



Carlin Hall

BYLAWS  
OF THE  
GLENCARLYN CIVIC ASSOCIATION

(October 2, 1995, Amended June 1, 2021)

## **PREAMBLE**

We, the residents of the Glencarlyn neighborhood, of Arlington County, Virginia, enjoy a proud heritage of over 100 years and by these bylaws desire to perpetuate the unbroken existence of our civic association which originated on February 22, 1893, under the leadership of General Samuel S. Burdett, our first president and great public benefactor.

The Glencarlyn Civic Association is, and shall continue to be, an unincorporated, secular, non-political, non-commercial, non-profit association of residents organized to foster and enhance the civic good, the quality of the lives and property of all its members.

ARTICLE I  
NAME

The name of this organization shall be the Glencarlyn Civic Association of Arlington, Virginia (the Association).

ARTICLE II  
OBJECT AND BOUNDARIES

The object of this Association is to foster and advance the public interest in Arlington, Virginia, and especially in the subdivision known as Glencarlyn and the territory immediately adjacent thereto. The area encompassed by the Association shall include the sub-division of Arlington County, originally known as "Carlyn Springs," as expanded to include the entire area within a line originating at the intersection of the Arlington County line and the south side of Arlington Boulevard; thence eastward along the south side of Arlington Boulevard to its intersection with Carlin Springs Road; thence north along Carlin Springs Road to its intersection with Four Mile Run (Creek); thence south-easterly along the creek bed to its intersection with Long Branch (Creek); thence westward along the creek bed to its intersection at the Arlington County line (near Carlin Springs Road); thence north-westerly along the County line to the point of origin.

ARTICLE III  
MEMBERSHIP

SECTION 1. Any individual residing within the territory named in Article II, or having a business physically located in that territory, is eligible for membership in this Association.

SECTION 2. All individuals and businesses eligible for membership become members upon payment of proper annual dues.

SECTION 3. Attendance at Association meetings shall be open to all persons eligible for membership in the Association and their guests.

SECTION 4. Only adult (18 years and older) members shall vote at Association meetings.

ARTICLE IV  
FEES AND DUES

SECTION 1. The amount of the dues shall be as recommended by the Executive Committee and approved by two-thirds (2/3) of the membership present and voting at an Association meeting.

SECTION 2. Dues are set for households and businesses, not individuals. One payment shall cover all members of a household, including their minors; and the minors, although not voting, shall enjoy all the privileges of membership including service on committees and full participation in association activities.

SECTION 3. The Association's fiscal year shall be July 1, to June 30.

SECTION 4. Annual dues shall be due and payable each July 1.

SECTION 5. Notice of a proposed change in the dues amount must appear in the Association's newsletter one Association meeting prior to a vote.

ARTICLE V  
OFFICERS, DELEGATES, BLOCK CAPTAINS, & AREA CHAIRS

SECTION 1. The officers of the Association shall consist of a President, Vice-President, Secretary, Treasurer, and Newsletter Editor.

SECTION 2. The Association shall be a member of and fully participate in the activities of the Arlington County Civic Federation, and shall furnish the maximum allowable number of delegates to the Federation.

SECTION 3. The Association shall be a member of and fully participate in the activities of the Neighborhood Conservation Advisory Committee, and shall furnish the maximum allowable number of delegates to the Committee.

SECTION 4. There shall be a designated block captain for all blocks within Glencarlyn. The block captains shall deliver copies of the newsletter or other official Association communications to all houses and businesses within their assigned areas; collect dues; provide information on the community to new residents; and provide newsworthy information to the newsletter editor. The newsletter editor will keep the current list of block captains. The membership committee shall be responsible for recruiting volunteers to serve as block captains should a vacancy occur.

SECTION 5. There shall be designated area chairs, the number to be set by the Executive Committee. The area chairs shall be responsible for delivering copies of the newsletter, and any other official Association communications being distributed to all residences and businesses, to their designated block captains, and notifying the newsletter editor should a block captain resign. The membership committee shall be responsible for recruiting a volunteer to serve as area chair should a vacancy occur.

SECTION 6. All officers and delegates shall be elected by this Association at its annual meeting.

SECTION 7. At the Association's regular meeting in March, a Nominating Committee of three (3) Association members shall be elected. It shall be the duty of this Committee to nominate at least one candidate for each office and delegate position. The Nominating Committee shall submit its report in writing to the Association through the Newsletter, or by other appropriate means, and shall report at the annual meeting in May, at which time nominations from the floor shall be permitted with the consent of the nominee.

SECTION 8. All officers, delegates, and alternate delegates shall be elected for a term of one year. The terms for all officers, delegates, and alternate delegates commence July 1, after their election. Officers, delegates, and alternate delegates may be reelected.

SECTION 9. A vacancy in the office of President shall be filled by the Vice-President. If any other vacancy occurs, the President may appoint an Association member to complete the unexpired term.

#### SECTION 10. DUTIES OF OFFICERS.

(i) **PRESIDENT.** The President shall preside at all meetings of the Association and Executive Committee and shall perform such other duties as pertain to this office. The President shall appoint all committee members except the Executive Committee and Nominating Committee unless otherwise directed by the Association. The President may appoint any ad hoc committee members, as necessary.

(ii) **VICE-PRESIDENT.** In the absence of the President, or a vacancy in the office of President, the Vice-President shall perform the duties of the President. The Glencarlyn Day Committee reports to the Vice-President.

(iii) **SECRETARY.** The Secretary shall record the proceedings of the Association and the Executive Committee and shall conduct the correspondence of the Association. The Secretary shall maintain a roll of the officers and delegates, and shall perform such other duties as may be assigned by the President or the Executive Committee. The Secretary shall be the custodian of an official copy of the current and past revisions of the Bylaws, together with all amendments thereto. At the expiration of the term of office, the Secretary shall turn over all books, documents, records, and other property of the Association pertaining to this office to the newly-elected Secretary.

(iv) **TREASURER.** The Treasurer shall receive the funds of the Association and shall disburse moneys authorized by the Association. The Treasurer shall record all moneys and dues paid to the Association, and record all disbursements. A list of paid members shall be maintained by the Treasurer. The Treasurer shall give a financial report at each regular meeting of the Association. At the expiration of the term of office, the Treasurer shall turn over all moneys, books, records, and any other property belonging to the Association to the newly-elected Treasurer.

(v) **NEWSLETTER EDITOR.** The Newsletter Editor shall be responsible for publishing the monthly Association newsletter; shall maintain the files and records of the Newsletter; and shall keep the current list of block captains.

## ARTICLE VI MEETINGS

SECTION 1. The regular meetings of the Association shall be the first Monday of each month October to May (except January, which has no meeting). The September meeting is the first Monday after Labor Day. The regular meetings schedule may be changed by a majority vote of those present at a regular meeting.

SECTION 2. The regular meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers, delegates, and alternate delegates. The September meeting shall be for approving the annual proposed budget.

SECTION 3. Special meetings may be called by the President. Notification in writing, specifying the business to come before the special Association meeting, shall be distributed to the Association members at least five (5) days prior to the special Association meeting.

SECTION 4. A quorum for the transaction of business at any meeting of this Association shall consist of ten (10) members.

ARTICLE VII  
EXECUTIVE COMMITTEE

SECTION 1. There shall be an Executive Committee comprised of the President, Vice-President, Secretary, Treasurer, Newsletter Editor, the delegates to the Arlington County Civic Federation, and the delegate to the Neighborhood Conservation Advisory Committee.

SECTION 2. The Past President is a member of the Executive Committee for the year following incumbency. His or her duties shall consist primarily of advising and assisting the incoming President.

SECTION 3. The Chairperson of any Standing Committee may be invited to attend meetings of the Executive Committee.

SECTION 4. The President may invite other members of the Association to attend the Executive Committee meetings, but they may not vote.

SECTION 5. The Executive Committee shall, unless otherwise directed by the Association, represent the Association in all matters affecting the public interest. It shall consider all matters not herein specifically provided for and have general supervision of the affairs of the Association. It shall perform such duties as are specified in these Bylaws. The Executive Committee shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association. These duties are not intended to supervene the powers and duties of the President.

SECTION 6. The Executive Committee shall have general supervision over the financial and business affairs of the Association including the annual budget. The Executive Committee shall be empowered to authorized expenditures up to one hundred dollars (\$100.00) over and above the budget during any given year, unless otherwise authorized by the Association.

SECTION 7. It shall be the duty of the Executive Committee to meet with the chairpersons of standing committees so that committee work may be coordinated, reports made, and help offered when needed. The Executive Committee shall assist and counsel the President on assignments and referrals to standing and special committees.

SECTION 8. Unless otherwise ordered by the Executive Committee, regular meetings shall be held each month. Special meetings of the Executive Committee may be called by the President.

ARTICLE VIII  
COMMITTEES

SECTION 1. The Standing Committees of the Association are: Audit, Historical, Membership, Special Events, Beautification, and Glencarlyn Day.

SECTION 2. Other committees, as deemed necessary to carry on the work of the Association, may be established by the President.

SECTION 3. AUDIT. It shall be the duty of this committee to audit the financial books at the close of the fiscal year and to present a report to the Association at the September meeting.

SECTION 4. HISTORICAL. It shall be the duty of this committee to collect and prepare any historical items relating to the Association and the Glencarlyn community.

SECTION 5. MEMBERSHIP. It shall be the duty of this committee to actively pursue new members. It shall also determine the eligibility of all applicants for membership in the Association. It also shall be the duty of this committee to update the Glencarlyn directory when authorized by the Association. It also shall be the duty of this committee to recruit volunteers to serve as Block Captain or as Area Chair should vacancies occur.

SECTION 6. SPECIAL EVENTS. It shall be the duty of this committee to coordinate the special events held for the Glencarlyn community. Two of the special events are a Halloween Party and a Holiday Season Social.

SECTION 7. GLENCARLYN DAY. It shall be the duty of this committee to coordinate the Glencarlyn Day activities, including the Friday night activities.

SECTION 8. BEAUTIFICATION COMMITTEE. It shall be the duty of this committee to identify and carry out projects which will enhance the visual appearance of the Glencarlyn community as authorized by the Association. This committee also shall be responsible for maintaining the landscaping around the Glencarlyn identification signs.

SECTION 9. All committees shall promptly consider and report all matters referred to them by the Association, the President, or by the Executive Committee. No committee report shall be published or given publicity prior to its approval by the Association, or the Executive Committee, unless otherwise authorized by the Association.

SECTION 10. Each standing committee will submit to the Executive Committee an annual report. This report will include a statement of income and expenses of the prior fiscal year. It will also include a budget for the next fiscal year. The budget must be approved by the Executive Committee. The due date of the report is to be decided by the Executive Committee.



ARTICLE IX  
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE X  
AMENDMENT OF BYLAWS

These bylaws may be amended by a two-thirds vote of all the members present and voting at any regular meeting, provided, that wording of the proposed amendment shall have been discussed at a previous regular meeting, and that copies of the amendment shall have been available at that meeting. A notice announcing the amendment must appear in the Association newsletter one month prior to voting by the Association. The notice must also include where copies may be available. Copies of the amendment must be available in the Glencarlyn community library.