

Constitution of the Old Town Residents Association

1. Name. The Name of this organization shall be Old Town Residents Association and shall be commonly known as OTRA.
2. Purpose. Old Town Residents Association shall serve as a neighborhood association for residents of the Old Town area, by exploring, articulating, facilitating, and advocating the interests of the neighborhood.
3. Neighborhood. The Old Town neighborhood within the City of Takoma Park, Maryland, represented by the Association, is generally bounded by the District of Columbia, Piney Branch Avenue, Philadelphia Avenue, Carroll Avenue and Laurel Avenue.
4. Membership. Any person of at least high school age, who resides in the Neighborhood, may become a Member of the Association by signing a membership declaration and providing a mailing address within the Neighborhood to the Association's Secretary. Payment of annual dues shall be required for membership in good standing and the privilege of one vote on any matter presented at membership meetings.
5. Voting. Decisions of the Association shall be reached through consensus whenever possible. If necessary, decisions will be reached by voting by members in good standing.
6. Officers. A. Officers shall be members of the Association. B. All offices shall conclude at midnight on 31 December. C. An individual may serve more than one term. D. No individual may serve simultaneously in two offices, unless one of the offices is as temporary acting-officer. E. In calculating the term of Officers elected initially upon ratification of this Constitution, the fraction of a year of initial service shall count as a "year." F. When any office becomes vacant, an election to fill the term of that office shall be held within 60 days. G. During the vacancy of an office, the President may name an acting officer.
7. President.
 - A. The chief coordinating officer of the Association shall be the President.
 - B. The President is responsible for the overall harmony, efficiency, and integrity of the operations of the Association.
 - C. The President shall preside at meetings of the Association.
 - D. The President shall preside at meetings of the Executive Council.
 - E. The President may designate persons to represent the Association at specific meetings or organizations.
 - F. The President shall issue an annual report on the status and activities of the Association.
 - G. The term of the President shall be one (1) year.

8. Vice-President.
 - A. The Vice-President shall exercise the duties of the President in the absence of the President.
 - B. The term of the Vice-President shall be one (1) year.
9. Secretary.
 - A. The Secretary shall maintain the roster of members of the Association.
 - B. The Secretary shall record, distribute, and maintain the minutes of the organization.
 - C. The Secretary shall maintain the documents and official correspondence of the Association.
 - D. The Secretary shall notify members of the Association's meetings, call for agenda items, and distribute the agenda for such meetings.
 - E. The term of office of the Secretary shall be three (3) years.
10. Treasurer.
 - A. The Treasurer shall receive and maintain the Association's funds, whether obtained from donations, grants, sales, or other sources, and shall pay the Association's bills from the treasury.
 - B. The Treasurer shall issue an annual report on the financial status of the Association.
 - C. The term of office of the Treasurer shall be three (3) years.
11. Executive Council. A. The Officers of the Association, as listed in this Constitution, Articles 6-11, shall constitute the Executive Council. B. The Executive Council shall have broad responsibility for the drafting, review, and implementation of policies on behalf of the Association.
12. Meetings.
 - A. Regular Meetings of the Association shall be held at least four (4) times a year.
 - B. Attendance and participation in the Meetings is open to all residents of the Neighborhood, whether members or not; however, only members in good standing may vote.
 - C. The quorum for business at a meeting is nine (9) members.
 - D. The President or Executive Council may call special Meetings of the Association upon timely notice to the Membership.
13. Committees.
 - A. The Executive Council may appoint and Editor and committees, with designated term of office, to explore special topics on behalf of the Association.
 - B. Committees shall report to a designated officer.
 - C. All members of a Committee shall be members of the Association.

14. Impeachment.

- A. An officer may be impeached from office for gross incompetence, fraud or high crimes, or malicious and flagrant violation of the Constitution of the Association.
- B. A bill of impeachment, signed by at least one-third of the members in good standing of the Association shall be acted on at a meeting of the Association, provided that the motion has been circulated in the official agenda.
- C. A two-thirds vote is required to dismiss the officer.

15. Amendment. This Constitution may be amended by a two-thirds vote at a regular meeting of the Association, provided that the motion has been circulated with sufficient notice.

16. Dissolution. This Association may be dissolved by a two-thirds vote at a regular meeting of the Association, provided that the motion has been circulated with sufficient notice.

17. Ratification. This Constitution shall come into effect upon a two-thirds vote of residents of the Neighborhood in attendance at a Ratification meeting.

Adopted and Ratified
OCTOBER 28, 2004