

# LAUREL COVE CIVIC LEAGUE

Virginia Beach, VA

## CONSTITUTION & BY-LAWS

Revised December 13, 2005

### ARTICLE I - NAME

**SECTION 1.** This organization shall be known as the Laurel Cove Civic League, Incorporated (L.C.C.L., Inc.)

**SECTION 2.** This organization is located in the Lynnhaven District #5, city of Virginia Beach, Virginia, postal zip code 23454. The community consists of 354 homes in Eastwood Manor, Laurel Cove East, and Laurel Cove.

### ARTICLE II - PURPOSE

**SECTION 1.** The purpose of this non-profit 501(c)(4) organization shall be to promote the development of our community as a better place to live; to unite for cooperation and interchange of ideas; to encourage the participation of all interested individuals in the activities of the Laurel Cove Civic League; to further the best interest of our community towards beautification, historical appreciation, recreation, the safety and security of its residents and the protection of their property.

### ARTICLE III - MEMBERSHIP

#### SECTION 1.

- (a) Membership in the Laurel Cove Civic League is established by the payment of the assessed annual dues (i.e., "in good standing")
- (b) Membership shall be open to owner residents, rental tenants, and non-resident property owners in the Laurel Cove community described above.
- (c) Voting rights shall be limited to one (1) **vote** per household except in the case where a house is rented or leased. Should both the rental tenant and the non-resident property owner be dues paying members of the organization, each shall be granted one (1) vote. Rental tenants are encouraged to become members of the Laurel Cove Civic League since rental tenants are members of the Laurel Cove community and enjoy the yearlong benefits that membership provides.

### ARTICLE IV - DUES

**SECTION 1.** The Board of Directors according to the needs of the Laurel Cove Civic League shall establish dues annually.

**SECTION 2.** They shall be due and payable to the Treasurer during the first three (3) months of the calendar year.

**SECTION 3.** Members shall be considered active and entitled to voting privileges (i.e., "in good standing") as long as they are NOT in arrears of the league dues.

**SECTION 4.** Annual dues for new owner residents, rental tenants, and non-resident property owners will be assessed as follows:

- (a) Arrivals in JAN - APR (full amount);
- (b) Arrivals in MAY - AUG (2/3 of full amount)
- (c) Arrivals in SEP - DEC (1/3 of full amount).

**SECTION 5.** Owner residents, rental tenants, and non-resident property owners who move out of the

community during a year in which they are "in good standing" may, upon written request to the President or Vice President(s), receive a partial refund of the dues paid for that year, as follows:

- (a) Departures in JAN - APR (full refund)
- (b) Departures in MAY - AUG (1/3 refund)
- (c) Departures in SEP - DEC (departures will be considered as year-long residents and no refund for dues shall be made).

**SECTION 6.** Any member being two (2) months in arrears in the payment of membership dues or any other indebtedness to this Association shall automatically stand suspended. Such member, upon payment of such indebtedness, may be reinstated.

**SECTION 7.** Any person whose membership in this Association has been terminated in any manner shall forfeit all interest in any funds or other property belonging this Association.

## **ARTICLE V – BOARD OF DIRECTORS**

**SECTION 1.** The Board of Directors shall consist of the officers and four (4) elected directors.

**SECTION 2.** The Board of Directors shall meet once a month at the call of the President, or when decisions concerning the civic league and the community are a factor.

**SECTION 3.** The Board of Directors shall make recommendations whenever they see the necessity for action by the entire membership. The Board of Directors shall act on behalf of the membership as a whole; however, the membership shall have the final authority.

**SECTION 4.** Members of the Board of Directors must attend at least one half (1/2) of the total general and/or Board of Directors meetings each year, unless excused by the President, or lose their position on the Board. The President will appoint another person to fill the vacant position as quickly as possible.

## **ARTICLE VI - OFFICERS**

**SECTION 1.** The six (6) officers of this organization shall be President, President Emeritus, First Vice-President, Second Vice-President, Secretary, and Treasurer.

- (a) Each officer shall be a member in good standing.
- (b) All officers shall take office on the first day of January of each year following their election, with the exception of the President Emeritus who shall assume this office on the first day of January of the year following the completion of his/her term as President
- (c) All officers shall serve for a term of one year, or until a successor shall be duly elected or appointed and qualified.
- (d) All officers of the civic league shall serve without compensation from the organization, and no part of the income or net earnings from the organization shall inure to the benefit of any individual.

**SECTION 2.** These officers shall comprise the Executive Committee of the Board of Directors for the Laurel Cove Civic League, and shall have duties and powers to be exercised only when the Board of Directors is not in session. The President (or in his absence or inability to perform, the First Vice-President) shall have the power to call a meeting of the Executive Committee, either in person, by phone, fax or electronic media. The Executive Committee shall maintain minutes of all action taken by it, which shall be reported to the Board of Directors at its next meeting, following any such action. Unless disapproved by vote of the majority of Directors present at such next meeting, the action of the Executive Committee shall be final to the same extent as though taken by the Board of Directors.

**SECTION 3.** Any elected officer may, after due and proper hearing before the Board of Directors, be removed from office due to failure or unwillingness or inability to serve, malfeasance, or conduct unbecoming a member. In such a case, a vote of two-thirds (2/3<sup>rd</sup>) of the entire Board of Directors shall be necessary to sustain the removal.

## **ARTICLE VII - DUTIES OF OFFICERS**

**SECTION 3.** The duties of the officers shall be as follows:

(a) **PRESIDENT:**

- i. The President shall prepare an agenda, and preside at all meetings at which he or she is present, and shall exercise supervision over the affairs and activities of the organization. He or she shall have the authority to appoint special committees as the need may arise.
- ii. He or she shall serve as ex-officio member on all committees. Additionally, the President shall serve as the Assistant Neighborhood Watch Program Coordinator of the Laurel Cove subdivision in compliance with the City of Virginia, Beach Police Department structure of the Neighborhood Watch Program effective October 16, 1986.
- iii. The President (or a designee) shall meet and greet all new residents of Laurel Cove at the earliest convenience.

(b) **PRESIDENT EMERITUS:**

- i. The President Emeritus shall perform such duties as may be assigned by the President or the Board of Directors
- ii. The President Emeritus shall act as a consultant to the Officers, Board of Directors, Committees and Members of the Laurel Cove Civic League regarding civic league and community matters.
- iii. The President Emeritus shall have no voting rights on the Board of Directors.

(c) **FIRST VICE-PRESIDENT:**

- i. The First Vice-President shall assume the duties of the President during his or her absence, and upon request of the President.
- ii. City Government is assigned as a collateral duty.

(d) **SECOND VICE-PRESIDENT:**

- i. The Second Vice-President is an under-study for the First Vice-President, and is responsible for preparing the general membership meeting program.
- ii. He or she performs the duties of the President in the absence of both the President and First Vice-President.
- iii. Parks and Recreation is assigned as a collateral duty.

(e) **SECRETARY:**

- i. The Secretary shall be the custodian of all valuable records, deeds, etc.
- ii. He or she shall take minutes of all general and Board meetings, prepare the minutes for the meetings, and submit a copy to the President within ten (10) days after the meeting.
- iii. He or she shall prepare, and maintain copies of, the correspondence of the organization.
- iv. Parliamentarian is assigned as a collateral duty.

(f) **TREASURER:**

- i. The Treasurer shall receive, and provide receipts for, all dues from the members of the civic league and any other funds received.

- ii. He or she shall keep all funds in a bank selected and approved by the Board.
- iii. All bills shall be certified and approved by the President before payment is made.
- iv. The Treasurer shall prepare an annual budget for general membership approval in January, and shall submit a financial report showing the monies received, disbursed, and on-hand at general meetings and upon request of the Board.
- v. The Treasurer's books are open for review by any civic league member "in good standing" provided a written request is received at least two (2) weeks before inspection is requested.
- vi. An audit of the financial records of the civic league's funds, recorded by the Treasurer, shall be performed annually in January by an approved Civic League Audit Committee (minimum two (2) persons), and/or upon the departure of the incumbent Treasurer.
- vii. Membership is assigned as a collateral duty.

## **ARTICLE VIII – DIRECTORS**

**SECTION 1.** Each director shall be a member in good standing.

**SECTION 2.** All directors shall take office on the first day of January of each year following their election, and shall serve for a term of two years, or until a successor shall be duly elected or appointed and qualified. The two (2) year terms for the directors shall be staggered as follows: two (2) directors shall begin their two (2) year term on the first day of January of one year, and two (2) directors shall begin their two (2) year term on the first day of January of the following year.

**SECTION 3.** All directors of the civic league shall serve without compensation from the organization, and no part of the income or net earnings from the organization shall inure to the benefit of any individual.

**SECTION 4.** Any director may, after due and proper hearing before the Board of Directors, be removed from office due to failure or unwillingness or inability to serve, malfeasance, or conduct unbecoming a member. In such a case, a vote of two-thirds (2/3<sup>rd</sup>) of the entire Board of Directors shall be necessary to sustain the removal.

## **ARTICLE IX – NOMINATIONS AND ELECTIONS**

**SECTION 1.** The election of Officers and Directors shall be held at the Annual Meeting of this Association, usually in December.

**SECTION 2.** The President shall appoint a Nomination and Elections Committee. The duties of this committee shall be to solicit, receive, and prepare nominations and to have general charge of counting the ballots.

**SECTION 3.** Any resident "in good standing" who desires to run for a position on the Laurel Cove Civic League Board of Directors shall present himself/herself in writing to the Board of Directors as candidate. The Committee on Nominations and Elections shall notify the general membership of the Slate of Nominees at least thirty (30) days in advance of the general membership meeting that precedes the Annual Meeting. Nominations will also be accepted from the floor at the general membership meeting that precedes the Annual Meeting.

**SECTION 4.** ALL candidates for election/re-election are expected to attend the general membership meeting in which their Nomination is announced, as well as the Annual Meeting during which the election will be held. The Board of Directors may waive this requirement if they determine that the circumstances warrant.

**SECTION 5.** Voting shall be by secret ballot. Only members in good standing present at the December meeting may vote. There is no voting by proxy.

**SECTION 6.** The candidate(s) for each office receiving a majority of all votes cast shall be declared elected. In the case of the office of director, the four (4) candidates receiving the highest number of votes shall be declared elected.

**SECTION 7.** Certification of the Election shall occur at the first meeting of the new Board of Directors in January. The Secretary shall certify in the minutes the results of the December election.

**SECTION 8.** If any of the above positions cannot be filled due to a shortage of candidates, that position may remain vacant, or combined with another position, at the discretion of the incumbent civic league president. In the event there is no qualified and willing candidate for the position of civic league president, the First Vice-President will automatically ascend to that position, and the Second Vice-President will ascend to the position of First Vice-President.

**SECTION 9.** In the event of a mid-term vacancy in the Office of the Presidency, the First Vice-President shall succeed to the office. In the case of a vacancy in the Office of First Vice-President, Second Vice-President, Secretary, Treasurer or any Director, The Board of Directors, at a regular or special meeting, shall fill the vacancy as soon as possible after the vacancy has occurred.

## **ARTICLE X – DUTIES OF STANDING & SPECIAL COMMITTEES**

**SECTION 1.** The Board of Directors shall have the authority to appoint persons to act as Chairpersons or to serve on the following Standing Committees as it deems appropriate and necessary.

- (a) **PARLIAMENTARIAN:** Assigned to SECRETARY  
The Parliamentarian will become knowledgeable of the procedural rules outlined in *ROBERT'S RULES OF ORDER* (latest edition), and will be the in-house expert on such matters outlined therein.
- (b) **MEMBERSHIP:** Assigned to TREASURER
  - i. The Laurel Cove Civic League Membership Representative (the Treasurer), after making entries in the Treasurer's records as to individual dues paid, will record the name and address of that household in alphabetical order in the Membership binder.
  - ii. On the 20th day of FEB, APR, JUN, AUG, OCT, and DEC, he/she will provide the L.C.C.L. President with the Membership binder for him/her to obtain a current and cumulative membership total (for the Newsletter report, and to update his/her personal membership records).
  - iii. Cancelled personal checks will serve as receipts; those making cash payments will be provided a receipt, if requested.
  - iv. The President and Vice President(s) will coordinate the collection of annual dues.
- (c) **HOSPITALITY:**
  - i. The Hospitality Chairperson will coordinate refreshments for general membership meetings (when held).
  - ii. Two (2) volunteers are generally requested to assist with refreshments for meetings.
  - iii. He/she will send sympathy cards when notified of a resident who is ill or infirm, or in cases of a resident passing away.
- (d) **ENTERTAINMENT:**
  - i. The Entertainment Chairperson will, along with 2-3 other civic league members, plan and coordinate
    - 1. An annual Easter Egg Hunt during the Easter Season of each year (as the budget allows)
    - 2. An annual Community Picnic in the Park (if enough interest, and as the budget allows)

3. A visit from Santa Claus in the Park in December (as the budget allows)
4. Any other community activities voted upon by the Board of Directors.

(e) **NEIGHBORHOOD WATCH PROGRAM COORDINATOR:**

- i. Guidelines for this position are contained in the Neighborhood Watch Program Coordinator binder.
- ii. The L.C.C.L. President will serve as the Assistant N.W.P.C. and maintain his/her own up-to-date N.W.P. binder with changes as they occur.

(f) **NEWSLETTER EDITOR & ADVERTISING REPRESENTATIVE:**

- i. The Newsletter Editor will:
  1. Create, edit, and publish a *Laurel Cove Civic League Newsletter* every two (2) months (JAN/FEB; MAR/APR; MAY/JUN; JUL/AUG; SEP/OCT; NOV/DEC)
  2. Maintain an official file copy of each issue.
  3. Take and pick up the Newsletter from the printer when completed
  4. Present the invoice to the President for certification of payment of the bill
  5. Coordinate delivery of 354 Newsletters with the volunteer delivery team (see list).
  6. Hand-deliver (or mail) copies to all advertisers residing outside Laurel Cove, and other interested groups and organizations (see list).
- ii. The Advertising Representative will:
  1. Maintain contact with current advertisers and keep track of ads expiration dates (see chart).
  2. Attempt to solicit new advertisers as space in the Newsletter allows (with no limit as to insert ads per issue).
  3. Facilitate completion of an Advertising Agreement for each advertiser (excluding insert ads) (see sample in binder)
  4. Deliver checks received to the Treasurer as soon as practical.

(g) **PARKS & RECREATION:** Assigned to Second Vice-President

- i. The Second Vice-President will keep abreast of proposed or existing parks, stadiums, golf courses, arenas, sports fields, etc. (public recreation), and their impact (if any) on Laurel Cove.
- ii. He/She will submit information to the Newsletter Editor on these issues when appropriate.
- iii. Parks & Recreation (2nd V-P) will be notified when the cans in the park are overflowing, and in turn will call the City of Virginia Beach to have them emptied.

(h) **CITY GOVERNMENT:** Assigned to First Vice President

- i. The First Vice-President will keep abreast of any local government activity that may have an impact on the Laurel Cove community, and will keep the President informed of such activity or proposals.
- ii. He/She will review the Planning Commission Monthly Reports to see if any item (zoning, development, etc.) in the Lynnhaven District will affect our community either directly or indirectly.
- iii. Other related areas are City Budget, Taxes, Assessments, Public Health & Safety, Public Utilities, Streets & Highways, etc.

(i) **BEAUTIFICATION:**

- i. The Beautification Chairperson and Committee shall be responsible for the maintenance and beautification of the front entrance of Laurel Cove.
- ii. The Beautification Committee shall oversee the “Yard of the Month” program. The committee shall:
  - 1. Receive and review nominations for “Yard of the Month.”
  - 2. Make a selection for “Yard of the Month” each month.
  - 3. Recognize and honor recipients by displaying “Yard of the Month” sign in the winning yard.
  - 4. Make available for publication “Yard of the Month” recipient information and photos.

(j) **WEBMASTER:**

- i. The Webmaster shall design, edit, prepare (write), publish and maintain a Website appropriate to promote the Laurel Cove Communities (Laurel Cove, Laurel Cove East and Eastwood Manor).
- ii. The Website shall communicate the business and happenings of the Laurel Cove Civic League and the Laurel Cove Communities and will provide a rapidly accessible source of information for the residents.

**SECTION 2.** The Board of Directors shall have the authority to enact Special Committees and to appoint persons to act as Chairpersons, or to serve on such Special Committees, as it deems appropriate and necessary.

## **ARTICLE XI – FINANCE**

**SECTION 1.** The fiscal year of this Association shall begin on the first day of January of each year.

**SECTION 2.** Not later than the fifteenth (15<sup>th</sup>) day of February of each year, the Board of Directors shall adopt a budget, estimated income, and expenditures for the fiscal year.

**SECTION 3.** An audit of the financial records of the civic league's funds, recorded by the Treasurer, shall be performed annually in January by an approved Civic League Audit Committee (minimum two (2) persons), and/or upon the departure of the incumbent Treasurer.

**SECTION 4.** The Board of Directors shall determine the official depository or depositories for the Association funds and shall designate one or more countersign checks or other documents for the disbursement of such funds.

**SECTION 5.** Any request for the spending of funds shall be referred to the Board of Directors for approval. (Exception: Directors may spend a maximum of \$50.00 without membership approval in the execution of their office as long as receipts and an explanation are provided to the civic league treasurer.)

**SECTION 6.** Disposal of any fixed assets of the civic league must be approved by the affirmative vote of seventy-five (75%) of all members "in good standing", whether present or not, at a general meeting called for that purpose. (**See also ARTICLE XI - DISSOLUTION** regarding distribution of fixed assets in the case of dissolution of the civic league).

## **ARTICLE XII - DISSOLUTION**

**SECTION 1.** In the event there are not enough candidates to fill the necessary positions on the Board of Directors to keep the civic league viable, then the Laurel Cove Civic League, Inc., will be dissolved at the end of the applicable calendar year.

**SECTION 2.** All monies in the treasury at that time will be disbursed in the following order:

- (a) All bills outstanding will be paid in full, and all pre-paid civic league dues for the following year(s) will be refunded.
- (b) The unfulfilled portion of the Newsletter advertisers' contracts will be refunded in full. Any money left over in the Newsletter Fund after the advertisers are paid will be transferred to the General Fund.
- (c) All civic league members "in good standing" on the date of dissolution will share in the distribution of the remaining monies, computed by dividing the remaining funds available by the actual number of members "in good standing".
- (d) Any fixed assets, such as civic league signs, slats, supplies, etc., may be donated to another local area civic league, or, along with all records and files, be transferred to the Chairman, Great Neck Association of Civic Leagues, of which Laurel Cove Civic League is a member, for his or her disposition.

## **ARTICLE XIII - MEETINGS**

**SECTION 1.** Meetings of the Board of Directors shall be held at such time, place, and frequency as determined prudent by the Board.

**SECTION 2.** Meetings of the general membership may be called as the Board desires, or on demand of 5% of the civic league membership "in good standing". Additionally, a general meeting of the membership shall be held in December of each year for the election/re-election of members of the Board of Directors to replace those whose term has expired, as described above in Article V - Board.

**SECTION 3.** A notice of all general membership meetings must be given one (1) month prior to the meeting, and will normally be announced in the *Laurel Cove Civic League Newsletter* and Laurel Cove Civic League Website.

## **ARTICLE XIV - QUORUM**

**SECTION 1.** A quorum for the transaction of business at a meeting of the nine (9) Board of Directors:

- (a) Shall consist of five (5) Board members.
- (b) Shall require approval of three-fifths (3/5) of the quorum in order to transact the business in question.

**SECTION 2.** A quorum for the transaction of business at a general membership meeting:

- (a) Shall be comprised of fifteen (15) or more members "in good standing".
- (b) Shall require approval of two-thirds (2/3) of those present in order to transact the business in question.

## **ARTICLE XV – AMENDMENT**

**SECTION 1.** The Constitution and By-Laws of the organization may be amended by a two-thirds (2/3) majority vote of members "in good standing" who are present at a general membership meeting, provided that a notice of the proposed amendment(s) has been given one (1) month prior to the meeting, normally by an announcement in the *Laurel Cove Civic League Newsletter* and Laurel Cove Civic League Website.

## **ARTICLE XVI – POLICY**

**SECTION 1.** This civic league shall be operated strictly along democratic lines, having no political affiliations, and shall be non-sectarian in the matter of religion.

**SECTION 2.** The civic league will refrain from giving any political endorsements.

**SECTION 3.** Community standards of appearance will be guided by the ""Maintenance Requirements for Existing Dwellings, Buildings, and Properties" pamphlet (current revision), published by the City of Virginia Beach Department of Housing & Neighborhood Preservation.

**ARTICLE XVII - ORDER OF BUSINESS**

**SECTION 1.** The order of business for all general meetings shall normally follow the guidelines of *Robert's Rules of Order* (latest revision), but may be modified as deemed necessary by the presiding officer.

**ARTICLE XVIII - ADOPTION & EFFECTIVE DATE**

**SECTION 1.** This Constitution and By-Laws shall become effective immediately after an affirmative vote of two-thirds (2/3) of the members "in good standing" at a meeting where a quorum is present.

**APPROVED ON** \_\_\_\_\_ **BY THE GENERAL MEMBERSHIP**

**AUTHENTICATED BY:** \_\_\_\_\_ **L.C.C.L. President**  
\_\_\_\_\_ **L.C.C.L. Secretary**

**ANNUAL REVIEW:**

\_\_\_\_\_ **BY** \_\_\_\_\_  
\_\_\_\_\_ **BY** \_\_\_\_\_  
\_\_\_\_\_ **BY** \_\_\_\_\_