

Reviewed and Approved as written by General Membership 11/2015

Bellamy Manor Estates

Bellamy Manor Estates Civic League Bylaws November 2015

Virginia Beach, VA 23464

11/17/2015

Bellamy Estates Civic League Bylaws

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Article I: NAME

The name of the organization shall be the Bellamy Manor Estates Civic League (hereafter referred to as "BMECL").

Article II: ARTICLES OF ORGANIZATION

The articles of organization of a constituent association include the bylaws of the Bellamy Manor Estates Civic League.

Article III: PURPOSE

BMECL shall be a non-partisan, non-sectarian, non-profit, unincorporated organization, operated for the benefit of the people of the Bellamy Manor Estates subdivision of the Kempsville Borough in the City of Virginia Beach for the specific purposes of providing a forum and means for:

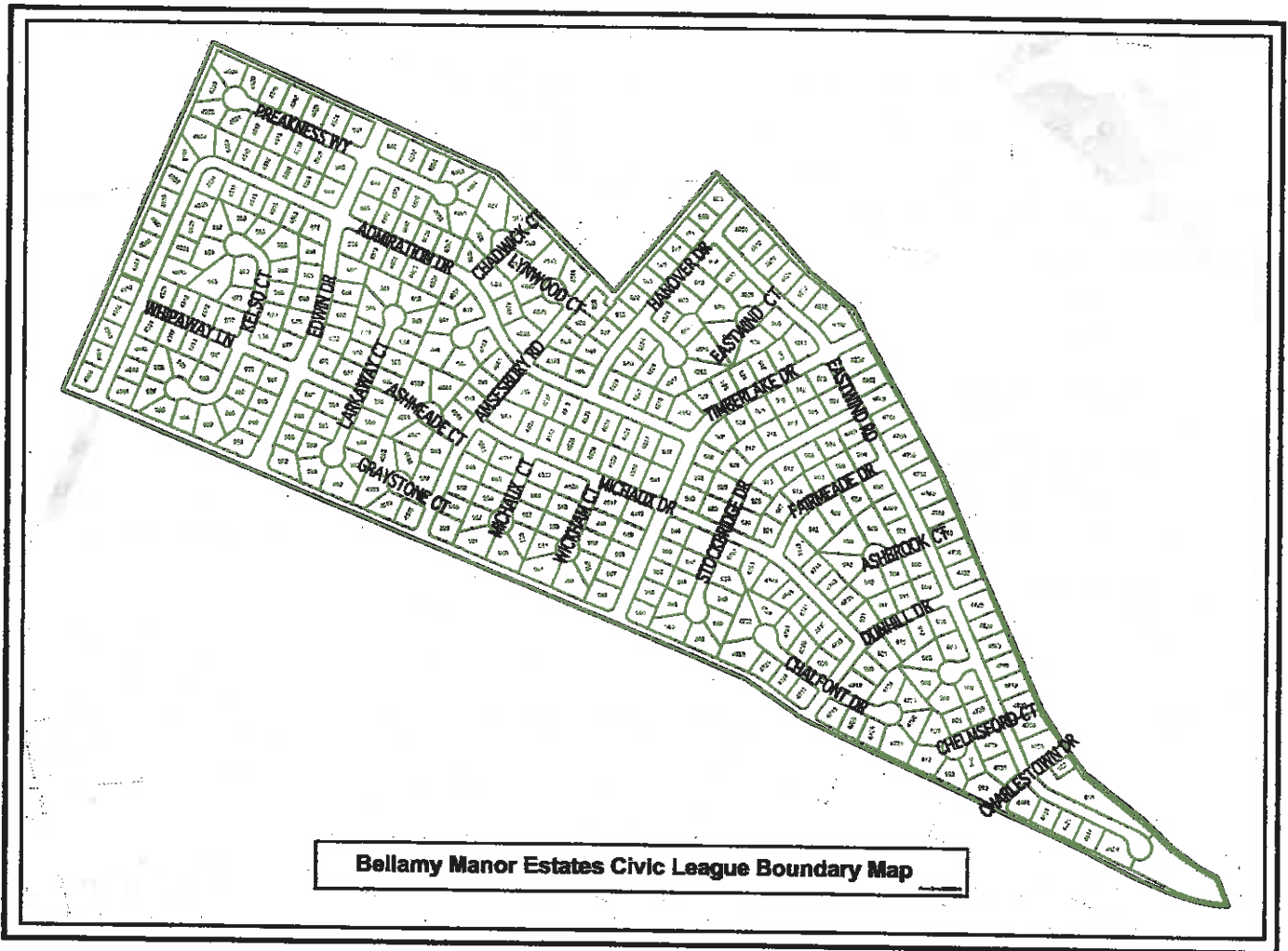
- *Informing* BMECL members of concerns regarding: a) environmental items, b) quality of life concerns that are internal to the Bellamy Manor Estates subdivision, and c) concerns external to the Bellamy Manor Estates subdivision that have the potential to affect the environment and quality of life within the Bellamy Manor Estates subdivision.
- *Discussing, debating, and developing* courses of action and accomplishing such actions as approved for implementation according to these Bylaws to respond to and address concerns that affect the environment and quality of life within the Bellamy Manor Estates subdivision.
- *Coordinating and collaborating* with other City of Virginia Beach neighborhood civic leagues and the Virginia Beach Council of Civic Organizations (VBCCO) on concerns of a larger scale when determined to be appropriate to the interests of the BMECL.

Article IV: MEMBERSHIP

Section A. Membership Eligibility

1. **Membership** in BMECL is available to any homeowner within the Bellamy Manor Estates subdivision.
2. **Membership** in BMECL is available to any non-homeowner residing in a Bellamy Manor Estates home and will have benefits of all homeowners, except they may not hold an elected office. All members must be a minimum of 18 years of age.
3. The cost of a single membership in the BMECL is \$15 annually and 2 memberships is \$25. Membership renewal fees are due and payable by January 31 each year. They will not be prorated after that date.
4. Each membership is entitled to one vote. The maximum number of votes per household is two (2).
5. Membership fees will be used for administrative costs and any approved Executive Committee and General Membership projects.
6. Homeowners whose membership is current are considered in good standing and eligible to hold elected office, serve on committees, and vote on business matters before the General Membership.
7. Non-homeowners whose membership is current and in good standing are eligible to serve on committees and vote on business matters before the general membership, but may not hold an elected office.
8. No religious or denominational group, fraternal organization, partisan political organization, trade, professional union or corporation shall be eligible for membership in the BMECL.

9. The Bellamy Manor Estates subdivision is the physical geography shown in the included map.



Section B. Meetings of the General Membership

A minimum of three meetings with a maximum of six total meetings of the BMECL General Membership ("General Meetings") shall be held at such time and place as determined by the Executive Board. Notice of such meetings with a planned agenda shall be provided at least seven (7) days prior to the date of the meeting. Meetings will be held the 4th Monday of each month (whenever possible). The President will establish the meeting agenda with input from the Executive Committee. Members and guests should sign in at each meeting in order to record their attendance. The following is the normal order of business at General Meetings:

- Call to Order
- Pledge of Allegiance
- Treasurer's Report
- Approval of the Minutes from the previous General Meeting
- Reports from Committees, which shall be submitted in writing to the President at least one week prior to the meeting and which shall not exceed three minutes each when read.
- Unfinished Business
- New Business
- Speaker – *An invited guest speaker may be on the agenda for no more than three (3) meetings a year.*
- Adjournment

A quorum at a General Membership Meeting shall be those members attending. Five or more BMECL members may request the Executive Board (President, President Elect/Vice President, Corresponding Secretary, Recording Secretary, and Treasurer) call a Special General Membership Meeting provided such request is submitted in writing to the President.

Section C. Responsibilities of the General Membership

The responsibilities of the BMECL General Membership shall include, but not limited to:

- Approving all expenditures over \$500.
- Approving all policy positions and implementation plans for actions related to those expenditures over \$500.
- Approving all changes to Bylaws.

A majority of those in attendance is required to fulfill the aforementioned responsibilities. Voting will be accomplished by a show of raising a voting card of members in good standing unless a secret ballot is requested from the floor and can be approved by a simple majority of those in attendance.

Article V: OFFICERS

Section A. Composition

The elected officers of the BMECL are the President, President Elect/Vice President, Immediate Past President, Corresponding Secretary, Recording Secretary, and Treasurer. These elected officers comprise the Executive Board.

Section B. Term of Office

The terms for elected officers will be two (2) years and extend from January 1 of the year following election to December 31 of following year.

- Bi-Annual elections will involve the President Elect/Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.
- Immediate Past President will continue in an advisory role on the BMECL Board for not more than one (1) term.
- All officers comprising the Executive Board may serve two (2) consecutive terms.

Section C. Duties and Responsibilities of Officers

President - The President is the chief executive officer of the BMECL.

Duties include, but are not limited to:

- Approving the agenda for all meetings.
- Presiding over all General Membership Meetings, and meetings of the Executive Board and the Executive Committee.
- Initiating and approving all standing and ad hoc committees.
- Working with the Executive Board to develop an annual operating budget that will be presented by the Treasurer at the first General Membership meeting.

The President is the spokesperson for the BMECL and the President Elect/Vice President is the spokesperson in the President's absence.

The President with the Executive Board has the authority to allocate expenses or to pay BMECL debts up to \$500. Disbursements of over \$500 require approval of the General Membership per Article IV Section C.

The President may sign BMECL checks in the Treasurer's absence. All BMECL checks will require any two of these Officer's signatures: Treasurer, President Elect/Vice President, President.

Immediate Past President - This position is only an advisory role on the Executive Board (offering guidance as needed). The Immediate Past President will only be able to vote at the BMECL Executive Board meeting when there is a tie, thus becoming the tiebreaker.

President Elect/Vice President- The President Elect/Vice President performs duties as assigned by the President and fulfills the duties of the President in the absence of the President.

Duties include, but are not limited to:

- The General Membership Meeting preparation such as:
 - Securing a General Membership Meeting site (obtaining necessary audio-visual equipment).
 - Arranging for a speaker.
 - Ensuring the General Membership Meeting signs are in place in the designated areas in the neighborhood within seven (7) days of the meeting.
 - Making arrangements for any furniture needed for the meeting.
- Being a member of the Neighborhood Planning Committee.
- Represent BMECL at the Virginia Beach Council of Organizations (VBCCO) meetings.
- Coordinating with the Executive Board and Committee Chairs to maintain an annual calendar of events.

The President Elect/Vice President may sign BMECL checks in the Treasurer's and/or the President's absence.

The President Elect/Vice President automatically succeeds to the position of President if the President for any reason relinquishes his/her responsibilities. The President Elect/Vice President can serve as President for no more than 30 months unless re-elected by the General Membership.

Corresponding Secretary,

Duties include, but are not limited to:

- Handling all official correspondence for the BMECL as directed by the President.
- Maintaining a chronological file of all BMECL correspondence for the previous twelve (12) months which shall be available at all meetings.
- Providing a monthly report of all correspondence to the Executive Board.
- Maintaining the BMECL master contact list in electronic and hardcopy forms and will provide current lists as needed by the Executive Board.
- Being a member of the Communication Committee.
- Maintaining the roster of BMECL membership and a listing of those attending General Membership meetings.

Recording Secretary

Duties include, but are not limited to:

- Taking minutes of all BMECL General Membership Meetings and the Executive Board/Committee meetings. A copy of the meetings' minutes must be submitted to the President within ten (10) days after the meeting. An electronic file of BMECL meeting minutes must be maintained for the previous twelve (12) months.

Treasurer - The Treasurer shall be responsible for the administration of the BMECL's financial matters.

Duties include, but are not limited to:

- Keeping complete and accurate records.
- Submitting a written financial statement at each Executive Board/Committee and General Membership meeting.
- Receiving all monies due to the BMECL and deposit said monies in the BMECL checking account with a banking institution approved by the Executive Board.
- Paying all proper BMECL bills (liability insurance, web site, P.O. Box) by promptly preparing checks for proper endorsement.
- Making available all books for an annual financial review.

The Treasurer will also be responsible for electronically disseminate the annual operating budget and preparing the monthly BMECL budget.

Section D. Election and Replacement of an Officer

Elections:

General Bi-Annual Election will involve the President Elect/Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

Interim Election may occur on a non-General Election year. If an officer chooses not to stay in the position for the second year, then he/she must notify (if possible) the Executive Board three (3) months prior to the last General Membership meeting in November. At that time an Interim Election will be held to fill that position.

Special Election will occur when an officer needs to vacate or resign from the office due to unexpected circumstances. In the event of a position vacancy, a special election will be held to fill that position in a timely manner.

- Candidates for office must be presented at the last General Membership meeting of each year. Each candidate will share his/her qualifications for the office to the general membership; with a time limit no more than five (5) minutes. Voting will be by secret ballot.

Absentee voting by a proxy:

- The absentee member will submit in writing (e-mail and/or hard copy) to the BMECL Executive Board the name of the authorized member who will serve as the proxy no later than two (2) weeks/ (14 calendar days) before the election. An authorized member can submit no more than two (2) proxies per election.

Removal from Office If an elected officer fails to fulfill the duties of that office, as stated in the BMECL Bylaws, then that officer may be removed from office through a special General Membership meeting. A quorum (majority) vote of the General Membership present at the meeting will be necessary.

Article VI: EXECUTIVE BOARD

The BMECL Executive Board is composed of the President, Immediate Past President, President Elect/Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

Section A. Authority and Responsibility

No one Officer or Committee Chair has individual authority to represent BMECL except as delegated by a written resolution from the Executive Board.

The Executive Board shall be responsible for but not limited to:

- Administering the affairs of the BMECL as directed by these bylaws.
- Authorizing expenditures *up to* \$500.
 - All expenditures exceeding \$500 must be approved by the General Membership per Article III Section C.
- Ensuring an annual financial audit of the BMECL financial records.

The Board shall appoint a minimum of three (3) BMECL members to conduct the annual financial audit and provide a written report prior to the end of each fiscal year (January 1-December 31).

Section B. Meetings

The **Executive Board** shall meet two weeks prior to each General Membership meeting. Executive Board meetings may also be called either by the President or by the President Elect/Vice President at the request of three or more members of the Executive Board. A quorum will be the majority of members attending the meeting.

A written record of all proceedings shall be maintained by the Secretary.

Article VII. EXECUTIVE COMMITTEE

The BMECL Executive Committee is composed of the Executive Board and the Chairpersons of the following standing committees and any ad hoc committees. Ad Hoc committees, as needed, may be created by the President.

Section A. Standing Committees

- **Welcoming/Membership:** Promotes membership growth and welcomes new residents to the community.
- **Communication:** Distributes all internal and external documents and publications.
 - **Responsibilities:** coordinate and maintain the BMECL website and web hosting, prepare newsletters, prepare announcements, and assist the Secretary with the distribution of information to the General Membership.
- **Neighborhood Watch:** Disseminates crime prevention articles and coordinates the Neighborhood Watch program.
- **Social Event/ Activity:** Organizes social events.
- **Neighborhood Planning:** Monitors developments that impact our area.
- **Election:** Conducts candidate search, organizes candidate presentations, plans and manages elections, processes ballot, and reports election results. The Immediate Past President will be the chair.
- **Neighborhood Beautification:** Coordinates Yard of the Month (YOM)
- **Community Outreach:** Coordinates outreach programs that include, but are not limited to School Supplies drive and Thanksgiving Food Drive.

Committee chairs will be appointed by the President. The President shall be an ex officio member of all committees.

Section B. Authority and Responsibility

The Executive Committee is the action body for the BMECL and shall be empowered to act on all BMECL matters and shall report to the General Membership.

- A written record of all proceedings shall be maintained by the Secretary.
- A current financial report will be maintained by the Treasurer.

Any BMECL member is welcome to attend Executive Committee meetings.

Section C. Meetings

The Executive Committee shall meet two (2) weeks prior to each General meeting. Executive Committee meetings may also be called either by the President or by the Vice President at the request of three or more members of the Executive Committee.

A written recording of all proceeding shall be made by the Secretary. Any BMECL member is welcome to attend an Executive Committee meeting.

Article VIII: FISCAL YEAR

The BMECL fiscal year shall begin on January 1 and end on December 31.

Article IX: AMENDMENTS

Amendments to the BMECL Bylaws may be made by a majority vote of the Membership present at any General Membership Meeting in which a quorum exists. The proposed amendments must be provided to the BMECL members either electronically and/or hard copy at least seven (7) calendar days prior to the meeting.