

WEST GHENT CIVIC LEAGUE
BYLAWS
Revised: November 13, 2007

ARTICLE I
Name

Henceforth the name of this organization shall be known as “West Ghent Civic League.”

ARTICLE II
Area

The League shall be that area North of the Elizabeth River, West of Hampton Boulevard, and South of the railroad tracks bordering Jeff Robertson Park in the City of Norfolk, Virginia.

ARTICLE III
Purpose

- (1) The purpose of the League shall be to promote the principle of good fellowship, responsible stewardship among the residents, businesses, and property owners in and about the area designated in Article II above; to unite for the purpose of interchanging ideas for improvements of this section of the City of Norfolk in matters such as beautification, recreation, and safety; and to take appropriate actions for the protection of property values.
- (2) To cooperate with existing local government, but to remain strictly non-partisan.
- (3) To cooperate with other organizations engaged in worthy causes of common interest.
- (4) To encourage and promote the registering and voting of residents in local, state, and national elections.

ARTICLE IV
Membership

- (1) Any adult resident, business, or property owner of this West Ghent area who has indicated a willingness to become a member, by applying to the League and paying the annual dues, shall become a member. Businesses not located in West Ghent may join the League as a show of support, but are not entitled to voting privileges or the right to serve on the Board of Directors or on any committees of the League. The membership reserves the right to cancel a membership as indicated in Article IV, paragraph (3a).
- (2) Dues.
 - (a) Dues for each household shall be ten dollars (\$10.00) per year. This entitles two adults (age 18 and over) to all rights and privileges of membership, each having the right of one vote.
 - (b) Dues for each additional adult in the household shall be five dollars (\$5.00) for the entitlement of all rights and privileges of membership, each having the right of one vote.
 - (c) Dues for business and property owners shall be ten dollars (\$10.00).
 - (d) Dues are renewed each September, effective September 1st through August 31st of the following year.
 - (e) Dues received after the close of the fiscal year (June 30) shall be applied to the next year's membership roster.

- (3) A member shall be dropped from the roles of membership in the event that:
 - (a) It is the opinion of the membership, expressed by a majority vote at a regular meeting, that the member's conduct has brought discredit to the League.

ARTICLE V
Officers and Directors

- (1) The officers of this League shall be: President, Vice President, Secretary, Treasurer and Neighborhood Security Coordinator.
- (2) The Board of Directors shall be composed of the officers, all serving committee chairpersons and the immediate past president.
- (3) Officers must be in good standing in order to serve (paid dues.)
- (4) Officers must maintain files of business conducted in an orderly fashion and provide those files to the officer that will follow in their role.

ARTICLE VI
Duties of Officers

- (1) President: The duties of the President shall be:
 - (a) To preside at all meetings of the Board of Directors and at meetings of the League, and perform the usual duties of the president.
 - (b) To appoint committees with the approval of the League at a regular meeting.
 - (c) To be an ex-officio member of all committees with the exception of the nominating committee and the audit committee.
 - (d) To announce the need to form the audit committee in April.
 - (e) To serve as Chairman of the Board of Directors.
 - (f) To authorize the payment of all bills of One Hundred Dollars (\$100.00) or less.
 - (g) To schedule all meetings of both the Board of Directors and the League.
 - (h) To present, at the September general meeting and in coordination with the Treasurer, a budget for the year.
- (2) Vice President: The duties of the Vice President shall be:
 - (a) To preside and fulfill the duties of the President when the President is absent; to be an ex-officio member of all committees and special committees and act as chairman for important projects and committees as directed by the President.
 - (b) To be responsible for coordinating, writing and distributing the quarterly newsletter.
 - (c) To be responsible for the custody and accountability of all League property.
 - (d) In the event the President resigns, the Vice President will preside over all functions until such time as the League elects a new President who will complete the remainder of the term.
- (3) Secretary: The duties of the Secretary shall be:
 - (a) To keep a record of League meetings and the meetings of the Board of Directors.
 - (b) To keep a current list of all members, their addresses, and telephone numbers.
 - (c) To administer all correspondence of the League.
 - (d) To notify the Board of Directors of all Board meetings.
 - (e) To have the power to choose an assistant who shall be a non-voting member of the Board of Directors.
 - (f) To be responsible for the publication and production of all League meeting notices.

- (g) To work with the website volunteer in providing timely information that needs to be posted on the West Ghent Civic League website.
- (h) To pick up League mail from the designated P.O. Box in a timely manner and distribute to the appropriate individuals.
- (i) To notify city planning regarding Board Member changes and updates to phone numbers and emails published on the city website or in other city publications.
- (j) To record and report the votes taken by the West Ghent Civic League Board of Directors and General Membership.
- (k) To attach to the minutes of the West Ghent Civic League Board Meeting or West Ghent Civic League General Membership meeting any reports from members of the Board and committee chairpersons.

(4) Treasurer: The duties of the Treasurer shall be:

- (a) To receive all money, making deposits in a local bank approved by the Board of Directors, within 14 days of receipt of the funds.
- (b) To obtain authorization for the payment of bills from the West Ghent Civic League Board of Directors at Board Meetings.
- (c) To not provide signed or unsigned blank checks for payment of any product or service.
- (d) To execute all payments (authorized in advance as stated in 4b) for products or services in a timely manner to avoid financial penalties but no later than 30 days after delivery or receipt of product or service or receipt of invoice.
- (e) To record all receipts and expenditures in a timely manner.
- (f) To report the status of the treasury at each West Ghent Board of Directors meeting and General Membership meeting or to supply the President with such a printed report.
- (g) To have the financial accounts of the League available for audit by the Board of Directors annually in June, or as otherwise deemed necessary by the Board of Directors.
- (h) To make recommendations to the Board of Directors for approval of the transfer of funds to investment accounts when the balance on hand indicates that such a transfer would be in the best interest of the League. The Board of Directors shall approve all transfers of funds in all League accounts.
- (i) To update bank signature cards within 30 days of election of new officers.
- (j) To reimburse individuals for purchases for league purposes within 7 days upon the delivery of receipt and request for reimbursement.
- (k) To retain all associated documentation relative to the finances of the League in an orderly fashion for the purposes of an audit or transition to subsequent Treasurers.
- (l) To recommend to the West Ghent Civic League Board of Directors and general membership, on an annual basis, an amount that the West Ghent Civic League treasury should reserve that would be the minimum funds required to produce 2 years or 8 editions of the West Ghent Civic League newsletter, *The Neighborhood*, in the absence of advertising revenue in order to sustain newsletter publication.
- (m) To prepare, in coordination with the President, a budget for the year.

(5) Neighborhood Security Coordinator: The duties of the Neighborhood Security Coordinator shall be:

- (a) To impart information on and promote neighborhood security to West Ghent residents, businesses and property owners.
- (b) To attend Norfolk Police 1st Blue Division Crime Prevention Committee and participate in the League General Membership Meeting.

- (c) To collect crime data from the Norfolk Police Lieutenant (or appropriate representative) in charge of crime for the West Ghent neighborhood.
 - (d) To keep record of crime.
 - (e) To oversee the crime prevention phone tree (automated phone message reporting crime announcements on members' phones) for West Ghent and prepare to activate the phone tree. Phone tree shall be activated with the approval of the President or with the approval of the Vice President in the absence of the President. The Neighborhood Security Coordinator shall contact the City to seek the activation of the tree.
 - (f) To select Zone Coordinators as well as lead recruiting of Block Security Captains as needed.
- (6) Board of Directors: The duties of the Board of Directors shall be:
- (a) To present a program of proposed action to be approved by the membership.
 - (b) To review, update and implement the First Rate Program as necessary
 - (c) To approve all financial bills over One Hundred Dollars (\$100.00).
 - (d) To conduct Civic League responsibilities consistent with the expressed view of the League.
 - (e) To recommend to the League, by a two-thirds vote, removal from office of any officer or member of the Board of Directors who fails to meet his/her obligation to the League.

ARTICLE VII
Quorum

- (1) A quorum of the League body shall consist of at least fifteen (15) members. In the event a quorum is not present, a quorum of the Board of Directors is authorized to act in an emergency which requires immediate actions.
- (2) Four (4) members of the Board of Directors shall constitute a quorum.

ARTICLE VIII
Voting

- (1) The election of officers shall be done by secret ballot; a majority vote shall elect.
- (2) The President may vote only in the case of a tie, in which case his vote must be in the affirmative.
- (3) Voting by proxy is prohibited at the general meetings but is permitted to be submitted in writing or via email by board members related to board voting.
- (4) No more than one recount shall be allowed on any one issue.

ARTICLE IX
Meetings

- (1) Regular meetings shall be held at least four times per calendar year, at least once per calendar quarter, at a time and place designated by the President after reasonable notice.
- (2) The Board of Directors may call a special meeting of the members of the League. Notice must be given at least five (5) days prior to the meeting, and the notice must include those items of business to be considered at the meeting.
- (3) All meetings of the League and Board of Directors shall be open to the members of the League.

ARTICLE X
Amendments and Revisions of the Bylaws

- (1) Only members may propose amendments.
- (2) Any amendments, changes and additions must be submitted to the President in writing.
- (3) The Board of Directors shall evaluate the proposed amendment(s)/revision(s). In order to provide notice, the Board shall present their recommendations to the League at the next regular meeting. The amendment(s)/revision(s) shall be voted on by the League at the following regular meeting.

ARTICLE XI
Order of Business

The order of a regular meeting shall be as follows:

- (1) Call to order
- (2) Neighborhood Security Report
- (3) Programs/Guest Speaker
- (4) Report of Attendance
- (5) Reading of the Minutes
- (6) Treasurer's Report
- (7) Introduction of new members
- (8) Announcements
- (9) Committee Reports
- (10) Unfinished Business
- (11) New Business
- (12) Adjournment

ARTICLE XII
Discussions

Time limits of discussion may be placed on members at the discretion of the President for a maximum of five (5) minutes per member.

ARTICLE XIII
Nominations and Elections

- (1) The Nominating Committee shall consist of three (3) members, two (2) to be appointed by the President and one (1) to be elected by the League at a first quarter meeting.
- (2) The Nominating Committee shall disband at the completion of their duties. The Nominating Committee shall be reconvened as needed to fill officer vacancies.
- (3) The chairperson for the Nominating Committee shall nominate at least one member who has expressed a willingness to serve for each of the offices of President, Vice President, Secretary, Treasurer, and Neighborhood Security Coordinator. Additional nominations may be made from the floor at a second quarter meeting.
- (4) Election Schedule:
 - (a) Nominating Committee shall be appointed at a first quarter meeting.
 - (b) Nominating Committee shall nominate candidates at a second quarter meeting.
 - (c) Additional nominations shall be received from the floor at a second quarter meeting.
 - (d) Elections shall be held at a second quarter meeting, except that if nominations are received from the floor at that second quarter meeting, elections shall then be held at a subsequent special election meeting to be held within the second quarter.
 - (e) Officers shall be installed and assume responsibilities at the start of the fiscal year, July 1.
- (5) The President shall be eligible to hold office for not more than four (4) years in succession. All other officers have no restriction on re-election.

ARTICLE XIV
Standing Committees

- (1) Committees in the League will be:
 - (a) Neighborhood Parks and Preservation Committee
 - (b) Membership Committee
 - (c) Traffic Committee
 - (d) Neighborhood Parks and Preservation Committee
- (2) Special Committees: Audit
Audit Committee: Shall be appointed by the President, with the approval of the League at a second quarter meeting or as otherwise deemed necessary by the Board of Directors, and shall consist of 3 members who are not authorized signers of the League's financial accounts. The Audit Committee shall convene at the recommendation of the President and shall disband at the completion of their duties.
- (3) Each Standing Committee chairperson and Special Committee chairperson shall maintain its committees turnover file.

ARTICLE XV
Parliamentary Authority

The rules in the current edition of Robert's Rules of Order, Newly Revised, shall govern this League in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the League may adopt.