

# Suburban Acres Civic League

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## Constitution and Bylaws

August 2009

City of Norfolk, Virginia

# Suburban Acres Civic League City of Norfolk, Virginia

## Constitution

August 2009

### Article I – Name

The name of this organization shall be the Suburban Acres Civic League (SACL), hereinafter referred to as the League.

### Article II – Purpose

The purpose of the League is to:

- a. Bring together the residents of the neighborhood for mutual benefit and understanding.
- b. Promote participation of the residents in the development and enhancement of civic, social, educational, recreational, and public safety issues and the general welfare of the neighborhood and the City of Norfolk.
- c. Participate and cooperate with other member leagues of the Norfolk Federation of Civic Leagues in worthy causes of mutual interest.
- d. Conduct its business in a democratic manner, be nonpartisan and nonsectarian in character, and not endorse any political candidate, party, or platform.

### Article III – Boundary

The boundary of the Suburban Acres Civic League begins in the north at the intersection of Yorktown Drive and Virginian Drive. The boundary proceeds southeast along Yorktown until it intersects with Virginian Drive where it continues southeast along Virginian until reaching Thole Street near the Norfolk and Western Railway. The boundary then proceeds south along the railway until it meets the north bank of the Northern Branch of the Lafayette River and proceeds west until intersecting with Thole Street. The boundary then proceeds west along Thole Street until it intersects with Granby Street, where it proceeds north along the east side of Granby until intersecting with the south side of Louisiana Drive. The boundary then proceeds east until it intersects with Virginian Drive then turns northwest until Virginian Drive intersects with Yorktown. This boundary may be revised as necessary by the Board of Directors.

## **Article IV – Membership**

Membership in the League is open:

- a. To all residents and property owners of legal age within the boundary of the League.
- b. At all times to qualified individuals who may join and become active members by paying the required dues. Members who join at any time during the year remain in good standing for that year only.

## **Article V – Operating Year**

The operating year of the League shall be from January 1 through December 31.

## **Article VI – Dues and Voting**

The league shall set dues annually at the January meeting for the two classes of membership: individual and household (maximum of two individuals per household). Each active member who has paid his or her dues for the current operating year shall be entitled to one vote, commencing with the meeting at which the dues are paid. No household may have more than two votes.

Voting shall be by show of hands except for the election of Board members which shall be by secret ballot if requested. For Board matters, the president shall not vote unless there is a tie. Then the president will vote to break the tie.

Voting by proxy is prohibited at the general meetings, however, the Board of Directors are permitted to vote by proxy for board related matters; proxy votes must be submitted to the President in writing or via email.

## **Article VII – Board of Directors**

Leadership of the League shall be vested in the Board of Directors, which will be elected from the membership. The Board shall consist of four officers, four directors, and the immediate past president of the League who shall be an ex-officio member of the Board. The officers will consist of a president, vice-president, secretary, and treasurer. The Board shall meet as called by the president.

## **Article VIII – Nomination of Officers and Directors**

Annually at the September meeting of the League, the president shall appoint a chair of the Nominating Committee, and two additional members shall be elected by the members present. The Nominating Committee shall select nominees for the ensuing year. The Nominating Committee, prior to presenting their nominations at the October meeting, shall ensure that all nominees are willing to serve. At the November meeting the president shall also call for, and entertain, nominations from the floor. Individuals who

intend to nominate a candidate from the floor must first ensure that individual is willing to serve.

### **Article IX – Election of Officers and Directors and Terms of Office**

Officers and directors shall be elected annually at the November meeting of the League, by secret ballot if requested, and shall be installed January 1. The term of office for officers and directors shall be for one year and shall run from the date of installation until new officers and directors are installed. No officer or director shall be eligible for the same office for more than four consecutive terms, except in the event there are no willing successors. Any Board member who does not attend three consecutive, regular membership meetings shall be considered to have relinquished his or her position; and the vacancy thus created or the unexpired term shall be immediately filled unless otherwise directed by the Board.

An officer or Board member filling an unexpired term shall be eligible for re-election to that office. Unexpired terms of office shall be filled by election at the earliest possible meeting of the League. The president may make an interim appointment to fill a position until an election can be held.

### **Article X – Standing Committees**

Chairs of the following standing committees shall be appointed by the president as soon as possible after the president is installed. The chairs, who shall be responsible for finding members for their committees, shall serve a one-year term concurrent with the Board members. There is no restriction on the length of time a committee chair may fill the position as long as the current president agrees.

1. **Membership** – Developing and executing a membership development plan
2. **Communications** – Newsletter production and distribution, advertising, web site development and administration, public relations and marketing
3. **Meetings, Programs and Special Events** – Meeting hospitality and refreshments, special meetings and speakers, Yard of the Month (YOTM) subcommittee, and planning and organizing special events
4. **Community Liaison** – Neighborhood Watch, PACE and public safety issues, builds / maintains relationships and attends meetings of the GWPCPC, Business Association, Federation of Civic Leagues, and City Council

## **Article XI – Meetings**

General meetings of the League shall be held at 6:30 p.m. on the second Monday of each month. The location of the year's meetings will be announced at the January meeting. Special meetings may be called at the discretion of the president or three Board members.

## **Article XII – Quorums**

A quorum for a general membership meeting shall consist of 15 members. A quorum for the Board of Directors is four members of the Board.

## **Article XIII – Time Limits**

Time limits for discussion of five minutes per member may be set at the discretion of the president.

## **Article XIV – Amendments to the Constitution**

This constitution may be amended as follows: 1) The proposed amendment, which has been signed by at least five members, must be submitted in writing to the president; 2) The president must present the proposed amendment to the Board of Directors before presentation to the general membership at the next League meeting; and 3) The proposed amendment shall become effective upon ratification by a two-thirds vote of the members present at the League meeting.

## **Article XV – Bylaws**

Bylaws shall be established for the League by an affirmative vote of two-thirds of the members present at any regular meeting of the League, provided the Board of Directors has received the recommendation in writing prior to the meeting.

## **Article XVI – Parliamentary Procedures**

The Constitution and Bylaws of the League govern all proceedings of the Suburban Acres Civic League. League meetings shall be conducted in accordance with *Robert's Rules of Order*. Standing Rules may be created to meet the unique needs of the League.

# Suburban Acres Civic League

## City of Norfolk, Virginia

### Bylaws

August 2009

#### **Article I – Duties of Officers**

- A. President – The president shall be the Chief Executive Officer of the League. The president shall reside and maintain decorum at all meetings; shall be the chair of the Board of Directors; shall appoint chairs of all standing committees and any ad hoc committees that become necessary; and be an ex-officio member of all committees except the nominating committee. The president shall be empowered to obligate the League and pay bills of \$50 or less. The president shall be authorized to cosign checks.
- B. Vice-President – The vice president shall perform the duties of the president in the president’s absence; shall be the chair of the meetings and programs committee; and shall assist the president as necessary. The vice president shall be authorized to cosign checks.
- C. Secretary – the secretary shall keep a record of the minutes of all League and Board of Directors meetings; shall maintain a current list of all active League members and their addresses and telephone numbers; shall administer all correspondence of the League; shall notify the members of the Board of Directors of the time and location of all Board meetings; shall be responsible for obtaining the location to hold League meetings; shall act as registrar for attendance records of meetings; shall collect and count ballots as necessary; and shall notify city planning regarding Board Member changes and updates to phone numbers and Email addresses published on the city website or in other city publications.
- D. Treasurer – the treasurer shall be responsible for the receipt, control, accounting, and upon authorization, the disbursement of League funds. The treasurer shall prepare such financial reports as required by the president or the Board of Directors. The treasurer shall be empowered to obligate the League and pay bills of \$50 or less in addition to established recurrent costs as agreed by the Board. The treasurer shall be authorized to sign checks.

Business files are to be well maintained by the officers and provided to the respective successors.

**Article II – Duties of Board of Directors**

The Board of Directors shall prepare and present an annual budget; shall prepare and present an annual program of proposed action; shall authorize all obligations of \$50.01 or more; shall hold meetings as may be called by the chair; and shall at all times act in the best interests of the League. At request of three League members, the chair shall call a special meeting of the Board.

**Article III – Finances**

The League shall maintain a checking account. Checks will be signed by the treasurer and cosigned by either the president or vice president as applicable.

The books of the League shall be open to any active member for inspection at any time by written request to the President.

The books of the League shall be audited at least once annually by a two-person ad hoc committee appointed by the president.

**Article IV – Amendments to By-Laws**

A proposal for amendment to the By-Laws shall be submitted at a regular meeting of the League where it will be read to those present. The amendment will be voted upon at the next regular meeting of the League at which time an affirmative vote of two-thirds will be required for ratification.

***SACL Executive Committee - Signatures of Approval***

\_\_\_\_\_  
Timothy Fox, President

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JoDee Cook, Vice President

\_\_\_\_\_  
Eric Heard, Secretary

\_\_\_\_\_  
Bruce Larson, Treasurer

\_\_\_\_\_  
Jeb Clarke, Director

\_\_\_\_\_  
Susan Boice, Director

\_\_\_\_\_  
Robert Lain, Director

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Audrey Renn, Director