

BY-LAWS
BELLAMY WOODS CIVIC LEAGUE

As Amended in Accordance with Membership Vote of December 20, 1993
And As Amended in Accordance with Membership Vote of October 29, 1995
And As Amended in Accordance with Membership Vote of ~~October~~ October 26, 2005

ARTICLE 1 – BOARD OF DIRECTORS AND OFFICERS

A. Board Constituency

The League shall be governed by up to a seven (7) member Board of Directors elected by the general membership. The officers of this League shall be President, Vice-President, Secretary and Treasurer. Their individual duties shall be as specified in the By-Laws of the League. These officers shall be elected by a majority of the Board of Directors at the first meeting of the Board of Directors held after the Annual Meeting. In the event that an officer or Board Member resigns during the year, the President may appoint an interim officer or Board Member to serve temporarily until the next general election. [Amended October 2005].

B. Duties of the Officers

President: The President shall preside over all meetings of both the Board of Directors and the general membership. S/he may act as a committee member of all committees if desired. S/he shall report to the general membership all activities of the Board of Directors and Committees. Additionally, s/he shall serve as the Assistant Neighborhood Watch Coordinator for the Bellamy Woods subdivision in compliance with the City of Virginia Beach police structure of the Neighborhood Watch Program.

Vice-President: The Vice-President shall assume the duties of the President in the absence of the President.

Secretary: The Secretary shall take minutes at all meetings of the Board of Directors and the general membership, and shall be responsible for maintaining a copy of all League correspondence.

Treasurer: The Treasurer shall maintain the funds for the League. S/he shall: (1) establish and maintain a checking account; (2) balance the books; (3) collect dues; and (4) report all financial transactions to the general membership as necessary. S/he shall prepare an annual financial summary for the presentation at the Annual Meeting. At a minimum, such summary shall include: (1) a “profit and loss” statement showing income from each source category (e.g. dues, interest, social events) and expenditures for each disbursement category; and (2) a balance sheet. [Amended October 2005].

All: All officers shall report to the general membership as necessary. All officers and other non-officer members of the Board must attend at least 50% of all Board meetings. The Board shall prepare an annual written operating budget. [Amended October 2005].

C. Nominations

A Nominating Committee shall be appointed by the Board each September of an Election Year. The Nominating Committee shall consist of at least three members, one of whom shall be the League President. The other two members may or may not be Board members, at the discretion of the Board. The Nominating Committee shall solicit nominations from the general membership and propose candidates for each office to the Board of Directors for approval. A list of the proposed candidates shall be publicized in writing at least 7 days before the election is held. [Amended October 2005].

D. Elections

Elections will be held in the Fall of each Election Year at the annual meeting of the general membership or as designated by the Membership. Nominations for any office will be accepted from the floor. [Amended 10/29/95]. [Amended October 2005].

E. Term of Office

Board members shall serve 3 year terms. Newly-elected Board members shall take office in January. At the first meeting of the Board of Directors, the Board shall select among themselves the four officers, each of whom shall serve up to three years in that office. Board members are eligible for re-election to the Board. [Amended 10/29/95]. [Amended October 2005].

ARTICLE II – COMMITTEE CHAIRS

A. Selection

Committee chairs shall be volunteers appointed by the Board of Directors. Co-chairs for a particular committee may be appointed as appropriate.

B. Duties

Committee chairs shall preside at all meetings of their respective committees. Committee chairs shall attend all meetings of the general membership or the Board of Directors at which a report of the activities of their committee is required.

ARTICLE III – COMMITTEES

Block: The Committee shall distribute newsletters and special notices. They shall also serve as a hospitality representative for the Civic League to welcome all newcomers to the neighborhood, inform them of the presence and schedule of the League, and present each new household with a copy of the Constitution, By-laws and telephone list as soon as practicable after that household moves into the area, and perform other duties as may be designated

Adhoc - Committees may be appointed as necessary including Community Appearance Committee, Protection of Property Investments Committee, and Safety/Neighborhood Watch Committee. [Amended October 2005].

ARTICLE IV – MEETINGS

A. Board of Directors

The Board of Directors shall meet a minimum of three times per year. Additional meetings of the Board may be called at any time by: (1) the President of the League; (2) any two members of the Board; (3) any three households. [Amended October 2005].

B. General

A meeting of the general membership shall be held at least twice per year, one of which shall be the annual meeting at which elections are held if it is an Election Year. Additional meetings may be held at any time as determined by the Board of Directors, or upon the request of any three households. An operating budget shall be presented at the annual meeting for approval by the membership. [Amended October 2005].

C. Quorum

- 1. Board of Directors:** A majority of the members of the Board of Directors shall constitute a quorum of the Board. A majority vote of the quorum shall be necessary to pass a motion.
- 2. General Membership:** A majority of the members present and in good standing plus at least two members of the Board of Directors (one of whom shall be either the President or Vice-President) shall constitute a quorum for the transaction of business at any general membership meeting of the League. [Amended October 2005].

D. Notices of Meeting

- 1. Board of Directors Meetings:** Board members must be notified at least 24 hours in advance of any special meetings called by the President or other Board Members, and at least seven (7) days in advance of any special meetings called by three households as authorized by Article IV.A.
- 2. General Membership Meetings:** The annual meeting at which elections are held must be publicized a minimum of seven (7) days in advance. All other general meetings must be publicized at least 48 hours in advance. Publication may be by Newsletter, flyer, posted signs, telephone or any other good-faith means designed to notify every member household of all general meetings, particularly those at which a vote is to be taken.

ARTICLE V - DUES

Annual dues shall be proposed by the Board of Directors according to the needs of the League and approved by the general membership in accordance with the quorum and voting provisions in Article IV. Dues shall be payable to the League. Members in arrears shall not be allowed to vote until such time as their dues are paid. [Amended 10/29/95]. [Amended October 2005].

ARTICLE VI - VOTING

Voting may be by voice, show of hands or ballot, as appropriate. Absentee ballots will be accepted, as well as proxies. If it appears that the general membership did not receive adequate notice of the meeting at which a motion is to be voted upon, at the sole discretion of the President or Presiding Officer, the voting may be postponed.

ARTICLE VII – AMENDMENTS

Amendments to the By-Laws may be made provided that proposed amendments are publicized in writing at least 7 days before a vote is taken. A majority of the votes cast is necessary to approve any amendment to the By-Laws.

ARTICLE VIII – POLICY

This Civic League shall be operated strictly along democratic lines, having no political affiliations and shall be non-sectarian in the matter of religion.

ARTICLE IX – ORDER OF BUSINESS

All general meetings shall include the following items:

1. Meeting called to order.
2. Reading of the minutes of the previous meeting.
3. Communications from outside the League.
4. Reports from the Officers and Committees
5. Unfinished business.
6. New business.
7. Program.
8. Elections and installations (when necessary).
9. Adjournment.

[Amended October 2005].