



FENWICK PARK CIVIC ASSOCIATION

Bylaws

APPROVED AND ADOPTED ON JANUARY 21, 2025

BYLAW ONE: OFFICES

The principal office of the association in the Commonwealth of Virginia shall be located at the home of the president of the association, Falls Church, County of Fairfax.

BYLAW TWO: PURPOSES AND OBJECTIVES

The purpose and objectives of the association are as follows:

- a. To develop a community, which provides its residents a safe, healthful, and harmonious living environment.
- b. To promote the collective and individual property and civic interests and rights of all persons, firms, and corporations residing in or owning property in Fenwick Park.
- c. To aid and cooperate with the members of this association and all appurtenant to their property as are now in existence, as well as any other conditions, covenants, and restrictions as shall be hereafter be approved, and to counsel with the planning commission and zoning commission having jurisdictions in relations to any zoning that may affect any portion of the subject property.
- d. In general, but in connection with the foregoing, to do any and all things necessary to promote the general welfare of the residents and owners of any portions of Fenwick Park and their property interests therein.
- e. To arrange social and recreational functions for its members.
- f. To exercise any and all powers that may be delegated to it from time to time by the owners and residents of residential real property in the tract.
- g. This association shall not engage in political activity or pursue political purpose of any kind of character.

FPCA Email: hello@fenwickpark.org

FPCA Website: <https://fenwickpark.org/>

FPCA (private) Facebook Group: <https://www.facebook.com/groups/fenwickpark>

- h. On dissolution, the assets of this association may be distributed only to sec. 501(c)3 charitable organizations or sec. 501(c)4 social welfare organizations located in Fairfax County, Virginia.

BYLAW THREE: MEMBERS

- a. Class of members: The association shall have one class of member. A member is defined as one household per address. The qualifications and rights shall be as follows:
 - I. Every owner of a residential unit in Fenwick Park shall be qualified for membership.
 - II. Any tenant residing in a residential unit in Fenwick Park shall be qualified for membership.
 - III. Membership in good standing shall be achieved once payment of annual dues is made. Membership dues shall be collected at the January meeting and throughout the membership year, shall cover membership from January 1 through December 31 of each year. Dues shall not be prorated.
- b. Voting Rights: Each member in good standing shall be entitled to vote on each matter submitted to a vote of the members.
 - I. At membership meetings all votes shall be cast in person, or by proxy registered with a member of the Board of Directors.
 - II. The Board of Directors is authorized to establish regulations providing for voting by mail if and when it deems appropriate and under circumstances determined by the Board of Directors.

BYLAW FOUR: MEETING OF MEMBERS

- a. Annual Meeting: annual meetings of members for the purpose of hearing reports from all officers and standing committees and for electing officers shall be held in January of each year. The Board of Directors shall fix the time and place.
- b. Regular Meetings: In addition to the annual meeting, regular meetings of the members shall be held at such times and places as shall be determined by the Board of Directors.
- c. Special Meetings: special meetings of the members may be called by the Board of Directors or by no less than 10 percent of the membership. The president will call a special meeting of the members within 14 days of the receipt of the

aforementioned petition if requested by not less than 10 percent of the membership.

- d. Notification: meeting notices will be posted at conspicuous locations within Fenwick Park for not less than seven days prior to each meeting, and by other means as deemed appropriate by the Board of Directors. Signs may not be posted in a manner that impedes or distracts from any official traffic control device or sign.
- e. Quorum: Five percent of all possible votes that may be cast shall constitute a quorum at any meeting of the members. In the absence of a quorum, a simple majority of the members present may adjourn the meeting without further notice.

BY LAW FIVE: BOARD OF DIRECTORS

- a. Officers: the officers of the association shall be president, a vice president, a secretary, and a treasurer, providing that the Board of Directors may from time to time name committee chairperson and constitute to fulfill special functions. These chairpersons will not be voting members of the Board of Directors, but may attend board meetings in an advisory capacity if so requested by the Board.
- b. Qualifications and Methods of Election: The officers shall be members in good standing, shall serve as directors, and shall serve for a term of one year, or until other successors are elected. Present and past officers are eligible for re-election.
- c. President: the president (or in their absence, another designated board member) shall preside at all meetings of the association and the Board of Directors; shall exercise general supervision for the affairs and activities of the association. The president shall serve as a member ex officio of all standing and other committees which may be formed.
- d. Vice President: The vice president shall assume the duties of the president during his/her absence, or if the post of the president is vacated at any time except at the close of the membership year.
- e. Secretary: the secretary shall take the minutes of the meetings of the association and of the Board of Directors, which shall be an accurate and official record of all business transacted. The secretary may arrange for a substitute minute-taker at any meeting with the approval of the Board of Directors. The secretary shall serve as an ex officio member of the Communications Committee.

- f. Treasurer: The treasurer shall receive all association funds, keep them in a bank approved by the Board of Directors, and pay out funds as approved by the members for any reason or by the Board of Directors for administrative and other expenses.
- g. Vacancies: A vacancy in an office for any reason may be filled by election of new officers by the general membership for the unexpired portion of the term. One of the currently serving directors may assume temporarily the duties of any vacant office until filled permanently at a meeting of the membership.

BYLAW SIX: DUES

The annual dues shall be the same for each member and shall be twenty dollars (\$20) per year. The amount of annual dues will be presented by the Board of Directors to the membership at the first meeting of every year. No increase above five dollars (\$5) per year may be determined without two-thirds of the members present at the meeting voting to approve such an increase.

BYLAW SEVEN: FISCAL YEAR

The fiscal and membership year of the association shall be from January 1 through December 31 of any year.

BYLAW EIGHT: COMMUNICATIONS

- a. Communications methods with the membership shall include printed and electronic means that take into account varying comfort levels with an ever-evolving list of communication options.
- b. Notification: meeting venues will be posted at conspicuous locations within Fenwick Park for not less than seven days prior to each meeting, and by other means as deemed appropriate by the Board of Directors.
- c. Signs may not be posted in a manner that impedes or distracts from any official traffic control device or sign.

BLAW NINE: AMENDMENTS

Any proposed amendment to these Bylaws may be submitted in writing at or before the January meeting of the members of the association. Such proposed amendments shall be reviewed by a review committee composed of at least three members of the Board of Directors with their recommendations voted upon at the next general membership

meeting. A proposed amendment shall become effective when approved by a two-thirds majority of the members present and entitled to vote.

BYLAW TEN: PARLIAMENTARY AUTHORITY

The latest edition of Martha's Rules of Order will be the parliamentary authority used to govern the conduct of the association.