

# **BYLAWS OF THE HOMESTEAD CIVIC LEAGUE OF THE CITY OF VIRGINIA BEACH, VA**

## **PREAMBLE**

We the residents of the Homestead neighborhood, Virginia Beach, Virginia have banded together to form the Homestead Civic League (hereafter referred to as the "Civic League") to promote the welfare of the residents of our community.

## **ARTICLE I. NAME**

The name of the organization shall be the Homestead Civic League.

## **ARTICLE II. PURPOSE**

### Section I.

The Civic League shall be a nonprofit organization, operated exclusively for the purposes beneficial to the interests of the residents of Homestead. All executives of the Civic League shall serve without compensation from the organization. No part of the income from the organization shall inure to the benefit of any individuals.

### Section II. The objectives of the Civic League:

- A. To unite the people of our community in the bonds of friendship and citizenship.
- B. To create and foster the spirit of consideration among the people of our community.
- C. To discuss the problems of the people of our community and to possibly assist them in solving their problems.
- D. To provide occasional forums for full and free discussion of civic and governmental questions.
- E. The league shall be non-sectarian and non-partisan.

## **ARTICLE III. MEMBERS**

Residents living in a home within the boundaries of the Homestead neighborhood are eligible for membership. Membership requires that annual dues be paid per household. A resident may attend league meetings without paying dues, but will not have any voting power.

The boundaries of the Homestead neighborhood are defined in the Addendum to these Bylaws.

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## **ARTICLE IV. EXECUTIVE COMMITTEE**

### Section I. Composition

The Executive Committee shall be composed of four Officers. Its duties shall be to administer the affairs of the Civic League as determined in regular or special meetings.

### Section II. Titles

The Executive Committee of the Civic League shall be the President, Vice-President, Secretary, and Treasurer

### Section III. Duties of Officers

The President shall preside at all meetings of the Civic League. He/she shall appoint Committee chairpersons for the various functions outlined herein as he/she deems advisable. The chairperson of all such committees shall appoint members to carry out the purpose for which the committee was formed.

The Vice-President shall assume the duties of the President in his/her absence. He/she shall assume the duties of the Treasurer in the event of his/her absence.

The Secretary shall record and file the attendance and minutes of all Civic League meetings, maintain the membership database, conduct the Civic League's correspondence and maintain a file of the Civic League's records and documents, including the following: attendance, minutes, newsletters, bylaws, correspondence, and other such documents as may be required. He/she shall ensure that the directories and newsletters are processed as directed.

The Treasurer shall administer the Civic League's financial matters, keep complete and accurate records and submit a written treasurer's report at every meeting. He/she shall: receive all monies due to the Civic League and deposit them in the checking account; pay all proper Civic League bills; handle transfers between checking and savings accounts as determined by the membership; and keep all books up to date at all times. An Audit Committee of at least three Civic League members shall audit the Civic League's books annually.

## **ARTICLE V. REPLACEMENT OF AN OFFICER**

Section I. Any officer may be removed from office by a petition, signed by at least 40% of the Civic League members, requesting the officer's dismissal.

Section II. Any officer may resign by submitting a written notification of such resignation to the Executive Committee.

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Section III. The President shall appoint a replacement for the unexpired term of other vacated offices.

## **Section IV. Elections**

The offices of President, Vice-President, Secretary, and Treasurer shall be elected for a term of two years. Executive Committee members shall assume their official duties on January 1 of the year following the election.

## **Section IV. Nominations**

Nominations for Executive Committee positions shall occur in September. Elections will be held in November.

## **ARTICLE VI. MEETINGS**

### **Section I. General meetings**

The civic league shall hold general meetings a minimum of six times per year. Other meetings may be held when necessary and may be called by the President or by a majority of the Executive Committee.

### **Section II. Executive meetings**

Executive Committee meetings may be called by the President or by the President at the request of three or more members of the Executive Committee.

## **ARTICLE VII. FISCAL YEAR**

The fiscal year of the Civic League shall begin on January 1 and shall end on December 31.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Civic League in all cases in which they are applicable and in which they are not in conflict with the Bylaws of the Civic League.

## **ARTICLE IX. QUORUM**

A quorum at a General Meeting shall consist of representatives of five percent (5%) of member households.

## **ARTICLE X. AMENDMENTS**

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These By-laws may be amended only when a quorum is present and by a two-thirds majority vote. Proposed amendments shall have been presented at a prior meeting and notice of the proposed amendment, including the article to be amended, shall be submitted to all member households at least ten (10) days in advance of the next meeting, when it shall be the first order of business after reading of the minutes.

**ARTICLE XI. INDEMNIFICATION, HOLD HARMLESS:**

Homestead Civic League shall hold harmless and indemnify the officers, committee chairpersons, and committee members who are acting within the scope of their responsibilities, duties or these Bylaws.

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ADDENDUM

