(ii) shall attend and participate in all meetings of the Board, the Executive Committee, and General and Special Membership Meetings.

(iii) shall notify the President in advance, whenever possible, if unable to attend such meetings.



## **Appendix 2: Responsibilities of Chairpersons of Standing Committees**

The respective chairs of the standing committees shall have the duties set forth below and shall be responsible for preparing appropriate reports, Luxline articles and, after consulting the President, initiating website updates pertaining to their areas of responsibility.

### **Development and Zoning**

Alone or with a committee The Development and Zoning Chairperson shall monitor proposed zoning changes and county plans and proposals for development in and around the community, and report to the Board and the community on those proposals and their possible impact on the community. He/she attends (and/or alerts community members to attend) briefings, hearings, etc., related to those proposals; drafts testimony and letters, and/or (together with the President or other Board members) meets with county agency staff, county council members or staff, and developers' investigates representatives, etc., expressing community support, concerns, or opposition to proposed plans. The Development and Zoning Chair or committee also reports of possible zoning infractions within the community and works with the Board to resolve them.

### **Directory**

Alone or with a committee, the Directory Chairperson is responsible for compiling, formatting, selling advertising for, having printed, and mailing to every eligible (dues paying) household in January of each membership year, an annually updated *Luxmanor Directory*.

### **Electronic Communications**

Alone or with a committee, the Electronic Communications Chairperson shall be responsible for producing and maintaining the Luxmanor website and Luxline; updating it as necessary including posting of committee reports and promotional events; maintaining contacts for domain ownership and web hosting agreements and keeping them up to date; and maintaining and reviewing messages and membership for the Luxmanor listserv. He/she will work with others in creating advertising opportunities within the Luxmanor website, Luxline and other electronic communications with the approval of the Board, with the goal of making the Electronic Communications area financially self-sustaining. He/she shall report on the status of the website, Luxline and the listserv at Board and General Meetings, working with other committees in relation to Luxmanor's electronic image and communications across media such as the Greensheet and Directory. He/she shall create and maintain a database to be used for The Directory and Membership, and for such other purposes as may be approved by the Board.

### **Environment**

Alone or with a committee, the Environment Chairperson is responsible for alerting the community to environmental hazards (biological, chemical or physical) and for educating and informing the community of news that affects their environment. The committee may, from time to time, with the approval of the Board, take or recommend actions to safeguard the health and promote the safety of the citizens and their environment.

### **Greensheet**

Alone or with a committee (and subject to Section X(3)(iv)), the Chairperson, also known as the Managing Editor, shall compile, format, produce articles for, edit and have printed and mailed to every address within the Association territory (excepting specific addresses which may request electronic delivery only) two issues of The Greensheet, with one issue to be delivered no later than ten days prior to the May General Meeting and one issue to be delivered no later than ten days prior to the September General Meeting. Each issue shall also be submitted for posting on the website.

### **Membership**

Alone or with a committee, the Membership Chairperson is responsible for maintaining a list of all addresses within the Luxmanor Association territory, indicating which are currently dues paying members, and for creating and transmitting annual dues notices to every address within the Association boundaries, and submitting received monies to the Treasurer. Dues notices shall be sent by email before May 1 of each year. Where a member does not have an active email address known to the Association, bills may be sent by mail. At the direction of the Board, the dues notices may also include Association information, forms, polls, etc.

The Membership Chair shall work with the Welcome Chair to ensure that new residents receive Membership forms and bills in a timely manner, and shall assist the Directory Chair in identifying changes in Directory listings.

All information pertaining to membership must be maintained on a computer, with electronic and/or hard copy backup, and shall be made available upon request to the Board and the Directory Chairperson. The Membership Chairperson shall provide a report on current membership status for each Board and general meeting.

The Membership Chair shall assist in administering and monitoring voting procedure at General and Special meetings, providing current records of dues-paying households as a guide to determine voting eligibility.

### **Public Safety**

The Public Safety Chairperson shall serve as liaison with the county police; report to the Board news and status of criminal activity and vandalism within Luxmanor and nearby communities; and post warnings of dangerous situations, criminal activity, suspicious persons, or malicious mischief to the Luxmanor listserv. He/she shall also keep the community updated on public safety issues via the listserv.

### **Roads and Traffic**

The Roads and Traffic Chairperson, alone or with a committee, shall receive reports of road and traffic problems; initiate and oversee meetings to discuss solutions; meet and correspond with county and state roads and traffic officials to inform them of Luxmanor's concerns; and report to the Luxmanor community the status of all road and traffic problems within the community boundaries, as well as those proposed road and traffic changes outside of Luxmanor proper which may affect traffic within the community. He/she shall monitor traffic calming measures and report results to the Board and in the

listserv. Temporary road safety situations or road closings or new traffic signage shall be posted on the listserv by the Roads and Traffic Chairperson as soon as possible.

### **Schools**

The Schools Chairperson shall serve as liaison between the public schools (Luxmanor Elementary School, Tilden Middle School, and Walter Johnson High School) and the Board and the community; report pertinent school news to the Board; and send reports of school news that affect or would be of interest to the community to the listserv, the website and the Greensheet. He/she shall give advance notice of public meetings where issues affecting the community and its schools will be debated or explained, and whenever possible shall attend such meetings on behalf of the Association. He/she shall invite and coordinate Board consideration of applications from each local public school for annual or special donations from the Association.

### **Special Events**

The Special Events chairperson shall plan, publicize, schedule, coordinate, and oversee the social, athletic, cultural, educational, or fundraising events held by the Association, and may appoint sub-chairs to be responsible for any or all such events. All Special Events, whether free of charge or requiring payment of fee or purchase of ticket, shall be open to all dues paying households of the Association, subject to their making reservations when required, age in the case of children, and to limitations of space for the event. The Special Events Chairperson shall prepare an annual budget request based on the year's planned events, and shall turn over proceeds from ticket sales or fees and an accounting of expenses to the Treasurer for reimbursement. All decisions regarding choice and scheduling of events shall be made with the advice and consent of the Board.

### **Welcome**

Alone or with a committee, the Welcome Chair shall contact each newly arrived household, and deliver a package which shall include a letter of greeting that explains the Association, and gives information about the Directory, Greensheet, Luxmanor listserv and website, and the Tilden Woods Pool, etc., and invites the household to join the LCA by remitting prorated current year's dues with a membership form. The packet may also include a small welcome gift from the Association (the gift should be as standardized as possible, for each year's new residents.) Information about the new household, e.g., residents' names, address, phone number(s) and email address, and names and schools of children, shall be submitted *with prior approval of the homeowner* to the Greensheet Editor for inclusion in the next issue. Information about new residents shall also be given to the Membership and Directory Chairpersons. The Welcome Chairperson and his/her committee shall, in consultation with the Special Events Chairperson, identify a date for the annual Spring Party honoring new residents, and shall plan and oversee this event.