

Constitution of the Salona Village Citizens Association (SVCA)

Article 1. Name.

The name of the organization is the Salona Village Citizens Association (hereafter “SVCA”).

Article 2. Goals.

The goals of the SVCA are to:

- a. Create a non-partisan mechanism for the area served by the SVCA (hereafter “the Neighborhood”) to discuss matters of community concern and, as necessary, to adopt informal or formal positions on such matters, and to communicate such positions to Fairfax County and Commonwealth of Virginia officials and to civic organizations such as the McLean Citizens Association (MCA).
- b. Designate individuals to represent the SVCA on civic organizations such as the MCA.
- c. Promote effective relations between the Neighborhood and 1) the Fairfax County government, especially the Board of Supervisors, the Police Department, and Fire and Rescue, and 2) nearby neighborhoods and their neighborhood associations.
- d. Undertake activities designed to develop and promote a sense of community among the residents of the Neighborhood.

e. Undertake other activities consistent with the above goals.

Article 3. The Neighborhood served by the SVCA.

The Neighborhood served by the SVCA lies to the South of Dolley Madison Boulevard (Rt. 123); East of Chain Bridge Road (Rt. 3547); West of the Ballantrae Farm subdivision; North of the “Hampton” , “McLean Mews” and “Old Dominion Square” townhouse developments and North of Pimmit Run. The SVCA area encompasses Salona Village Sections 1, 2, 3, 4, 6, 7, and 8 as defined by Fairfax County at <https://www.fairfaxcounty.gov/gisapps/DMV/Default.aspx> (Salona Village Section 5 consists of the Langley and Salona Village Shopping Centers). See Appendix – Map of the SVCA Neighborhood.

Article 4. Membership and Dues.

Sec. 1. Each owner-occupied household in the Neighborhood is eligible to become a member of the SVCA. The household may become a member by so indicating to the SVCA and providing the SVCA the owner’s telephone number, email address, and street address. Membership will run from January 1 of one year until December 31 of the following year, and a member may join part-way through a membership year. Each household will have one vote at SVCA meetings and elections. See Article 6, Meetings, and Article 9, Elections.

Sec. 2. Annual dues will be set by the budget adopted by the membership at the first regular meeting of the year.

Article 5. SVCA Officers and their duties.

Sec. 1. The SVCA has four elected officers: a president; a vice president; a secretary; and a treasurer. These officers comprise and are members of the Executive Board of the SVCA. The Executive Board will be responsible for carrying out the functions of the SVCA in the intervals between meetings of the general membership. (See Article 6, Meetings.) The Executive Board will meet on a regular basis at the call of the president. Meetings of the Executive Board shall be open to SVCA members. The Executive Board may also establish procedures deemed necessary to facilitate the conduct of SVCA meetings.

Sec. 2. The president. The president has supervisory authority over the activities of the SVCA, and will normally preside over its meetings, including meetings of the Executive Board. The president will appoint all committees and serve as an ex officio member of each such committee. The president will strive to ensure by the appointment of qualified individuals, that the SVCA is properly represented before official bodies of the of the Commonwealth of Virginia and Fairfax County, the McLean Citizens Association (MCA) and other civic organizations, and to ensure that proper spokespersons represent the interests of the SVCA before the press and the general public.

Sec. 3. The vice-president. The vice-president will act for the president in the absence of the president. Under the supervision of the president, the vice-president will also be responsible for ensuring, through appropriate channels, that the membership is aware of matters of current interest, and for notifying the membership of upcoming meetings of the Executive Board, the annual general membership meeting, and other meetings of the SVCA membership.

Sec. 4. The secretary. At the direction of the president, the secretary is responsible for ensuring that proper records are kept of SVCA activities, including the taking of minutes at meetings of the Executive Board, the annual general membership meeting and other meetings of the membership of the SVCA, and making the minutes available to the membership in a timely manner. The secretary will record the exact wording of all resolutions and other formal actions of the SVCA. The secretary will ensure that all correspondence received by the SVCA, in hard copy or electronic form, is directed to the proper members for action, and that incoming correspondence is responded to in a timely manner. The secretary is responsible for maintaining the SVCA's constitution, in updated form, and to make it available to SVCA members upon request.

Sec. 5. The treasurer. The treasurer is responsible for keeping a full, current record of the SVCA's financial activities, including assets, income, and disbursements. The treasurer

will report on the SVCA's current financial situation at each meeting of the Executive Board and each meeting of the membership of the SVCA, and will ensure that all tax filings for the SVCA are undertaken in a correct and timely manner.

Article 6. Meetings.

Sec. 1.

- a. Annual general membership meeting in January. An annual general membership meeting of the SVCA will be held each January. At this meeting the president will make an annual report to the membership of the activities of the SVCA, and may propose for action such proposals the president deems necessary. Elections as described in Article 9 will take place at this meeting. An agenda of the items to be considered at the meeting, including the slate of candidates for election (see Article 9, Sec. 2), will be provided in electronic or hard copy form, or both, to SVCA members. In addition, the members will have the opportunity to propose and have considered other items of interest to the Neighborhood.
- b. Later annual general membership meeting. In the event that a general membership meeting is not held in January of any year, the president will call for a later annual general membership meeting, at which meeting the activities set forth in Sec. 1a. of this article will take place.

Sec. 2. Other membership meetings. The Executive Board may call other meetings of the general membership as it considers necessary.

Sec. 3. Member-requested meetings. Additional meetings must be called if 10 per cent of the member households submit to the president a signed petition explaining the reasons a meeting is necessary.

Sec. 4. The president may establish any necessary procedural rules for the conduct of meetings.

Sec. 5. In the event that a member household is unable to send a representative member to any meeting, the household may authorize another member household to vote for it by proxy, provided the proxy is in writing and is signed by the member household.

Sec. 6. Scheduling and Announcement. The president, with the advice of the Executive Board, will decide the specifics of date, time, place, and means of announcement for, any membership meetings. The secretary, in consultation with the vice-president, will ensure that the SVCA communicates this information to the membership in a timely manner.

Sec. 7. Quorum. A quorum shall consist of representatives of 10 per cent of the households that have become members of the SVCA. Properly verified proxies count toward the establishment of a quorum.

Article 7. Committees.

Sec. 1. There will be a membership committee, which will be responsible for ensuring the maximum possible participation of the households of the Neighborhood in the SVCA.

Among other things it will lead the effort to communicate with households to encourage them to join and participate.

Sec. 2. The president may establish other committees that are deemed necessary, such as one to deal with community events and one to deal with communications issues. These committees may be of an ad hoc or permanent character.

Article 8. Procedural issues.

The president will preside over all SVCA meetings. This authority includes the right to recognize individuals to speak and to make other decisions designed to conduct a meeting in an orderly and expeditious manner.

Article 9. Elections.

Sec. 1. Regular elections will be held at the annual general membership meeting.

Sec. 2. Nominations. At least two weeks prior to the annual general membership meeting, a proposed slate of officers shall be distributed in electronic or hard copy form to the

membership. The slate will contain only individuals who have agreed to serve if elected. At the annual general membership meeting or other meeting for elections, the slate may be augmented by nominations from the floor.

Sec. 3. Elections at the annual general membership meeting in January. Elections shall be conducted by secret ballot unless there is only one candidate for a post, in which an “election by acclamation” is permitted. When there are multiple candidates for a post, a majority is required to win. If a majority is not obtained on the first ballot, the candidate with the fewest votes will be eliminated and another ballot taken. If necessary, this process will be repeated until someone receives a majority of the votes cast.

Sec. 4. Terms of office. All elected officers serve a one-year term, to run from February 1 of the year after their election to January 31 one year later. In the event that an annual general membership meeting is not timely held, officers may continue in office until a general membership meeting called by the president for an election is held and successors are properly elected and installed. However, in the event of a delayed annual general membership meeting, terms of the officers elected will not run beyond the date on which their terms would have ended had they been elected at a January annual general membership meeting.

Sec. 5. Special elections. If a position on the Executive Board becomes vacant before the annual general membership meeting, and the Executive Board determines that it is impracticable to wait until the annual general membership meeting to fill the position, the Executive Board will fill the position by a simple majority vote of the Executive Board members present at that meeting or by proxy. The person elected in this manner shall serve the remainder of the term of office that was vacated. Such person is eligible to be considered for nomination for regular election to that office.

Article 10. Amendments.

Sec. 1. Proposal and passage. This constitution may be amended at any SVCA membership meeting by a two-thirds vote of members present, providing there is a quorum. To be considered, an amendment must have been proposed by a member, reviewed by the Executive Board at one of its regular meetings, and distributed electronically or in hard copy to the full membership, at least two weeks before the meeting at which it is to be voted on.

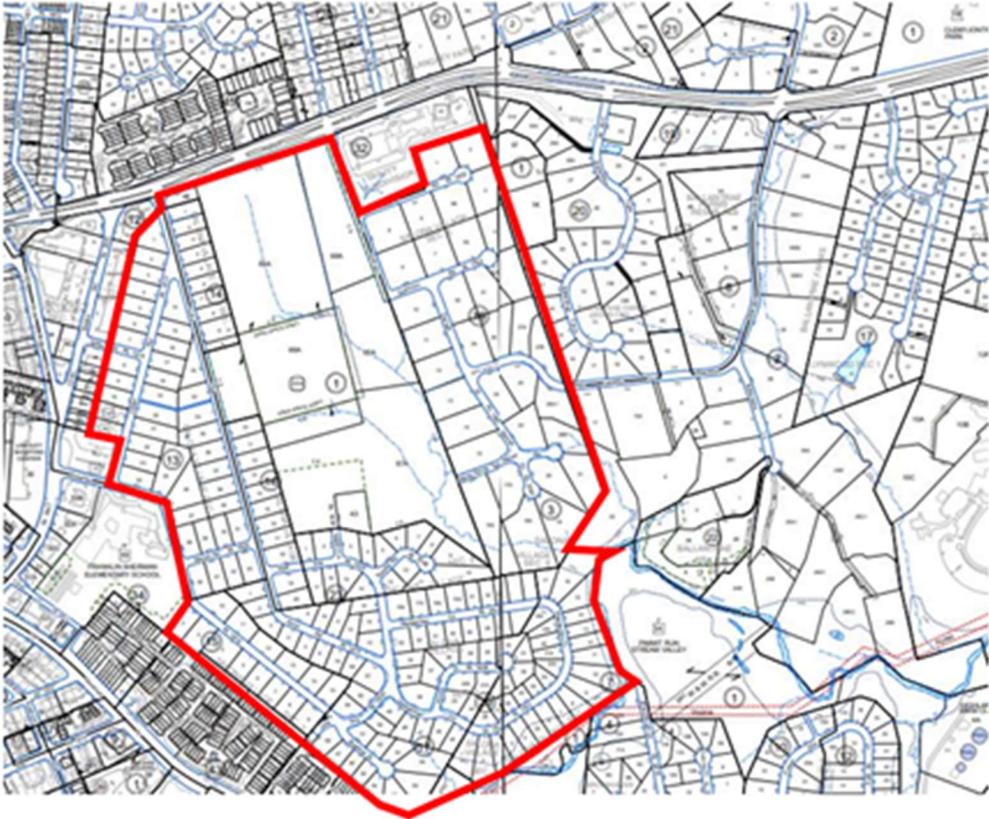
Sec. 2. Posting. If an amendment is passed, the secretary shall post it to the master copy of the constitution and announce the change electronically or by hard copy to the membership. The altered section(s) will be struck out in a manner that leaves the original

legible, and a dated copy of the revised sections will be filed as an insert page (or set of pages) immediately after the page(s) altered.

Article 11. Dissolution.

In the event the SVCA dissolves, funds remaining in the treasury will be donated to the McLean Community Foundation or a similar charitable organization.

Appendix- Map of the Neighborhood



End of the constitution.