

2/1/2013

**FAIRFIELD CIVIC LEAGUE
CONSTITUTION and BYLAWS**

Article I - NAME

The “Fairfield Civic League”.

Article II- OBJECTIVES

Provide an organized forum for the discussion and expression of matters of community interest and to encourage activities for the betterment of Fairfield and the benefit of its residents on a non-partisan and non-sectarian basis.

Article III - MEMBERSHIP

Section A - Any person residing in the section known as Fairfield of Virginia Beach.

Section B - Any person owning property in the Fairfield community.

Section C - Membership fee is \$15 per household per fiscal year (1 Oct to 30 Sept).

Section D - Persons exercising the rights of membership may be required to provide proof of membership/residence.

Article IV - LEGISLATIVE BODY

Section A - The members present at a regularly advertised meeting shall be considered the Legislative Body of the Fairfield Civic League at that time.

Section B - The Legislative Body shall conduct all civic league business involving major matters such as expenditures greater than \$500.00, motions, positions, Constitution and Bylaw changes and changes to standing procedures. Other matters may be approved by the Board of Directors.

Section C - All elected and appointed officers, committee chairpersons, and representatives to the Council of Civic Organizations (CCO) of the City of Virginia Beach shall be responsible to the Legislative Body.

Section D - Regular meetings shall be held on the second Monday of each month (October through May excluding December and Spring Break). Board of Director meetings will be held as needed according to a consensus of the Directors.

Article V – ADMINISTRATION

Section A - Elected officers: President, Vice President(s), Secretary and Treasurer.

Section B - Board of Directors: Elected officers, committee chairpersons and the Council of Civic Organizations (CCO) Representative.

Article VI- ELECTIONS

Section A - Voting shall be majority vote of the Legislative Body by show of hands unless a motion for a written ballot is given and seconded from the floor.

Section B - In odd-numbered years, at a meeting at least three months prior to an election, the President shall appoint a Nomination Committee consisting of five Fairfield Civic League members including two from the current Board of Directors. The committee shall report their recommendations to the Legislative Body at least one month prior to a March election. The new officers shall be installed immediately after the election with the following oath: "I (name) do hereby agree to abide by the Constitution and Bylaws of the Fairfield Civic League."

Article VII- DUTIES OF OFFICERS

Section A - The President shall preside at all regular and special meetings of the Fairfield Civic League and the Board of Directors, shall appoint committees as specified in Article IX and appoint an auditor to conduct an audit during the month of September.

Section B - The Vice President shall assume the duties of the President when absent and be responsible for Programs.

Section C - The Secretary shall record and file the minutes of Fairfield Civic League meetings, maintain a record of attendance, conduct civic league correspondence and maintain a file of records and documents including the following: minutes, newsletters, Constitution and Bylaws, correspondence, financial reports and other such reports as may be required.

Section D - The Treasurer shall be responsible for the administration of all financial matters including maintenance of complete and accurate records, submission of written financial statement at each meeting to include an audit report in October, maintenance of the Fairfield Civic League checking account and maintenance of the membership roll. An audit shall be conducted during the month of September by an auditor appointed by the President. The President, Vice President and Treasurer shall be authorized to sign checks with two signatures required on all checks.

Article VIII - BOARD OF DIRECTORS

Section A - The Board of Directors shall be empowered to act on all matters within limits of Article IV, Section B and shall report to the Legislative Body.

Section B - A Board of Directors quorum will be four members present.

Article IX - COMMITTEES AND APPOINTMENTS

Section A – The League will have the following standing committees: Ways & Means, Membership and Welcome, and Newsletter.

Section B - The Chair of a standing committee shall appoint members of the committee and co-chair. A report of committee actions will be presented at the Board of Director meetings and regular meetings for inclusion in the minutes.

Section C - The Ways and Means Committee will deal with fund raising for the League.

Section D - The Membership and Welcoming Committee will deal with membership and notification of all meetings via e-mail, website and yard signs.

Section E - The Newsletter Committee shall publish and distribute a semi-annual newsletter. The newsletter shall not have content that is sectarian, partisan, defamatory or embarrassing.

Section F - The President shall appoint representatives to attend monthly meetings of the Council of Civic Organizations (CCO) of the City of Virginia Beach.

Article X - PARLIAMENTARY PROCEDURE

Unless otherwise specified herein, Robert's Rules of Order shall apply.

Article XI- AMENDMENTS

Amendments to this Constitution and Bylaws must be submitted in writing and read at a regular meeting, published in a newsletter distributed to the community, presented again at the next regular meeting and approved by two thirds vote of the Legislative Body.

Article XII - STANDING PROCEDURES

The Board of Directors shall develop a set of guidelines known as the Standing Procedures to carry out the provisions of the Constitution and Bylaws. Additions, deletions or changes must be presented to the membership in a newsletter. At a subsequent meeting, any changes must be voted upon and passed by a simple majority.