

ARTICLE I
NAME, OBJECT, AND MEMBERSHIP

Section 1: **NAME:** The name of this association shall be the Bellevue Forest Citizens' Association.

Section 2: **OBJECT:** The object of this association shall be to advance and support all beneficial public interests of this community and of Arlington County.

Section 3: **MEMBERSHIP:**

(a) **Regular Members.** All legal owners and lessees and real property (homes) in Bellevue Forest shall become regular members of this Association immediately upon becoming legal owner of lessees and payment of the required dues and shall enjoy the rights and privileges thereof, including the right to vote and hold office.

(b) **Honorary Members.** The association may accept associate members who shall be entitled to all privileges of the association except the right to hold office or vote.

ARTICLE II
OFFICERS AND COMMITTEES

Section 1: **Officers:** The officers of this association shall be a president, a vice president, a recording secretary, a corresponding secretary, a treasurer, and such other officers as may be provided for by the by laws. Such officers shall be elected at the regular annual meeting and shall hold office until their successors are elected at the next regular annual meeting.

Section 2: **Duties of the President:** The president shall preside at all meetings of the association, shall be a member ex officio of all committees, shall appoint all committees other than the nominating committee, and shall perform all the duties incident to the office. It shall be the duty of the president to sign all contracts and obligations authorized by the association.

Section 3: **Duties of the Vice President:** The vice president, in the absence of the president, shall perform all duties and exercise all powers delegated herein to the president.

Section 4: **Duties of the Recording Secretary and Corresponding Secretary:** The recording secretary shall keep the minutes of the meetings of the association, have custody of the records of the association, other than those of the treasurer, and perform such other duties as the association may direct.

The corresponding secretary shall conduct the general correspondence of the

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of the executive committee, and perform such other duties as the association may direct.

Section 5: Duties of the Treasurer: The treasurer shall have charge of the funds of the association and shall collect and receive all moneys and deposit the same in a bank with shall have been previously selected by the association. The treasurer will disburse as directed by the president or executive committee. The executive committee is authorized to make all necessary emergency expenditures and the treasurer shall make an annual report of all expenditures on behalf of the executive committee.

Section 6: Executive Committee: There shall be an executive committee, composed of the president, vice president, immediate past president, secretaries, and treasurer of the association and eight additional members who shall be delegates and alternatives to the Civic Federation and who shall be elected in the same manner as the officers.

The executive committee shall appoint the nominating committee, and shall to the extent permitted by law and the constitution and by laws of this association, exercise all the powers inherent in this association. Meetings of the executive committee shall be held as provided in the by laws.

Section 7: Nominating Committee: A nominating committee consisting of at least five and not more than twelve active regular members, selected by the executive committee from different sections of the community, shall act as a nominating committee. The president shall appoint one of the members of the nominating committee as chairman of such committee. The duties of this committee shall be those normally performed by nominating committees.

Section 8: Delegates to the Arlington County Civic Federation: There shall be as many delegates of the Bellevue Forest Citizens' Association to the Arlington County Civic Federation as are permitted by the constitution and by laws of the Federation, and there shall be one alternate for each such delegate. The delegates and alternates to the Federation shall be elected at the regular annual meeting of the association in the same manner as are the officers of the association. In the event an elected delegate does not serve out the term for which elected, the president shall appoint a qualified member of the association to serve as delegate for the balance of such term.

ARTICLE III
MEETINGS, NOTICE AND QUORUM

Section 1: Annual Meetings: The annual meeting of the association shall be held between March 1 and June 1 of each calendar year; date, time and place to be decided by the executive committee, written notice of which will be furnished to the members at least fifteen (15) days prior to the date thereof.

Section 2: Special Meetings: Special meetings of the association may be called by the president, or upon his refusal so to do, by the secretary upon the written request of fifty (50) members in good standing of the association. All members shall be notified of special meetings so called, at least five days in advance, the notice to specify the time, place, and purpose thereof. A written notice mailed to a member at the address appearing on the books of the association at least six days prior to the date of such meeting shall be deemed a complete compliance with the notice herein required.

Section 3: Quorum: Ten per centum of the regular members in good standing shall constitute a quorum at any general or special meeting.

ARTICLE IV
DUES

Section 1: Dues: Membership dues in the association shall be as established by the executive committee, at a per annum rate per household, payable in advance on or before July 1st of each year.

ARTICLE V
PROCEDURES AT MEETING

Section 1: Robert's Rules of Order shall govern the procedure of all meetings where the same is not in conflict with the constitution and by laws of this association.

ARTICLE VI
INITIATION AND AMENDMENTS

Section 1: Initiation: This amended constitution and by laws will become effective upon written submission to the association membership, and upon receipt of written affirmative response by a majority of no less than ten percent of the regular members in good standing.

Section 2: Amendments: This constitution and by laws may subsequently be amended by a majority vote of the regular members in good standing. The president may call for the vote by written ballot.

Bylaws of the Bellevue Forest Citizens' Association

EXECUTIVE COMMITTEE: (1) Regular meetings of the executive committee shall be held at the times and places designated by the president in a notice of the meetings. (2) Special meetings of the executive committee shall be called by the corresponding secretary, at the direction of the president, at a time and place to be designated in the notice of the meeting. (3) The executive committee shall fill all vacancies in the elective offices, except the office of president, and all vacancies in the nominating committee. (4) Any member of the executive committee unable to attend a meeting may give a written proxy to any member of the Association in good standing to vote in his place. (5) A majority of the members of the executive committee shall constitute a quorum. Less than a quorum may adjourn the meeting to a fixed time and place, no further notice of any adjourned meeting being required.

ELECTIONS: The retiring president shall be in charge of the election of officers of the association, the elective members of the executive committee and the elective delegates to the Arlington County Civic Federation. The persons standing for election to each office shall be those proposed by the nominating committee and those nominated from the floor whose nominations are seconded by two members of the association in good standing. Voting shall be by written ballot or by show of hands, whichever the president shall direct. Only those members of the association in good standing and present at the regular annual meeting of the association may vote. Any person receiving a majority of the votes of those members present and voting shall be elected. In the event no candidate receives a majority of the votes cast for any office, a run off vote shall immediately be taken on the two persons receiving the greatest number of votes.

DEFINITION OF THE GEOGRAPHICAL AREA INCLUDED IN THE BELLEVUE FOREST CITIZENS' ASSOCIATION: The geographical boundaries of the Bellevue Forest Citizens' Association shall be as follows: (1) On the west, Military Road, but including only the houses on the east side thereof; (2) On the south, Donaldson Run; (3) On the north, Gulf Branch; and (4) On the east, the Potomac River; With the following additions: (a) Beechwood Circle; all houses on both sides of Beechwood Circle, including those between Military Road and Beechwood Place. (b) West side of Military Road; the houses at numbers 3106, 3110, 3116, and 3118.