

# **ROOSEVELT AREA CIVIC LEAGUE BYLAWS**

**November 15, 2017**

## **ARTICLE I – NAME**

The name of this organization is the Roosevelt Area Civic League (RACL).

## **ARTICLE II – PURPOSE**

The RACL promotes the principles of good citizenship among the residents, property owners, and proprietors or representatives of business establishments in our area of Norfolk; unites for cooperation and exchange of ideas in the best interest of our community toward beautification, recreation, safety of residents and the protection of their property; cooperates with various organizations throughout Norfolk for the best interest of our community and the City in general.

## **ARTICLE III – MEMBERSHIP**

The civic league boundaries are Mona Avenue on the east, Meadow Creek Road on the west, Pretty Lake on the north, and Little Creek Road from Mona Avenue to Meadow Creek Road on the south. This civic league encompasses the following neighborhoods: Larrymore Acres, Roosevelt Gardens, Roosevelt Shores, Tarrallton, and Wedgewood.

Section 1. Membership is open to any resident, business owner/representative, or property owner who meets the criterion defined above.

Section 2. Membership dues are \$10.00 per household, business owner, or property owner per calendar year. Dues are payable by January 1, or the first scheduled monthly meeting of each calendar year. Membership is considered lapsed if dues are not renewed by February 1

Section 3. Each member in good standing has the right to vote as well as any other privileges that may attach to the membership of this organization. A “member in good standing” is defined as one who has registered their membership and paid their dues thirty (30) days prior to the meeting in

which a vote is taken. For purposes of voting, renewal of a lapsed membership shall be treated in the same manner as a new membership.

Section 4. Each adult member of a paid household is entitled to vote on any issue before the league.

#### **ARTICLE IV – OFFICERS**

Section 1. Elected officers and the primary duties inherent to each office are as follows:

a. President - Chairs all League meetings and Board meetings and acts as the official representative and spokesperson of the League unless that responsibility is delegated by the President; disburses moneys in the absence or incapacity of the Treasurer; serves as ex-officio member of all committees except the Nominating Committee; signs all official documents on behalf of the RACL; represents RACL at official functions and city meetings as required; prepares the agenda for all Board meetings; appoints chairpersons and members of all committees.

b. Vice President - In the absence or incapacity of the President assumes the duties of that office; coordinates the speaker for each RACL meeting and provides information to the Newsletter Editor, Webmaster, and Social Media Coordinator.

c. Secretary - Records the minutes and attendance at all meetings; maintains accurate roster of all members; canvasses membership for dues renewal and maintains all official records of the RACL except those held by the Treasurer.

d. Treasurer - Maintains custody of all funds of the League and deposits same in the name of the League in such federally insured bank or banks as the Board may choose; prepares and presents an accounting of all receipts and disbursements in monthly reports to the Board and to the League; pays monthly utility bills (Dominion Energy, Virginia Natural Gas, HRUBS) and other bills as required for the civic league building located at 8440 Mona Avenue and other bills for the RACL. Presents the Treasurer's Report at each membership meeting. The Treasurer's books shall be audited at the close of the calendar year.

e. Directors (4) - Represents the entire membership by participating in civic league business and performs such duties as required by the RACL.

## Section 2. Election of Officers

a. At the March meeting the President appoints a Nominating Committee consisting of three members. The Nominating Committee prepares a slate of nominees for the May election. All nominees are members in good standing.

b. The Nominating Committee announces the recommended slate at the May meeting. Nominations will also be taken from the floor from members in good standing. Election to office requires the affirmative vote of a majority of the members present.

c. Elected officers assume full responsibility of their office, as the first order of business, at the regular May meeting following election, thus beginning the new operating year. To ensure a smooth transition, each outgoing officer meets with incoming counterpart to transfer pertinent information and materials. This should take place prior to the September meeting.

## Section 3. Terms of Office

a. Newly elected officers assume their duties immediate following their election at the May meeting with the new President assuming the chair.

b. The term of office for all officers is one year. All officers may be re-elected to an unlimited number of consecutive terms.

c. If the President is unable to complete a full term, the Vice President assumes the duties of the President while retaining the position and duties of Vice President.

d. Should any officer other than the President become unable to complete a full term, the Board of Directors nominates a replacement for consideration and vote by the membership at the next meeting.

e. An officer may hold only one office unless the Vice President succeeds as President.

f. To ensure a smooth transition, each outgoing officer meets with incoming counterpart to transfer pertinent information and materials. This should take place prior to the September meeting.

### **ARTICLE V - MONTHLY MEETINGS**

The general membership of the RACL will meet monthly on the third Wednesday of January, March, May, September and November at 7:00 p.m. at the RACL building located at 8440 Mona Avenue. Changes to the meeting place, date or time will be disseminated to the membership via e-mail, signs or other means. All regularly scheduled, special meetings will be announced by whatever means are available (e-mail, phone, newspaper, website, etc.). The assembly present constitutes a majority for transacting business.

### **ARTICLE VI – BOARD OF DIRECTORS**

Section 1. The administration and management of the RACL is vested in a Board of Directors made up of officers identified in Article IV.

Section 2. The Board of Directors coordinates the business of the RACL; oversees fundraising and manages expenditures; provides for any contingencies that may arise; takes recommendations to the membership; discharges any business of the RACL not otherwise specified; assists in preparation of the agenda for all scheduled League and Board of Director meetings

Section 3. Any officer who fails to attend three consecutive League or Board meetings without good cause may be removed from office in accordance with Section 4 of this article.

Section 4. Any officer who fails to perform the duties of such office may be removed following 15 days written notice from the Board and by a majority vote of the members present at the next League meeting.

Section 5. The Board of Directors may approve expenditures of less than three hundred (\$300.00) dollars without the approval of the RACL membership. Routine utility bills, insurance and other maintenance repairs will be paid as required.

## **ARTICLE VII – COMMITTEES**

The President appoints all committee members before the end of January. Committees consist of at least three RACL members, at least one being a non Board member. Chairpersons report to the Board of Directors on a regular basis.

Section 1. The Audit Committee reviews all financial records for the previous fiscal year. The Audit Committee reports its findings to the general membership at the March meeting. The Treasurer assists the Audit Committee in its work.

Section 2. The Building Committee inspects the building on a regular basis and recommends repairs and routine maintenance to the Board of Directors. Ensures lawn care and landscaping is scheduled and performed on a regular basis. Ensures proper use of the civic league building and facilities in accordance with applicable rules and regulations. As a member of this committee the Rental Manager schedules all event rentals of the RACL building and maintains a monthly calendar of all scheduled events. Maintains copies of all contracts and security deposits. Turns over rents collected to the Treasurer for deposit.

Section 3: Other committees may be established by majority vote of the Board of Directors.

## **ARTICLE VIII – OPERATING YEAR**

The operating year is May meeting to May meeting. The fiscal year is the calendar year (January 1 – December 31).

## **ARTICLE IX – AMENDMENTS**

These Bylaws may be amended at any regular meeting of the organization by a majority vote of those members present. Notice will be given in advance.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

Unless otherwise specific in these Bylaws, the current edition of *Robert's Rules of Order, Newly Revised* applies.

## **ARTICLE XI – DISSOLUTION**

Dissolution of the RACL and termination of its affairs occurs when deemed appropriate by a majority of the Board of Directors. Dissolution proceedings shall comply with the following:

Section 1. The Board of Directors drafts a resolution recommending that the RACL be dissolved and directs that the question of such dissolution be submitted to a vote at a special meeting of the members. Written notice to consider the advisability of dissolving the RACL is given to the membership at least thirty (30) days prior to the date of such meeting.

Section 2. Approval of dissolution of the RACL requires the affirmative vote of a majority of the members present .

Section 3. If dissolution is approved, the RACL pays all debts; surrenders all of books, records and minutes. In the event assets remain after the payment of all debts, the balance is distributed to a neighborhood non-profit by a vote of the members present.

*Adopted: November 15, 2017*