

1 **East Ocean View Civic League By-Laws**

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3 **ARTICLE I - NAME AND AUTHORITY**

4
5 The name of the organization shall be the East Ocean View Civic League, hereafter referred to as
6 EOVC. The EOVC derives its authority from its membership. The EOVC fiscal year will
7 begin January 1st and end December 31st.

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9 **ARTICLE II PURPOSE**

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11 The purpose of the EOVC shall be a non-profit organization, operated exclusively for the
12 beneficial interests of the East Ocean View community. The organization shall bring together
13 community of East Ocean View at frequent intervals, to promote good fellowship, to further the
14 interests of the community with respect to beautification, recreation, sanitation, safety and the
15 protection of property values. The organization shall also strive to inform the people of East
16 Ocean View of issues of neighborhood importance, to provide a forum for discussion of
17 concerns, and to promote participation in public affairs by encouraging registration and voting on
18 all local, state and federal elections.

19
20 **ARTICLE III – MEMBERSHIP**

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22 Section 1: Membership shall be open to any resident, business owner or property owner in
23 Planning Districts 6 & 7, the East Ocean View section of the city of Norfolk, who meets the
24 criterion in section 2 below. (Note: This geographic area is that portion of the city bounded by
25 the Chesapeake Bay on the north, 1st Bay Street on the west, Pretty Lake on the south eastward to
26 the point of Thompson Road, then along Thompson Road to East Little Creek Road then
27 eastward to the Little Creek Naval Amphibious Base.)

28
29 Section 2: Each member in good standing shall have the right to vote as well as all other
30 privileges that may attach to the membership of this organization. A “member in good standing”
31 shall be defined as one who has registered their membership and paid their annual dues at least
32 30 days prior to the meeting in which the vote is taken. Except for normal renewal of
33 membership (as contrasted from reinstatement of a lapsed membership), a member’s eligibility
34 to vote does not begin until 30 days following payment of dues. For purposes of voting, renewal
35 of a lapsed membership shall be treated in the same manner as a new membership.

36
37 Section 3: A quorum shall be deemed to be present when no less than 15% of the voting
38 membership is present, including at least 50% of the Board of Directors and at least one officer.
39 No business shall be conducted if it is determined a quorum is not present.

40
41 Section 4: Membership dues shall be \$15.00 per person or \$25.00 per household per calendar
42 year. Dues shall be due and payable by January 1st, or the first scheduled monthly meeting of
43 each calendar year. Membership shall be considered lapsed if dues are not renewed by February
44 1st. Members whose memberships are lapsed for a year or longer shall be presumed to have
45 discontinued their membership and any renewal after that time shall be treated as a new

46 membership. Dues for new memberships beginning on or after July 1st shall be half of the full
47 year membership.

48
49 Section 5: A member whose membership has lapsed may re-activate their membership by the
50 payment of dues.

51

52 **ARTICLE IV - MONTHLY MEETINGS**

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54 Section 1: The general membership of the EOVCL will meet monthly on the first Thursday of
55 the month at 7:00 p.m. at the East Ocean View Recreation Center. Changes to the meeting place,
56 date or time will be disseminated to the membership via e-mail and/or phone. Cancellation of a
57 monthly meeting must be voted on by majority vote by membership at a prior monthly meeting
58 except that in the event of severe inclement weather or other emergency, the President may
59 cancel a general membership meeting. All regularly scheduled and special meetings will be
60 announced by whatever means are available (e-mail, phone, newspaper, website, etc.).

61

62 Section 2: Meetings of the Board of Directors shall be on the call of the President. Such meetings
63 will normally be held in person but under special circumstances, as the President may determine,
64 may be held via telephone, internet or other electronic means.

65

66 **ARTICLE V - OFFICERS AND DIRECTORS**

67

68 Section 1: The Board of Directors shall consist of the President, Vice-President, Secretary and
69 Treasurer (the "officers") and eight Directors at Large. Past presidents may be non-voting
70 members for the first calendar year following completion of their term as President.

71

72 Section 2: All Officers and Directors at Large shall attend all Board of Director meetings and the
73 regularly scheduled monthly general membership meetings. They shall not miss more than two
74 meetings a year unless excused by the Board of Directors.

75

76 Section 3: An officer or a Director at Large, may be removed from office by a $\frac{3}{4}$ vote of a
77 quorum of the general membership present at a scheduled meeting where a motion made and
78 seconded for their removal is to be voted upon. The motion to remove a person from office must
79 be made and seconded at the general membership meeting prior to the general membership
80 meeting at which the vote on such motion will be taken and the reasons stated by the maker of
81 the motion must be included in the notice to the general membership announcing the meeting at
82 which the vote is to be taken. Debate on the motion may occur at one or both aforementioned
83 meetings, as the President may allow. If the motion is that the President shall be removed from
84 office, the Vice-President shall be the presiding officer beginning with the time the motion has
85 been seconded until after the vote is taken on the motion.

86

87 **ARTICLE VI - ELECTION OF OFFICERS AND DIRECTORS**

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89 Officers and Directors at Large of the EOVCL shall be nominated and elected in a manner
90 hereafter prescribed:

91

92 1. Nomination – The President shall appoint a nominating committee at or before the October
93 general membership meeting consisting of not less than three (3) members in good standing. The
94 committee shall nominate one (1) member for each officer and for each Director at Large whose
95 term is expiring. The Nominations Committee will announce their slate of candidates at the
96 November meeting. At the November meeting, any member of the EOVCL in good standing
97 may make further nominations from the floor. The nominee must be a member in good standing,
98 be present and must verbally consent to the nomination before the nomination can be accepted.
99 No nominations will be accepted on the day of election. Should there be more than one nominee
100 for an office, voting for that office will be by written ballot.

101
102 2. Election – At the December meeting, nominees shall be voted on and elected for the ensuing
103 year. A majority vote of the members present at the meeting will be required for a candidate for
104 any elected EOVCL office. If a nominee is running unopposed, the single nominee will be
105 declared elected by acclamation.

106
107 3. Term of Office – The President, Vice-President, Secretary and Treasurer shall hold office
108 from January 1st following election for a term of one (1) year and shall be eligible for re-election
109 to their respective office. Directors at Large will serve a two (2) year term beginning January 1st.
110 (No more than 50% of the Directors will be up for election/re-election in any given year.)

111
112 4. Installation – The elected officers and Directors at Large shall assume full responsibility of
113 their office, as the first order of business, at the regular January meeting following election.

114
115 5. Vacancy prior to term – The President may fill a vacancy in the EOVCL Board of Directors
116 (except President) by a temporary appointment for the remainder of the term. In the event of the
117 elected President is unable to complete his/her term, the Vice-President will assume the
118 temporary position as President and his/her first duty will be to appoint a new Vice-President.
119 The Board of Directors shall confirm any such appointments.

120
121 **ARTICLE VII - DUTIES OF OFFICERS**

122
123 **PRESIDENT:** The President shall preside at all meetings and have general supervision of all
124 EOVCL affairs. He/she shall preside at Board of Directors meetings. He/she shall appoint the
125 Chairman of the Audit Committee as well as its members and the Chairman of all other
126 committees. He/she shall represent the EOVCL at official functions, or designate someone in
127 his/her place, if necessary; keep informed on subjects and legislation pertinent to the well being
128 of East Ocean View, assist and direct EOVCL policy to foster good government, impress on the
129 membership the value of the voting process and promote harmonious collateral interests with
130 other city civic organizations. The President may authorize expenditures of up to \$100 per month
131 as he/she deems necessary. Any action taken shall be reported at the following general
132 membership meeting. With the Treasurer, the President shall submit a proposed budget to the
133 Board of Directors in November for the following year for consideration and adoption at the
134 Board of Director’s meeting in December.

136 VICE-PRESIDENT: The Vice-President shall assume the duties of the President in his/her
137 absence; coordinate the activities of the committees as requested by the President, and shall serve
138 on each committee as an ex officio member.

139
140 SECRETARY: The Secretary shall prepare and record proceedings of all regular and special
141 meetings and all meetings of the Board of Directors. He/she shall maintain all official records
142 except those held by the Treasurer. The Secretary shall be responsible for all EOVCCL
143 correspondence and maintain a file of same. The Secretary shall present the minutes of the prior
144 general membership meeting to the Board for approval. Such presentation may be made
145 electronically. Approved minutes of the General membership meeting may be posted on the
146 EOVCCL website once the Board has approved them.

147
148 TREASURER: The Treasurer shall receive and record all monies contributed to the EOVCCL;
149 shall pay all expenses not exceeding the amount of any budgeted item as approved by the Board
150 of Directors; ; shall maintain an up-to-date membership list; shall assist the President in the
151 preparation of a budget for the following year; shall make a yearly financial report to the Audit
152 Committee and submit all records to the Audit Committee as requested. Checks written shall
153 contain the signature of the Treasurer provided, however, that checks for \$100 or more shall be
154 signed by any two of the President, Vice-President, Secretary or Treasurer. An annual audit of
155 the financial records shall be performed with results reported to the membership at the next
156 scheduled meeting.

157
158 **ARTICLE VIII - BOARD OF DIRECTORS**

159
160 The Board of Directors may act on behalf of the EOVCCL where matters demand immediate
161 attention and when time to act does not, in the sole opinion of the President, allow calling a
162 special meeting of the general membership. In such event, the President shall, at the next general
163 membership meeting, report the nature of the emergency and the action taken.

164
165 **ARTICLE IX – COMMITTEES**

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167 Section 1: There shall be an Audit Committee consisting of a Chairman and at least two
168 additional members, one of which shall not be a member of the Board of Directors. The
169 President shall appoint all the members of this committee before the end of January. The Audit
170 Committee shall report its findings to the general membership at the March meeting. The Audit
171 Committee shall be assisted in its work by the Treasurer and it shall review all income and
172 expenses of the EOVCCL for the prior year.

173
174 Section 2: There shall also be the following Standing Committees to promote the objectives and
175 interests of the Civic League: Code Enforcement; Newsletter; Membership; and Community
176 Development.

177
178 Section 3: There may also be such Ad-Hoc Committees as may be required to promote the
179 objectives and interests of the EOVCCL.

180

181 Section 4: The President shall appoint a committee chairman for each Standing Committee and
182 any Ad-Hoc Committee. Other members of each committee may be appointed by the President
183 or if the President elects (except the Audit Committee), the committee’s chairman. The
184 committee chairman shall report on activities of their committees at each regular meeting and
185 shall make a final written report at the end of their term.

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187 **ARTICLE X - THE PARLIAMENTARY AUTHORITY**

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189 The rules contained in “Robert’s Rules of Order revised” shall govern this Civic League in all
190 cases to which they are not inconsistent with these by-laws.

191
192 **ARTICLE XI – DISSOLUTION**

193
194 **Section 1: In the event there are not enough candidates to fill the positions of President,**
195 **Vice-President, Secretary, and Treasurer to keep the civic league viable, the EOVCCL will**
196 **be dissolved at the end of its then current year.**

197
198 **Section 2: Any and all contracts for services or supplies shall be terminated to the extent**
199 **allowable by the particular contract. No new contracts for services or supplies shall be**
200 **entered.**

201
202 **Section 3: All monies in the treasury or to be deposited in the treasury for the balance of**
203 **the year of dissolution will be distributed in the following order:**

- 204
205 (a) All bills outstanding will be paid in full
206 (b) All prepaid membership dues will be refunded
207 (c) Any unfulfilled portion of newsletter advertisers’ contracts will be refunded
208 (d) Any remaining monies in the treasury and all fixed assets of the EOVCCL shall be
209 distributed to one or more recognized charities as approved by the Board of
210 Directors

211
212 **ARTICLE XII – AMENDMENTS**

213
214 These by-laws may be amended by a vote of two-thirds vote of the quorum present at a general
215 membership meeting, provided the proposed amendment(s) were presented in writing and read to
216 the membership at the preceding month’s scheduled meeting as a presentation for adoption.
217 Transmittal of the proposed changes may be made by electronic means. Reading of the proposed
218 changes may be foregone by a simple majority vote of the general membership at the meeting at
219 which the proposed changes are to be considered. In no case, however, shall changes be
220 considered sooner than one month after first being presented in writing to the general
221 membership.

222
223 President: _____

224 Date _____