

# BRADDOCK DISTRICT COUNCIL OF COMMUNITY ASSOCIATIONS, INC.

## BYLAWS

### Article I – Name

The name of this organization shall be the Braddock District Council of Community Associations, Inc. This shall be abbreviated as the BDC, and herein referred to as the “Council.” This organization has been incorporated under the laws of the Commonwealth of Virginia and is a designated 501(c)(4) organization under Internal Revenue Service regulations.

### Article II – Purpose

Section 1 – The purposes of the Council shall be to collectively represent the interests of community associations that are members in good standing that lie within the Braddock Magisterial District (hereafter Braddock District), to facilitate cooperation and coordination between community associations of the Braddock District, and to provide a path of communications between associations and officials/elected representatives for the Braddock District – both as part of normal business and for disaster preparedness purposes, if necessary.

Section 2 – The goal of the Council is to promote the civic, community, and general welfare of the citizens therein. The Council reserves the right to advocate or oppose any legislation or other proposals affecting the welfare of the Braddock District and to represent those views to appropriate bodies.

Section 3 – The Council shall be strictly nonpartisan and nonsectarian.

### Article III – Membership

Section 1 – Membership in the Council is open to all civic associations, homeowner associations, and condominium associations located in, or partly in, the Braddock District. These groups are referred to in these by-laws as "associations." The membership period shall be from July 1 through June 30 each year.

Section 2 – Associations in good standing shall have voting strength in Council matters as follows:

- (1) Associations representing fewer than 100 housing units shall have one vote;
- (2) Associations representing 100-500 housing units shall have two votes;
- (3) Associations representing 501-1,000 housing units shall have three votes; and
- (4) Associations representing more than 1,000 housing units shall have four votes.

Section 3 – To the extent practicable, a current list of associations in good standing shall be maintained as an appendix to these bylaws.

### Article IV – Finance

Section 1 – The annual dues, payable as of July 1 of each year, will provide the association voting strength through June 30. Adjustments to amounts of annual dues will be calculated by cost per

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number of votes, and maintained as an appendix to these bylaws. The amount of annual dues will be decided at a Council meeting in the previous year.

Section 2 – Nonpayment of dues automatically deprives a member association of voting membership in the Council for that membership year until the dues are paid.

Section 3 – The fiscal year for the Council shall be July 1 through June 30. The Executive Committee of the Council, as defined in Article IX, Section 4, shall present a recommended budget for the forthcoming fiscal year at the Annual Meeting in September which the Council may adopt as presented or amend before adoption. Amendments to the fiscal year budget may be considered at any Council meeting during the year.

### Article V – Officers

Section 1 – The elected officers of this Council shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The term for each officer will be one year, from the end of the meeting in June to the end of the meeting the following June.

Section 2 – All elected officers must be residents of the Braddock District and reside in associations that are in good standing with the Council.

Section 3 – No person shall be eligible to serve more than four (4) terms consecutively in any one (1) elected office.

### Article VI – Duties of Officers

Section 1 – The Chairperson shall be the executive officer of the Council and shall preside at all regular and special meetings but shall vote only in the case of a tie. If the Chairperson is a member of an association in good standing, the Chairperson may cast the number of votes prescribed for that association in Article III, Section 2, of these bylaws unless those votes have been or will be cast by the authorized voting representative of that association. The Chairperson shall appoint the Chairpersons of the standing committees.

Section 2 – The Vice Chairperson assists the Chairperson in discharging his/her duties and, in the absence of the Chairperson, shall perform the duties of the Chairperson.

Section 3 – The Secretary shall keep correct and complete records of the proceedings of the Council, and shall electronically archive copies of all correspondence, notices, contact information for representatives from member associations, to include their email addresses, and all other communications. Council records shall be open to the public. The Secretary shall preside at meetings of the Council in the absence of both the Chairperson and the Vice Chairperson.

Section 4 – The Treasurer shall be responsible for the receipt and accounting of dues and shall maintain a record reflecting the identity of association members in good standing. All funds accruing to the Council shall be deposited in a bank, savings and loan association, or credit union as determined in the Council's designation of depository and signatories. All expenditures shall be

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authorized by the Chairperson, or, in the absence of the Chairperson, by the Vice Chairperson. All checks or drafts shall be signed by the Treasurer, or, in the Treasurer's absence, by the Secretary.

The Treasurer shall render a report of the financial status of the Council, its receipts and disbursements, at the Annual Meeting of the Council in September, or upon the request of any member of the Council.

The Treasurer shall maintain a current list of dues paid by member associations, their presidents and other authorized voting representatives.

### **Article VII – Election of Officers**

Section 1 – Council officers shall be elected at the June meeting. Nominations from the floor may be made following the listing of the nominee for each office selected by the Nominating Committee. The newly elected officers shall take office at the conclusion of the meeting in June.

#### Section 2 – Process for Voting

1. Call for recognition of each association present.
2. Verification that each association is in good standing with the Council.
3. Association members present are informed of the number of votes they have.
4. Introduction of slate of candidates presented by the Nominating Committee.
5. Recognition of nominations made from the floor.
6. Candidates allowed up to two (2) minutes to make remarks.
7. Call for the vote.
8. Tallying of the vote.
9. Announcement of winner for each position.

Section 3 – If a Council officer vacates his or her position prior to the end of the term, the interim vacancy shall be filled at the next regular meeting following nominations from the floor.

Section 4 – Any elected officer may be removed from office if supported by two-thirds (2/3) of the votes cast by representatives of association members in good standing and who are present at a Council meeting or have provided their vote electronically in a manner determined by the Board, provided that written notice of the proposed action has been circulated to each member association in good standing at least five (5) days prior to the meeting.

### **Article VIII – Meetings of the Council**

Section 1 – The Annual Meeting of the Council shall be held in September of each year.

Section 2 – In addition to the Annual Meeting in September, regular meetings of the Council shall be held as determined by the Council Officers, but not less than four (4) times a year. The time and place of all meetings shall be posted on the organization's website and distributed to association members at least five (5) days prior to any meeting.

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Section 3 – Special meetings of the Council may be called by the Chairperson, or upon the request of 20 percent of the member associations. The Chairperson shall notify the membership as to the time and place of such meetings, and the nature of the business to be considered, at least five (5) days prior to the meeting.

Section 4 – The business at special meetings shall be limited to the purpose for which the meeting was called.

Section 5 – At least two-thirds (2/3) of the votes cast by representatives of association members in good standing, who are either present at a Council meeting or have provided their vote electronically in a manner determined by the Board, shall be required to decide an action.

### **Article IX – Standing Committees**

Section 1 – The Membership Committee, in coordination and consultation with the Treasurer, shall develop and maintain an accurate and complete list of associations in the Braddock District, and solicit applications from them for membership in the Council.

Section 2 – The Communications Committee shall develop and execute plans to facilitate communications, through all available media and channels, among associations in the Braddock District in accordance with Article II of these bylaws.

Section 3 – The Programs Committee shall plan and coordinate activities at Council meetings that promote the civic, community, and general welfare of the citizens of the Braddock District. These activities may include community workshops and briefings by officials and elected representatives for the Braddock District.

Section 4 – The Executive Committee shall be composed of the officers of the Council and the Chairpersons of the Membership, Communications, and Programs committees. The Executive Committee shall present a recommended budget for the forthcoming fiscal year in accordance with Article IV, Section 3, of these bylaws.

Section 5 – The Nominating Committee shall present a list of nominees for the elected offices by electronic distribution to all member associations in good standing at least ten days prior to the election at the June meeting. This Committee shall have no fewer than three (3) members, appointed by the Council Chairman, representing three member associations.

Section 6 – The Awards Selection Committee, in coordination with the Office of the Braddock District Supervisor, shall solicit and receive nominations between October 1 and April 30 annually for the Best of Braddock Awards. The Committee will evaluate nominations during May and selected recipients shall be announced at the June Council meeting each year. The Supervisor shall notify each winner prior to the June meeting. A formal presentation shall be made in July at the Council's Best of Braddock Awards celebration and the Braddock District's annual summer picnic co-sponsored by the Braddock District Supervisor and the Council. This Committee shall have no fewer

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than four (4) members, three appointed by the Council Chairman, representing three (3) member associations in good standing and one appointed by the District Supervisor.

Section 7 – Other standing Committees may be appointed by the Chairperson, with the approval of a simple majority of votes cast by representatives of association members in good standing and present at a Council meeting. Such Committees may be dissolved at any time by the Chairperson, upon the concurrence of a simple majority vote of votes cast by representatives of community association members in good standing and present at the next Council meeting.

### **Article X – Special Committees**

Section 1 – Either the Chairperson or a majority of the voting membership may require an audit of the books at any time. At the end of each fiscal year, the Council's books shall be audited by an Auditing Committee comprised of two (2) or more members of the Council. The Auditing Committee members shall be selected by the membership, upon the recommendation of the Chairman.

Section 2 – The Chairperson shall have the power to appoint from time to time other special committees for special study of some subject. Unless otherwise extended, each special committee's term expires at the Annual Meeting of the Council in September, or at the discretion of the Chairperson, whichever is sooner.

### **Article XI – Quorum**

The presence of representatives from seven (7) member associations in good standing of the Council shall be required to constitute a quorum at any regular meeting. A quorum shall be necessary to conduct business.

### **Article XII – Procedure at Meetings**

Section 1 – Robert's Rules of Order (Revised Edition) shall be the parliamentary guide and govern the proceedings of meetings when not in conflict with the specific provisions of these bylaws.

Section 2 – The following shall be the order of business at all Council meetings.

1. Call to order
2. Approval of minutes of the previous meeting
3. Report of the Chairman
4. Treasurer's report
5. Unfinished business
6. New business
7. Adjournment

Section 3 – The order of business for regular meetings, other than the Annual Meeting, shall be approved at the beginning of the meeting by a simple majority of votes cast by representatives of member associations present and in good standing.

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### **Article XIII – Amendments**

Section 1 – All proposals to amend these bylaws must be submitted by either of two methods:

1. By resolution in writing offered by any representative of a member association in good standing at a regular meeting of the Council, provided that such resolution is laid on the table until the next regular meeting of the Council;
2. At any regular meeting of the Council, provided the proposed amendment or alteration has been circulated to the membership, in writing, to include electronic message, at least five (5) days prior to the meeting at which the proposed amendment or alteration is to be offered.

Section 2 – At least two-thirds (2/3) of the votes cast by representatives of association members in good standing, who are either present at a Council meeting or have provided their vote electronically in a manner determined by the Board, shall be required to adopt any amendments to these bylaws.

### **Article XIV – Effective Date**

These bylaws are effective as of June 13, 2006, and as they may be amended from time to time pursuant to Article XIII, above.

### **Article XV – Dissolution**

Upon dissolution, the assets of the Council will be distributed to any qualified U. S. Internal Revenue Code Sec. 501(c)(3) charitable organization selected by the Council officers in attendance at a special meeting called for this purpose.

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APPENDIX A

Annual Dues Apportionment as Approved by the BDC Board

Effective July 1, 2013

Number of households in Association/Required Dues

1 to 99	\$25.00*
100 to 500	\$50.00
501 to 1000	\$75.00
1001 +	\$100.00

\* 1 to 24 households can opt to pay \$1.00 per household

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Appendix B

COMMUNITY ASSOCIATIONS OF THE BRADDOCK DISTRICT

Current Associations in Good Standing - Indicated in **BOLD** with Voting Strength  
As of November 13, 2013

\* indicates no prior BDC membership

# indicates no contact information available

**Alden Glen HOA (1)**

**Amanda Woods HOA (1)**

Bailey Place HOA\*

Bartons Grove HOA\*

**Bonnie Brae Civic Association (2)**

Bradfield Homeowners Association #

Braddox Community\* #

Brentwood Civic Association

**Briarwood Court Condo CA (2)**

**Briarwood HOA (2)**

Bristow Village HOA

**Buckner Forest HOA (1)**

**Burke Centre Conservancy (4)**

Burke Cove Condos \* #

Burke Estates HOA\*

Burke Hills Lake HOA

Burke Station Woods HOA\* #

**Burke Village HOA (2)**

**Canterbury Woods CA (3)**

Cardinal Forest Condo OA\*

Cardinal Square Condo OA\*

Carriage Park Condo HOA\*

**Carrleigh HOA (The Elms) (1)**

Cavalcade HOA\* #

Chapel Hill Civic Association\*

Chapel Lake Estates\*

Chapel Ridge\*

**Chapel Square CA (2)**

**Chapel Square West CA (1)**

**Chatham Towne HOA (2)**

**Chestnut Hills West HOA (1)**

Cloisters of Fairfax HOA\*

**Colony Park HOA (2)**

**Country Club View CA (2)**

Country Lane HOA\*

**Croftwood HOA (1)**

Crownleigh CA\*

**Danbury Forest CA (2)**

Deerfield Forest HOA\*

**Dunleigh HOA (2)**

Estates at Leewood HOA\*

Fair Oaks Hill HOA\* #

**Fairfax Club Estates HOA (2)**

Fairfax Gateway HOA\*

Fairfax Hills CA\*

Fairfax Ridge HOA\*

**Fairfax Villa/Cavalier Woods (2) #**

Forest Hill of Fairfax HOA\*

Fox Lair\*

**George Mason Forest HOA (2)**

**George Mason Woods HOA (1)**

Glen Cove CA

Glen Cove HOA\*

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Goins Manor HOA\* #  
**Greenfield Farms HOA (2)**  
Heritage Court Condo OA\*  
Heritage Woods I Condo OA\*  
Heritage Woods South\*  
**Hickory Farms CA (2)**  
**Hillsdale CA (2)**  
Hunters Glen HOA\*  
Huntwood Manor HOA\* #  
Kings Grove HOA\*  
**Kings Park CA (4) #**  
**Kings Park West CA (4)**  
Kings Park West HOA\*  
Kings Park West Townhouse HOA  
**Kingsberry HOA (1)**  
Lafayette Forest Condo OA\*  
**Lake Braddock CA (4)**  
Lake Fairfax Estates HOA\*  
Lakepointe Community Council\*  
Lakepointe Townhomes HOA\*  
Lamarre Drive HOA\* #  
Lee Forest CA\*  
Leehigh Village/Birchtree CA\*  
Lindsay Park HOA\*  
Little River Square Condo OA\*  
**Little Run CA (3)**  
Long Branch CA\*  
Longwood Grove\*  
Longwood Knolls HOA\*  
Marymead HOA\* #  
**Middleridge CA (3)**  
New Lakepointe Townhomes HOA\*  
**North Springfield CA (4)**  
**Oak Hill CA (2)**  
Oakwood Village Condo OA  
**Olde Forge Surrey Square CA (2)**  
Park Glen Heights HOA\*  
Park West CA\*  
Parkside at Fairfax Center HOA\*  
**Pines Fairfax HOA (1)**  
**Queens Gate HOA (1)**  
Random Hills CA\*  
Random Hills Condo OA\* #  
Random Hills Townhouse CA\*  
**Ravensworth Farms CA (3)**  
**Ravensworth-Bristow CA (1)**  
**Red Fox Forest CA (2)**  
Reserve at Martins Pointe HOA\*  
Ridgetop Commons HOA\*  
Roberts Square HOA\*  
Robertson Farm HOA  
**Rutherford CA (3)**  
Shadow Lawn HOA\* #  
Shirley Gate Estates HOA  
Sideburn CA\*  
Signal Hill CA #  
**Signal Hill HOA (2)**  
Signal Hill Mews HOA  
**Somerset South HOA (2)**  
Southport HOA\*  
Starlit Ponds HOA\*  
**Stone Haven HOA (2)**  
**Sycamore Chase HOA (1)**  
Tall Trees South Condo OA  
**The Preserve HOA (1)**  
The Reserve at Fairfax Corner\* #  
**Towns of Wakefield HOA (1)**  
**Truro HOA (2)**  
Twinbrook CA\*  
University Square HOA\*  
Vanda Lane HOA  
Village Park HOA\*  
Wakefield Chapel Woods HOA  
Wakefield Chapel Estates HOA  
Waverlee Woods CA  
Wescott Ridge Master HOA\*

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West Park CA

West Springfield CA\*

Westbrook Condo OA\* #

Weston Hills HOA\*

**Willow Woods CA (1)**

Wood Glen Estates HOA\*

**Woodbury Woods HOA (1)**

**Woodhurst HOA (2)**

Woodland Forest HOA\*

Woodlynne HOA\*

Woodwren CA\*

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