

CCVCA BY-LAWS

As revised and approved by the membership: February 26, 1973; September 13, 1980; September 26, 1984; September 21, 1987; September 1990; April 27, 1993; September 27, 1994; September 24, 2001; April 28, 2003; September 22, 2009; April 24, 2018; September 28, 2020.

ARTICLE I

NAMES AND PURPOSE

Section 101--The Country Club View Civic Association, Inc. (hereafter referred to as CCVCA) is a non-stock, non-profit corporation, chartered and organized under the statutes of the Commonwealth of Virginia, organized and conducted for the purpose of furthering through concerted action the welfare and well-being of its members and its community, in accordance with the purposes specifically set forth by the CCVCA in the Articles of Incorporation filed with the State Corporation Commission.

ARTICLE II

BOUNDARIES

Section 201--The CCVCA shall encompass the area bound by the south side of Braddock Road, the north side of Zion Road, the west side of Sideburn Road, and the east side of Ox Road (Route 123). Homes on the east side of Sideburn Road and not a part of Kings Park West subdivision may be included within the boundaries of the CCVCA.

ARTICLE III

MEMBERSHIP

Section 301--The membership of the CCVCA shall be limited to adult residents residing in privately owned dwellings within the boundaries of the CCVCA.

Section 302--Dues per member household shall be determined annually by the Board of Directors prior to the beginning of each dues-year. The dues-year is January 1 through December 31.

Section 303--A member household is one that meets the requirements of Sections 301 and 302.

Section 304--A member household is entitled to one vote that may be cast in person, by written proxy, by fax, or by other electronic means (such as e-mail) at any CCVCA meeting.

ARTICLE IV

FINANCES

Section 401--The CCVCA officers shall develop and submit for approval by the general membership an annual budget, no later than the September general membership meeting.

Section 402--Annual dues and other fees assessed and collected by the CCVCA shall be payable to "CCVCA." The Treasurer shall maintain a checking account in the name of the CCVCA in a bank located in Fairfax County and insured by the Federal Deposit Insurance Corporation. Such account shall require the signature of either the President or the Treasurer to draw upon the funds of the CCVCA.

Section 403--During a term of office, the President shall have the discretionary authority to spend up to \$100 in non-budgeted funds on behalf of the CCVCA. During a term of office, the CCVCA Board of Directors shall have the discretionary authority to spend up to \$500 in non-budgeted funds on behalf of the CCVCA. Any expenditure of non-budgeted funds beyond this discretionary authority shall be made only upon approval of the general membership at a duly called meeting.

Section 404--The Treasurer of the CCVCA shall keep accounts of the funds collected, deposited, and disbursed by him/her. Each year a committee appointed by the President, composed of at least two (2) members of the CCVCA, not on the Executive Committee, shall audit CCVCA accounts and report the results at the September meeting of the CCVCA, or at such times as the Executive Committee shall require. An audit shall be made after any change in the office of Treasurer occurring between the annual elections of officers.

Section 405--One-fifth of the collected dues shall be earmarked for legal services. That amount shall be deposited in an interest bearing account until an amount of \$4000 is on deposit at which time the Board of Directors may temporarily suspend further allocation of funds to that account.

ARTICLE V

OFFICERS

Section 501--The officers of the CCVCA shall be the President, First Vice-President, Second Vice-President, Treasurer, and Secretary. These officers shall be elected by member households at the April meeting of the CCVCA.

Section 502--The officers of the CCVCA shall serve as the Board of Directors and shall have the following functional responsibilities:

- a. President -- The President shall provide overall leadership and management for the CCVCA pursuant to its purpose and by-laws, preside over CCVCA meetings, ensure the responsibilities of the CCVCA are fulfilled, and carry out the respective fiduciary functions identified in Article IV.

b. First Vice-President -- The First Vice-President shall have cognizance over the external matters of the CCVCA. This includes but is not limited to zoning, covenants, transportation, and liaison. Liaison may be maintained with the Bonnie Brae Civic Association, Middleridge Civic Association, King's Park West Civic Association, King's Park West Community Association, other neighboring civic associations, the Fairfax County Federation of Citizens Associations, the Braddock District Council, the County Planning Commission, the Braddock District Supervisor on the Fairfax County Board of Supervisors, the Virginia Department of Transportation, and other such agencies or entities as required to carry out the duties of the office.

c. Second Vice-President -- The Second Vice-President shall have cognizance over internal matters of the CCVCA. This includes supervision of the section leader/block captain structure, publication of the CCVCA directory, and membership drives. It also includes maintaining written and orderly membership records of the CCVCA. Section leader/block captain activities include membership solicitation/renewal, dues collection, and distribution of the CCVCA directory, newsletters, and notices.

d. Secretary -- The Secretary shall maintain the official records, documents, and files of the CCVCA, which include minutes of meetings of the Directors, Executive Committee, and general membership and shall prepare such official correspondence that may be required and meeting agenda preparations.

e. Treasurer -- The Treasurer shall carry out the respective fiduciary functions identified in Article IV.

Section 503--The Board of Directors may solicit and designate other CCVCA members, as required, to carry out duties and responsibilities identified in Article V.

Section 504--Only members of the CCVCA may be elected to or continue to hold elected office.

Section 505--If a vacancy in the office of the President occurs for whatever reason, the First Vice-President shall serve out the President's unexpired term. In the event that a vacancy occurs in any other office, or if the Nominating Committee is unable to obtain a candidate to fill an expired term, and no candidates are nominated from the floor at the April meeting, the President, with the approval of a majority of the Executive Committee, shall appoint a person to serve out the new or unexpired term. Resignation, failure to pay annual dues, or failure to reside within the boundaries of the CCVCA shall automatically cause the removal of any person holding elected office.

Section 506--The term of office for any CCVCA officer is one year. No officer may serve more than three consecutive terms in one particular office. If an officer has served three consecutive terms in one particular office, there must be a break of at least two terms before he/she may serve in that particular office again.

ARTICLE VI

COMMITTEES

Section 601--The Executive Committee shall be composed of the CCVCA Board of Directors and the Standing Committee Chairs. The Executive Committee shall execute the policy and guidance of the general membership and the CCVCA Board of Directors.

Section 602--The Standing Committee Chairs shall be appointed by the President, upon the approval of a majority of the CCVCA Board of Directors. The Chairs shall appoint their respective committee members.

Section 603--The Standing Committees of the CCVCA and their functions shall be as follows:

- a. Public Service--This committee shall have cognizance over matters pertaining to security and emergency services. The services include but are not limited to Neighborhood Watch and Emergency Medical Service. This committee represents the CCVCA by offering support in cases of serious illness, death, or other personal matters; advises the Executive committee of situations in which additional assistance by the CCVCA should be considered; and establishes liaison with the Fairfax County Police and Fairfax County Fire and Rescue Service.
- b. Schools--This committee advises the Executive Committee regarding school programs and problems, maintains liaison with George Mason University, Robinson Secondary School, Oak View Elementary School and the respective parent teacher organizations.
- c. Newsletter--This committee shall be responsible for publishing the CCVCA Newsletter to keep the CCVCA members informed of all pertinent matters affecting the community.
- d. Beautification--This committee shall promote and oversee beautification activities throughout the neighborhood. It shall focus on maintaining the CCVCA neighborhood signs in an attractive manner, overseeing the maintenance of common areas within the neighborhood, to include the Gadsen Street/University Mall walkway and the park playground area, and recommending areas of the community that need aesthetic attention.
- e. Scholarship--This committee shall represent the CCVCA on the Sideburn Scholarship Committee and will advise the Executive Committee regarding scholarship matters. Reports will be presented at the April general membership meeting.

f. Welcoming Committee--This committee shall contact new households within Country Club View and introduce them to the community and the CCVCA.

g. Website Committee – This committee shall be responsible for the creation and maintenance of a “Country Club View” website to keep residents and others informed of all pertinent matters affecting the community.

h. Events Committee - This committee shall be responsible for the planning of an annual calendar of community-building events, and for administering all logistics necessary to fulfill the execution of the planned events.

i. Past President’s Committee - This committee shall consist of all former Presidents who remain members in good standing of CCVCA. The Chair of the Past President’s Committee shall be a former President of the CCVCA. The Past President’s Committee serves as an advisor to the Board of Directors, and undertakes special projects as assigned by the Board of Directors or the Executive Committee.

Section 604--The President is authorized to establish other committees and appoint committee chairs, with the approval of the Executive Committee, as may be necessary to conduct the business of the CCVCA. The committee chairs shall appoint their respective committee members.

ARTICLE VII

ELECTIONS

Section 701--The election of the officers of the CCVCA shall be held each year in the last week of April. At least twenty-one (21) days in advance of the election day, the Second Vice-President shall compile a list of all member households in the CCVCA having the right to vote for

the election of officers. The Secretary shall notify the membership at least fourteen (14) days prior to election day.

Section 702--The Nominating Committee Chair shall be appointed by the President, with the approval of the Executive Committee. The Nominating Committee shall manage and preside over the election process. It shall consist of at least two (2) members who are not running for office.

Section 703-- A supplement to the notification of the election of officers will be a proxy ballot which may be completed and signed by an adult in the member household and returned in person, by mail, by fax, or by other electronic means (such as e-mail) to the Nominating Committee Chair or the Secretary at least three (3) days prior to the date of the election. The ballot will list the names of the candidates nominated by the Nominating Committee and will provide space for write-in candidates.

Section 704--The election of officers shall be the first order of business at the April meeting of the CCVCA. The Nominating Committee Chair shall read the names of those persons nominated for office by the Nominating Committee. Nominations may then be made from the floor for any office. Nominations shall not require a second. At such time as there are no further nominations from the floor, the Nominating Committee Chair shall entertain motions that nominations be closed. After the election has been completed, the newly elected officers shall conduct such business as may come before the meeting.

ARTICLE VIII

MEETINGS

Section 801--A general meeting of the CCVCA shall be held in the last week of September.

Section 802--In addition to the September and April meetings of the CCVCA, the general membership shall meet as determined by the Executive Committee, or as required elsewhere in these by-laws. The date of that meeting shall be decided by the Executive Committee. The Secretary shall give the membership five (5) days written or electronic notice of the agenda, date, time, and place of each meeting.

Section 803--The Executive Committee shall meet at least once monthly upon the call of the President or a majority of the Executive Committee and notice of the agenda, date, time and place of said meeting shall be given to each member of the Executive committee by the Secretary.

Section 804--Special Meetings of the membership may be called by the President, or by a majority of the Executive Committee, or upon receipt of a written or electronic request made by twenty-five (25) or more separate member households. The Secretary must give the membership five (5) days written or electronic notification of the agenda, date, time and place of such meetings.

Section 805--The President and five (5) members of the Executive Committee shall constitute a quorum at a meeting of the Executive Committee. At a General membership meeting, a total of twenty-five (25) attending member households or their signed proxies received as noted in Sections 703 and 806 shall constitute a quorum.

Section 806--The President, or a majority of the executive committee, may request, in lieu of, or as a supplement to a special membership meeting, a referendum on any issue, except budget approval, by distributing written or electronic copies of the referendum to all CCVCA members fourteen (14) days prior to a specified date. The referendum must be signed by a member in good standing and delivered to the Secretary of the CCVCA at the meeting or mailed, hand delivered, faxed, or sent by other electronic means to the Secretary five (5) days prior to a specified date.

ARTICLE IX

AMENDMENTS

Section 901-- The By-Laws of the CCVCA may be amended at any meeting having a quorum by a two-thirds vote of those present and qualified to vote, provided that the membership had been notified in writing at least fourteen (14) days prior to the meeting. The proposed amendment will be presented to the membership at that meeting.

ARTICLE X

PARLIAMENTARY PROCEDURE

Section 1001--The most current edition of Roberts Rules of Order shall govern the conduct of all meetings of the CCVCA.