

**DRAFT**  
**CONSTITUTION AND BY-LAWS OF THE**  
**WARDS CORNER CIVIC LEAGUE**

**ARTICLE I - NAME**

The name of this organization shall be the Wards Corner Civic League.

**ARTICLE II – OBJECTIVE**

The objective of the Wards Corner Civic League shall be to promote the principle of good citizenship among the residents, property owners and proprietors or representatives of business establishments in this section of the City of Norfolk; to unite for cooperation and interchange of ideas in the best interest of this section towards beautification, recreation, the safety of its residents and the protection of their property investments; and to cooperate with various organizations for the best interest of this section in particular and the City in general.

**ARTICLE III – OPERATING YEAR**

The operating year of this League shall be from January 1 through December 31.

**ARTICLE IV – MEMBERSHIP**

Any adult resident, property owner, or proprietor or representative of a business establishment within the boundaries of the Wards Corner Civic League or residents of adjoining neighborhoods in which an effective civic league does not exist shall be eligible for membership upon payment of the annual dues.

Every **adult member of a paid household** shall be entitled to one vote on any issue before the league provided they were a member in good standing at the time of the previous meeting date.

A member may hold office only after he has been a paid member in good standing for at least six months of the current League year and has attended 50% of meetings held during the current year.

**ARTICLE V - BOARD OF DIRECTORS**

The direction of the League shall be vested in the Board of Directors upon approval of the members; the Board shall consist of the officers, the Chairperson of the standing committees, and the immediate Past President

of the League. The Board shall meet prior to regular meetings and at the call of the President. Four Board members shall constitute a quorum.

### **ARTICLE VI - OFFICERS**

The officers of the League shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, **Newsletter Editor and Member at Large**. These officers shall be elected annually as provided in Article X. Any officer or member of the Board of Directors who shall neglect to perform his/her duties by absence from three consecutive regular and/or board meetings shall be considered to have relinquished his or her office or chairmanship and the vacancy thus created shall be immediately filled by appointment of the President upon approval of the Board of Directors.

The First Vice-President shall coordinate all committees except the Newsletter. The Newsletter committee shall be under the guidance of the Second Vice-President. The First Vice-President shall be a member of all committees; he/she shall preside over meetings in the absence of the President. In the event the President and the First Vice-President are absent, it is the duty of the Second Vice-President to preside over meetings and conduct business as usual.

### **ARTICLE VII – FINANCE**

**The annual dues of the league shall be set by the BODs and shall be per household, payable to the Wards Corner Civic League.** Honorary members (active president) shall not be required to pay annual dues. The Treasurer shall receive and disburse the funds of the League upon approval of the membership or authorization of the Board of Directors.

The Treasurer's Books shall be inspected annually in the month following the close of the operating year by a committee of three members; the Chairman to be appointed by the President and the other two to be elected from the floor. In the event the Treasurer vacates the position prior to the annual election, the Treasurer's books will be inspected by a committee of three members appointed by the president prior to the new Treasurer taking office. The results of any inspections shall be submitted to the Board at the next Board meeting.

### **ARTICLE VIII – MEETINGS AND QUORUM**

The regular meeting of the Wards Corner Civic League shall be held on the third Monday of SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, JANUARY, FEBRUARY, MARCH, APRIL, MAY and JUNE. Special meetings and re-scheduled meetings may be called at the discretion of the President or by submission of a petition of ten or more members. Fifteen members in person including at least four officers, provided that all are active and in good standing, shall constitute a quorum. If fewer than fifteen members and four officers are active and in good standing then one-half the number of officers and one-half the number of members may constitute a quorum provided all members and officers have been notified.

### **ARTICLE IX - ELECTIONS AND VOTING**

A Nominating Committee shall be appointed at the **November** meeting. The President shall appoint one (whom shall be designated as Chairperson) and the membership shall elect two to the Nominating Committee. It shall be the duty of the Nominating Committee to recommend candidates at the December meeting, a slate consisting of at least one nominee for each elective office. Nomination may be made from the floor at this time. The election of officers shall take place at the December meeting. The installation of officers shall take place at the January meeting. Officers shall be eligible to succeed themselves in the same office.

### **ARTICLE X – PROCEDURE**

Roberts Rules of Order shall apply in all cases except where said rules are not consistent with the existing Constitution and By – Laws of the Wards Corner Civic League.

## ARTICLE XI - BOUNDARIES

The neighborhoods included within the boundaries of the Wards Corner Civic League are: ROSE GARDENS, SUSSEX AT NORFOLK, PINEHURST, MERRIDALE, HARITON GARDENS, RESTMERE,



VIRGINIA GARDENS, WEXFORD TERRACE, and COLONY POINT.

## ARTICLE XII - AMENDMENTS

The Constitution and By-Laws of the Wards Corner Civic League may be amended by a majority of those present and voting at any regular meeting, provided the amendment was presented in writing and read at the previous meeting, notice has been given to the membership, and a quorum is present.

**Amended and approve:**