

BIRCHWOOD CIVIC LEAGUE
CONSTITUTION AND BY-LAWS
(Revised: APR 2005)

ARTICLE I – NAME

This organization shall be known as the Birchwood Civic League, herein referred to as BCL.

ARTICLE II – PURPOSE

The purpose of the BCL is to:

- A. Promote civic betterment, community spirit, acquaintance and friendliness, and to encourage the highest standard of citizenship.
- B. Preserve and enhance the appearance of homes, the preservation and protection of properties and the rights of property owners.
- C. Promote the facilities for community recreation and social activities. In pursuing these objectives the league shall constantly remain aware of the political, fraternal and religious beliefs and affiliations of the individual members and shall not endorse any political party or candidate, nor involve itself in controversial issues relating to politics or religion.

ARTICLE III – MEMBERSHIP

- A. To be eligible for membership an applicant must be an adult citizen owning real property or residing in Birchwood, or, having established his membership has temporarily absented himself from Birchwood residence and continues to retain ownership of real property in Birchwood.
- B. Eligible applicants as defined in (A) above may be accepted as members by the Membership Committee, when such applicant has made payment of dues as de- fined in (E) of this Article.
- C. Those members as defined in (a) and (b) above, who were accepted Prior to 30 June 1960, shall be knows as “Charter Members”.

- D. In addition to established eligibility as defined in (A) and (B) above, those residents or real property owners of Malibu and the other areas contiguous to Birchwood may be admitted to full membership upon being approved by the Membership Committee.
- E. Dues of the BCL shall be as follows:
- (1) Dues will be collected from each family by the Treasurer at the rate of \$15 per year or any amount voted on by a 2/3 majority during the last operating meeting of the year. (Payment during the last operating meeting of the year for the following year entitles the payee [member] to vote for officers.)
 - (2) In the absence or temporary incapacity of the Treasurer, all sums due and payable into the treasury may be collected by the Corresponding Secretary at the request of the Treasurer and with the approval of the President. Appropriate receipt shall be issued for all dues received.
 - (3) Nothing in the By-Laws shall prohibit the Chairman or other members of the Membership Committee from collecting dues from new members for deposit with the Treasurer.

ARTICLE IV – OFFICERS

Things

- A. The officers of this league shall consist of President, Vice-President, Recording Secretary, Treasurer and Corresponding Secretary. Succession to authority shall be in the order named above.
- B. The duties of the officers shall include, but not be limited to the following:
- (1) The PRESIDENT shall:
 - i. Be presiding officer at all regular meetings.
 - ii. Recommend chairman of the various standing committees for the approval of the membership.

- iii. Be an exofficio member of the Executive Board.
- iv. Be presiding officer of the Executive Board.
- v. Issue notice of the time and place of all meetings of the Executive Board.
- vi. Be a representative of the C.C.O. (Council of Civic Organizations.)

(2) The VICE-PRESIDENT shall:

- i. Preside in the absence of the President.
- ii. Together with the President, be responsible for accomplishing and expanding the purpose of the BCL.
- iii. Provide oversight of the Ways and Means Committee

(3) The RECORDING SECRETARY shall:

- i. Take minutes of the meetings and keep a record of transactions of each meeting.
- ii. Maintain a record of attendance of members at all regular meetings.
- iii. Maintain an accurate list of the membership.

(4) The TREASURER shall:

- i. Receive all dues and monies for the BCL.
- ii. Deposit all BCL funds in the bank.
- iii. Make expenditures as authorized by vote of the
- iv. Membership by check signed by the Treasurer and countersigned by the President
- v. Make financial reports to the membership at all regular meetings.

NOTE – The Treasurer’s books shall be audited at least once each year by an Auditing Committee, at such time and place as directed by the Executive Board.

(5) The CORRESPONDING SECRETARY shall:

- i. Issue all notices necessary to the membership.
- ii. Conduct necessary correspondence for the BCL.
- iii. Coordinate all publicity for the BCL.
- iv. Maintain contact with other Civic Leagues through the C.C.O.
- v. Publish, reproduce and disseminate the BCL Newsletter.
- vi. Be responsible for notifying and/or inviting our elected representative to the City Counsel or any other guest, to our meetings as the President or a majority of members deem necessary.
- vii. Conduct necessary correspondence for the BCL.

C. Officers will be elected to serve for a term from 1 JAN to 31 DEC, which shall be designated as the "Operating Year" for the BCL. Officers may succeed themselves for an additional term. A Nominating Committee shall be named by the President to propose a slate of candidates for office in accordance with ARTICLE VII, C below. Additional nominations may be made from the floor by individual members. Voting shall be by secret ballot if more than one candidate is running for an office. If only one candidate is nominated, then that person will be elected by a "Unanimous Ballot" from the floor. Each member shall be entitled to one vote and absentee ballots will be authorized. A quorum (7 members) of the membership shall be present at the regular meeting in order to elect officers and a simple majority will elect.

D. The annual election of officers shall be held at the last regular meeting of the operating year.

- E. Any elected officer of the Birchwood Civic League who willfully misses three (3) consecutive scheduled monthly meetings of the BCL shall automatically relinquish his office immediately upon his/her third absence. An election to fill the vacated position will be held at the next following meeting, choosing by vote of those present from nominations made from the floor at that meeting.

ARTICLE V – MEETINGS

- A. Unless otherwise ordered by the BCL or by the Executive Board, regular meetings shall be held monthly on the 2nd Monday in each month.
- B. The time and place of the meeting shall be decided by the Executive Board
- C. Seven (7) members shall constitute the minimum requirement for a quorum for all purposes expressed in these By-Laws.

ARTICLE VI – EXECUTIVE BOARD

The Executive Board shall consist of the officers named in ARTICLE IV and the respective Chairman of the various standing committees.

ARTICLE VII – COMMITTEES

- A. The BCL shall have the following standing committees, appointed to serve a term of office concurrently with the officers.
 - (1) Membership
 - (2) Ways and Means

- (3) Program
- (4) Zoning
- (5) Social
- (6) Council of Civic Organizations
- (7) Safety

B. The duties of the committees shall be as follows:

- (1) MEMBERSHIP – This committee will strive to enlarge the membership of the BCL and to encourage attendance at all BCL meetings and events.
- (2) WAYS AND MEANS – This committee shall provide the revenue and coordinate all fund raising projects.
- (3) PROGRAM – This committee shall provide for appropriate speakers and programs for the regular monthly meetings.
- (4) ZONING - This committee shall bring to the attention of the membership and the Executive Board all rezoning matters that affect properties BCL within and contiguous to Birchwood; and furthermore, shall as directed by the membership, report zoning violations to the zoning enforcement office of the City of Virginia Beach.
- (5) SOCIAL – This committee shall provide for social events as desired and suggested by the membership.
- (6) COUNCIL OF CIVIC ORGANIZATIONS – This committee shall consist of the BCL President and an appointed representative. They shall represent the BCL on the C.C.O. As the BCL representative they shall express the views and desires of the BCL. They shall report all C.C.O. proceedings and actions to the BCL.

- (7) SAFETY – This committee shall coordinate with the Police and Fire Department, report to the membership all hazards and safety concerns in the area and provide Safety information to the membership.
- C. Special committees may be appointed by the President with the approval of the Executive Board.
- D. Each committee shall transact such business as is delegated to it in the By-Laws, and such additional business as directed by the president.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

- A. In the absence of rules in this Constitution or in the By-Laws, the proceedings of this organization shall be conducted in accordance with Robert's Rules of Order, Revised.
- B. Any business introduced to the floor by the BCL by a member, which is too lengthy, or too involved for immediate determination, or which may be unduly controversial, may be referred by the President to the appropriate committee for study and submission of a report of findings and recommendations.

ARTICLE IX – AMENDMENTS

The Constitution and By-Laws may be amended by the submission of a proposal in writing to the BCL at any regular meeting and approval by a two-thirds (2/3) Vote cast at the next succeeding meeting. A quorum of the membership is required for the vote. Any part of such proposal not accepted by the members voting shall be referred to the Executive Board for rewriting and resubmission.