

Bylaws

BYLAWS OF NORTH VIRGINIA BEACH CIVIC LEAGUE

PREAMBLE

The North Virginia Beach Civic League is a non-profit organization incorporated under the laws of the Commonwealth of Virginia. It is the outgrowth and continuation of an unincorporated organization by the name of North Virginia Beach Improvement League that originated in 1933. It was incorporated under the name of North Virginia Beach Improvement League on July 18, 1960. Amendments to the Articles of Incorporation were adopted and approved by the Board of Directors on May 1, 1975, and approved by the State Corporation Commission of Virginia on July 2, 1975, at which time the name of the organization was changed to NORTH VIRGINIA BEACH CIVIC LEAGUE. It has duly qualified for and has been granted exemption from Federal income taxes as of June 11, 1964. However, dues and other contributions to it are NOT deductible for income tax purposes.

North Virginia Beach originally embraced the area bounded on the north by Fort Story, east by the Atlantic Ocean, south by the northern boundary of the old City of Virginia Beach that on January 1, 1963 merged with Princess Anne County to form the new City of Virginia Beach, and west by the First Landing State Park and Crystal Lake. The Board of Directors of North Virginia Beach Improvement League on April 14, 1966, decided to take such steps as were necessary to amend its charter so as to include within its geographical area that portion of the old City of Virginia Beach which lay north of 42nd Street and Cavalier Drive and east of the old city boundary line which extended through Cavalier Park to Crystal Lake.

ARTICLE I – NAME AND STATUS

The name of the organization shall be NORTH VIRGINIA BEACH CIVIC LEAGUE, hereinafter referred to as the League. The League shall be a non-profit, non-stock corporation and shall conduct its business in accordance with its charter and the amendments thereto and in such manner as to qualify as a non-profit corporation under the rules and regulations of the Internal Revenue Service.

ARTICLE II – PURPOSES

The purposes of the league shall be as follows, as fully stated in its Articles of Incorporation:

- (a) To protect the general interests of the residents and property owners of the North Virginia Beach community through non-partisan civic activities.
- (b) To maintain the residential character of the area; to resist applications for authority to use any property or properties in North Virginia Beach for any purpose inconsistent with present zoning; and to resist applications for any adverse changes in such zoning.
- (c) To propose and work for public service projects in the North Virginia Beach area that will better serve the residents and property owners and will improve the public health, safety, morals, and general welfare of the community.

In addition to the foregoing purposes with regard to the North Virginia Beach area, it shall be the policy of the League to concern itself with activities that generally affect the welfare of the citizens of the City of Virginia Beach.

ARTICLE III – GEOGRAPHICAL BOUNDARIES

North Virginia Beach, which shall be served by this League, is bounded on the South by 42nd Street (Cavalier Drive), on the East by the Atlantic Ocean, on the North by Fort Story, and on the West by First Landing State Park, Crystal Lake and the boundary of the old City of Virginia Beach from Crystal Lake southwardly to Cavalier Drive. It shall include the subdivisions of Pirate's Hill and Princess Anne Hills, but shall not include any portion of Linkhorn Park. The Board of Directors shall be empowered to alter the boundaries.

ARTICLE IV – MEMBERSHIP

A person owning real property in and/or a resident of North Virginia Beach shall be eligible for membership in the League. A resident shall be defined as any individual making his/her primary residence within the geographical boundaries of North Virginia Beach as defined in Article III above.

There shall be one (1) class of members which shall consist of all individuals eighteen (18) years of age or older. Each such member shall have one (1) vote. The annual dues shall be payable by each residential dwelling unit regardless of the number of those eligible for League membership residing in such unit. In no event shall a residential unit be allowed more than two (2) voting League members.

Effective date is July 1, 2016

ARTICLE V – DUES AND FISCAL YEAR

The annual dues shall be determined by the Board of Directors. There shall be no initiation fee and dues shall be payable in advance at the beginning of each fiscal year. The payment of annual dues entitles a member to receive the quarterly newsletter and to vote at League membership meetings. Nonpayment of dues shall disqualify a member from voting in League matters until said dues have been paid and received by the League. The fiscal year of the League shall begin on January 1 of each year and terminate on the last day of December of each year.

Effective date is July 1, 2016

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Composition.

There shall be a Board of Directors of the League, which shall consist of the following classifications:

- (a) Elected Officers and the immediate past president;
- (b) Elected Area Directors;
- (c) Elected At-Large Directors, and the appointed Chairmen of all Standing Committees; one At-Large Director shall be the current President of the Princess Anne Hills Civic League.
- (d) There shall be not less than fifteen (15) nor more than thirty-five (35) directors. Only one (1) Director from any one family shall be elected to office at any one time.

Section 2. Duties and Responsibilities.

The business and affairs of the League shall be administered by the Board of Directors. This shall include the authority to approve dues to be paid by the membership, to employ and discharge the Executive Vice-President, to authorize expenditures, to employ counsel, to appoint special committees, to delegate its authority, and to adopt such rules, regulations and By-Laws as may be deemed proper and not in conflict with the League's Charter and IRS exemption.

The Board of Directors shall be responsible to the general membership of the League for administering policies adopted at any Membership Meeting. It shall authorize an annual audit of the books and accounts of the League as of the close of each fiscal year, which audit shall be submitted to the Board of Directors; also, there shall be an audit on the occasion of a change in the office of Treasurer/Membership Secretary. Members of the Board of Directors shall serve without salary or other compensation.

The duties and responsibilities of Area Directors shall be as set forth in the Appendix to these By-Laws.

Section 3. Terms of Office.

Directors elected by the voting membership of the League shall be elected to serve for a period of two (2) years beginning on January 1st of the fiscal year following their election at the October Annual Membership Meeting.

Directors appointed by the President (Chairmen of Standing Committees and the President of the Princess Anne Hills Civic League) shall be appointed to serve for a period of two (2) years beginning on January 1st of the fiscal year following their appointment.

Directors shall hold office for the term specified or until their successors are elected.

A Director's tenure of office shall be terminated forthwith upon cessation of property ownership or residence in North Virginia Beach. The tenure of office of any Director may be terminated by a two-thirds (2/3) majority vote of a quorum of the Directors, as set forth in ARTICLE IX, Section 2.

Section 4. Vacancies.

The Board of Directors may fill any vacancy within the Board occurring during the fiscal year for the remainder of the term involved. The Board of Directors shall not have the power to appoint additional Directors or increase the number of Directors beyond those elected at the October Membership Meeting, even though less than thirty-five (35) Directors may have been elected.

ARTICLE VII – OFFICERS

Section 1. Titles.

The following officers of the League shall be elected by voting membership and shall hold rank in the order as stated:

President

Vice-President

Treasurer/Membership Secretary

In addition, there shall be an Executive Vice-President of the League, who shall be employed by and serve at the pleasure of the Board of Directors. The Executive Vice-President shall attend all meetings of the Membership, the Board of Directors and shall have the right to make motions and participate in the conduct of the business, but shall not have voting privileges on the Board of Directors.

Section 2. Duties and Responsibilities.

Duties and responsibilities of the elected Officers shall be as set forth in the Appendices attached to these By-Laws, which are incorporated here-in and made a part of said By-Laws.

The Treasurer/Membership Secretary shall be bonded by a good and sufficient surety bond in an amount prescribed by the Board of Directors, cost of said bond to be borne by the League.

With respect to the disbursing of any funds of the League, checks in excess of \$500 from the bank checking account must be signed by any two (2) of the President, Vice-President, Treasurer/Membership Secretary and Executive Vice-President. Any withdrawals from savings accounts shall be signed by the President and the Treasurer/Membership Secretary after approval of the board or a majority vote by the membership.

In addition to the specific duties as prescribed in the Appendices attached to these By-Laws, the duties of all Officers shall be such as their titles, by general usage, would indicate, and such as may be assigned from time to time by the President or Board of Directors.

Section 3. Terms of Office.

Officers elected by the voting membership shall be elected to serve for a period of two (2) years beginning on January 1st of the fiscal year following their election at the October Annual Membership Meeting. The President and Vice-President are subject to a maximum of one (1) term in the same office. The Treasurer/Membership Secretary shall be eligible for reelection to his/her respective office annually. All of these elective Officers shall hold office for the term specified or until their successors are elected. Elected Officers shall serve without salary or other compensation. The tenure of elected Officers may be terminated in the same manner as other Directors.

Section 4. Vacancies – Succession to Office.

In the event of the death, disability, resignation, removal, or inability to serve as the President, the office of President shall be assumed temporarily by the Vice-President, or secondarily by the Executive Vice-President, who shall hold such office until a special meeting of the Board of Directors may be held (as soon as possible) to conduct the necessary elections. In the event of such a vacancy in the offices of both President and Vice-President, the Executive Vice-President shall assume temporarily the office of President until such a special election meeting may be held. In the event of such a vacancy in the office of Vice-President only, such a special election meeting shall be held to fill said vacancy. Any persons so elected at such special election meeting shall serve until the next Annual Installation Meeting. In the event of death, disability or resignation, removal, or inability to serve for any reason of the Treasurer/Membership Secretary, or Executive Vice-President, the board shall have the power to elect as successor one who shall serve the balance of the applicable term of office or until their successor is elected by the membership.

Section 5. Executive Vice-President.

An Executive Vice-President shall be employed by and serve at the pleasure of the Board of Directors. The Board shall have the right to fix the salary of the Executive Vice-President and to terminate such employment upon thirty

(30) days written notice. The duties and responsibilities of the Executive Vice-President shall be as set forth in the Appendices to these By-Laws, as supplemented from time to time by the President and the Board of Directors.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. Nominations.

By June 1st of every other year, the President shall appoint a Nominating Committee which shall include the immediate Past President, two (2) members from the Board of Directors (other than elected Officers), and two (2) members from the membership at large. The immediate Past President shall act as Chairman of this committee. The membership of the Nominating Committee shall be announced in the notice of the July meeting, as well as during the meeting. Any League member may submit a name or names in writing for consideration by the Nominating Committee. Such name or names may be submitted to the Executive Vice-President or to any member of the Nominating Committee by not later than August 1st. By September 15th the Nominating Committee shall notify the Executive Vice-President, in writing, of its list of nominees for elected Officers, Area Directors, and Directors at Large. The names of such nominees shall be made available to the membership in the notice to the membership of the October Annual Membership Election Meeting and at the commencement of said meeting, and shall be available upon request to the Executive Vice-President. The slate suggested by the Nominating Committee shall be submitted at the annual election meeting and further nominations for any elected position may be made from the floor. Any nominations made by the Nominating Committee or from the floor shall include a representation that the person so nominated has consented to serve.

Section 2. Elections.

A plurality of the members voting at any meeting at which a quorum (as Set forth in ARTICLE IX) is present shall be sufficient for election.

ARTICLE IX – MEETINGS

Section 1. Membership Meetings.

There shall be four (4) regular Membership Meetings held in each fiscal year – January, April, July and October. The meetings shall be held as near as possible to the third Tuesday of each month at a place and time to be determined by the Board of Directors.

The October Membership Meeting shall be the Annual Election Meeting, at which time the elective Officers and Directors of the League for the ensuing fiscal year shall be elected. The January Membership Meeting shall be the Installation Meeting at which time Officers and Directors elected at the previous October meeting shall be installed and annual reports shall be made, along with other appropriate business.

Special Membership Meetings may be called by the President, or shall be called upon written request to the President, stating the object of such meeting, by twenty-five (25) Members or by five (5) Directors. Such special meetings shall be held, within thirty (30) days, at a place and time to be determined by the President.

At least ten (10) days prior to any meeting of the Membership, notice of place, date, time and purpose of such meeting shall be mailed to each person shown on the mailing list at the post office address of record with the Membership Secretary.

Each person holding Membership in the League shall have one (1) vote on any matter which may come before a Membership Meeting, which vote must be cast in person. A quorum for any regular or special meeting of the membership shall be forty (40) Members, which quorum must be present.

Section 2. Board of Directors Meetings.

There shall be four (4) regular Board of Directors Meetings held in each fiscal year, each to be scheduled between the four (4) regular Membership Meetings, at places and times to be determined by the President. At such regular meetings, reports and recommendations to be submitted at the forthcoming regular Membership Meetings shall be formulated.

Special Meetings of the Board of Directors may be called by the President, or shall be called upon written request to the President, stating the object of such meeting, by twenty-five (25) Members, or by five (5) Directors. Such special meeting shall be held, within fifteen (15) days, at a place and time to be determined by the President.

At least five (5) days prior to any meeting of the Board of Directors, notice of place, date, time and purpose of such meeting shall be mailed, emailed or telephoned to each Director. A quorum for a Board of Directors meeting shall consist of not less than one-third (1/3) of the Directors then serving.

Section 3. Committee Meetings.

The Standing and Special Committees shall meet upon the call of their respective Chairmen, or upon request of the President, and, except in case of emergency, at least five (5) days notice shall be given to the members in writing or by email or telephone.

In the absence of a committee Chairman, the Vice-Chairman shall preside; otherwise, the members shall designate a member of the committee to preside.

Section 4. Order of Business.

The order of business for all meetings of the Membership and Board of Directors shall be:

- (a) Call to order;
- (b) Invocation;
- (c) Pledge of Allegiance;
- (d) Approval of Minutes;
- (e) Treasurer's Report;
- (f) Reports of Committees;
- (g) Unfinished Business;
- (h) Election of Officers and/or Directors;

- (i) New Business;
- (j) Program;
- (k) Remarks by designated guests;
- (l) Adjournment.

Section 5. General.

Wherever notice of meetings or of subjects to be considered at meetings is required by these By-laws, publication of such notice in any official publication of the League and its mailing to each family or person entitled to receive the notice, of which the League has a record, shall be deemed adequate notice.

The highest ranking elected officer of the League present shall preside at meetings of the Membership and Board of Directors. In all meetings a plurality of those present and voting, provided a quorum is present, shall govern. In the event of a tie, the presiding officer shall vote.

Minutes of all meetings shall be recorded and filed in the offices of the League. The Executive Vice President shall record minutes for all meetings of the Membership and Board of Directors. If the Executive Vice President is not available at a committee meeting, the Chairman shall appoint a member of the committee to record the minutes.

Any business relating to the affairs of the League may be transacted at any meeting of the Membership, Board of Directors, or any Standing or Special Committee, whether or not specified in the call for such meeting.

Section 6. Voting.

Each member of the League as defined in Article IV of these bylaws may vote at any membership meeting so long as his or her dues have been paid to and received by the League as specified in Article V of these bylaws.

Effective date is July 1, 2016

ARTICLE X – COMMITTEES

Section 1. Standing Committees.

The Standing Committees of the League shall be:

- (a) Beautification
- (b) Budget, Assessments and Taxes
- (c) Meetings and Publicity
- (d) Ocean Front, Beach and Recreation
- (e) Streets, Parking, Public Safety and Utilities

(f) Zoning

(g) Hospitality

(h) Newsletter

Section 2. Appointment.

The President shall appoint the Committee Chairmen and may also designate the membership of each committee. The President shall also appoint such special committees, as he may deem necessary. The President shall have the power to remove inactive members of any committee and fill resulting vacancies by appointment for the unexpired term.

Section 3. Responsibilities and Objectives of Standing Committees.

(a) Beautification – General beautification of area; elimination of litter; appearance and improvement of property; enforcement of regulations as to dogs, litter and trash collection; recycling; cooperation with City activities, Virginia Beach Beautification Commission, Garden Clubs, and Realtors.

(b) Budget, Assessments and Taxes – Study city budgets; review city real and other property assessment policies and changes; study tax rate changes and proposals to include property, general and special taxes.

(c) Meetings and Publicity – Arrange for membership meetings, including meeting place, news media and street signs; general publicity for League as directed by Officers.

(d) Oceanfront, Beaches and Recreation – Coastal management; beach access, cleaning and general condition; patrolling guards; enforcement of regulations as to motor vehicles, surfing, and general recreation. Area recreation facilities and parks; bicycle paths; Fort Story usage; First Landing State Park usage.

(e) Streets, Parking, Public Safety and Utilities – Access of emergency vehicles to streets and beach; street lighting; elimination of blind corners; traffic lights and signs; resurfacing streets; Atlantic Avenue development; parking problems; noise problems; Block Security Program, hurricane protection; cooperation with Police and Fire Departments and Rescue Squad. Sanitary sewerage; water pressure; storm drainage; coordination of utility schedules; underground utility lines.

(f) Zoning – Enforcement of Comprehensive Zoning Ordinance (CZO); variance requests; requests for City Council actions; street closings; maintain League copies of pertinent publications (CZO, Virginia Code, Building Code, etc.); act as Legislative Liaison for the league. Coordinate legal and legislative activities of League with respect to League objectives and monitor vacancies upon local Boards and Commissions.

(g) Hospitality – The Hospitality Committee mission is to create and organize activities and events that will provide the north end residents an opportunity to meet their neighbors, develop a sense of community, and create opportunities to volunteer. The hospitality committee will also work in conjunction with the board to extend appreciation and thanks to all who speak at the Civic League meetings and/or assist in Civic League projects.

(H) Newsletter – Under the supervision of the President and with assistance of other officers and chairmen of other Standing and Special Committees as necessary or desirable, publish, in print and/or electronic form, a newsletter to advise and inform members of activities of the League and other information relevant to residents of the North End of Virginia Beach.

The policy of the Zoning Committee shall be:

(1) to keep alert as to any requests or plans involving zoning, variances, creation of or changes to non-conforming use, or street closings in the League area, by contact with the offices of the Planning Director, City Manager, City Clerk and Board of Zoning Appeals, and by data emanating from the news media;

(2) to check and/or investigate any such requests or plans; and evaluate the benefits and/or hardships to the neighborhood in general, including, but not limited to: drainage issues, parking and increased traffic, emergency vehicle access, environmental and other issues affecting safety, welfare and the preservation of the residential character of the neighborhood; and

(3) to recommend any action by the League considered proper or necessary in support of affected property owners, property owners in general or in support of or in opposition to any items by which the League area may be affected basically or generally. Each case shall be considered on its own merits by the committee.

Section 4. General.

Action by a committee shall be subject to the approval of the Board of Directors.

The Chairman of each committee or the President shall make appropriate progress reports of the committee's actions at the meetings of the Board of Directors and to the Membership at the Annual Membership Meeting.

ARTICLE XI – PUBLICATION OF BY-LAWS

The By-Laws of the League shall be published in such form and made available to the Membership in such manner as the Board of Directors may prescribe. A copy of the By-Laws shall be kept on file and made available at reasonable times to any members by the Executive Vice-President.

ARTICLE XII – AMENDMENTS

A proposed amendment to these By-Laws may be submitted by any Member of the League to the Executive Vice-President, in writing, accompanied by explanation or justification of such proposal.

The proposal shall be referred by the Executive Vice-President to the President.

These By-Laws may be amended or repealed, and new By-Laws adopted, at any meeting of the Board of Directors, at which a quorum is present, by a majority vote of those Directors present and voting, provided that written or published notice of the proposed change or changes shall have been sent to each Director at least ten (10) days prior to said meeting at which the change or changes are to be considered.

ARTICLE XIII – EFFECTIVE DATE

These By-Laws shall become effective on the 1st day of May, 2006.

ARTICLE XIV – DISSOLUTION

In the event of the dissolution of the League, the assets thereof, after payment of or provision for all just debts and expenses, shall be distributed to such non-profit civic or charitable organization or organizations of the City of Virginia Beach as the Board of Directors may designate.

APPENDICES TO BY-LAWS

These appendices, attached to the By-Laws of the North Virginia Beach Civic League, are adopted and incorporated therein by reference.

Duties and Responsibilities of President

The President shall be the Chief Executive Officer of the League and shall perform those duties normally associated with the conduct of such office in a non-profit, non-stock corporation eligible for the charitable exemption under the Internal Revenue Service Code. In addition, he shall have the following specific duties:

- (1) Preside at all meetings which he attends (other than in ex-officio status at committee meetings);
- (2) Subsequent to his election and prior to the first meeting of the Board of Directors after his installation, appoint chairmen and members of standing committees;
- (3) Appoint two (2) delegates and two (2) alternates to the Council of Civic Organizations (CCO) of Virginia Beach for the fiscal year following his installation;
- (4) Schedule four (4) regular quarterly Membership meetings; four (4) regular quarterly Board of Directors meetings, as well as call such special meetings as deemed necessary;
- (5) Appoint a Nominating Committee in accordance with ARTICLE VIII, Section 1;
- (6) Approve the content of all newsletters to the membership, and, in cooperation with the Executive Vice-President, prepare an agenda for all Membership and Director meetings;
- (7) Maintain contacts with City Council, City Manager, City Clerk and other appropriate city officials; represent the League as its official spokesman where appropriate.

Duties of Vice-President

The Vice-President shall perform those duties normally associated with such office in a non-profit, non-stock corporation eligible for the charitable exemption under the Internal Revenue Service Code, as well as such duties normally associated with the office of Vice-President in such an organization. In addition, he shall have the following specific duties:

- (1) Preside at all meetings in the absence of the President (other than in ax-officio status at committee meetings);
- (2) Assist the President in League administration;
- (3) Execute assignments from the President or the Board of Directors.

Duties of the Executive Vice-President

The Executive Vice-President shall have those duties normally associated with the office of Executive Vice-president or Executive Director of non-profit, non-stock corporations eligible for the charitable exemption under the Internal Revenue Service Code. In addition, the Executive Vice-President shall have the following duties:

(1) Act as ex-officio member at all Membership, Directors and, when requested, at meetings of committees. Serve as Parliamentarian. It shall be the duty of the Parliamentarian to advise the President on points of parliamentary procedure during all meetings of the Membership and the Board of Directors of the League. Robert's Rules of Order, latest edition shall govern procedure at all meetings of the Membership and the Board of Directors when not in conflict with these By-Laws, and a copy of such publication shall be made available by the Parliamentarian at all such meetings.

(2) Coordinate the publication of a League newsletter, and notices of general and special meetings of the Membership and Board of Directors;

(3) Maintain the permanent records of the League, including its Corporate Charter (with amendments), its Articles of Incorporation, and its By-Laws;

(4) Ensure proper filing of minutes of Membership and Board of Directors meetings, and copies of all written notices of such meetings and League newsletters;

(5) File such reports as may be required with Federal and State offices;

(6) Secure advance agendas of City Council, Planning Commission, Board of Zoning Appeals, and Wetlands Board, and advise appropriate committee chairman and the President as to pertinent items;

(7) After League election, advise Council of Civic Organizations (CCO) of the names of newly elected officers of the League, delegates and alternates to the CCO; and number of league members on current mailing list as required by CCO;

(8) Coordinate activities of Treasurer/Membership Secretary and Recording Secretary; carry out such duties as may be assigned by the President or Board of Directors;

(9) Conduct a continuing survey in conjunction with Membership Secretary and Area Directors to improve completeness and accuracy of existing mailing list and email list; initiate actions to maintain such lists up-to-date, such as, checks of property transfers, city directory, property records in city offices, rosters of other organizations, etc.; develop means and plans to secure additional active members. Backup mailing, email and accounting databases and give a copy to treasurer quarterly. Maintain overall charge and supervision of individuals on the League's mailing list in two (2) ways; (a) alphabetically, and (b) geographically, broken down by areas in accordance with assignments of Area Directors with copies made available to said Area Directors for their activities.

(10) Prepare and submit appropriate reports and payments to the State Corporation Commission and Federal and State tax departments.

(11) Serve as Recording Secretary: The duties of the Recording Secretary of the North Virginia Beach Civic League shall include those duties normally associated with the office of Recording Secretary of a non-profit, non-stock corporation eligible for the charitable exemption under the Internal Revenue Service Code. In addition, the Recording Secretary shall have the following duties:

- (a) Record proceedings of all Membership and Board of Directors meetings; reduce such recordings to concise minutes and file originals in appropriate minute book;
- (b) Distribute copies of minutes to the President and Executive Vice-President within ten (10) days of meeting, to provide for proper follow-up;
- (c) Maintain all books, documents, records, maps and papers belonging to the League not specifically assigned to other offices;
- (d) Attend all meetings of the Membership and Board of Directors, and submit any appropriate reports or recommendations.

Duties of Treasurer/Membership Secretary

The duties of the Treasurer/Membership Secretary of the North Virginia Beach Civic League shall include those duties normally associated with the office of Treasurer/Membership Secretary of a non-profit, non-stock corporation eligible for the charitable exemption under the Internal Revenue Service Code. In addition, the Treasurer/Membership Secretary shall have the following duties:

- (1) Collection of dues and other contributions to the League, payment of appropriate bills, and maintenance of the books and accounts;
- (2) Maintain an up-to-date file of all dues paying members;
- (3) Pay annual dues to the Council of Civic Organizations (CCO) by January 31st of each year;
- (4) Secure and keep effective the proper surety bond as required in ARTICLE VII, Section 2;
- (5) Attend all meetings of the Membership and Board of Directors, and make appropriate reports;
- (6) At Annual Membership Meeting, present a financial statement for the preceding fiscal year, together with any appropriate report or recommendations;
- (7) Coordinate with Executive Vice-President on mailings of newsletters;
- (8) Attend all meetings of Membership and Directors, and submit any appropriate reports or recommendations.

Duties of Area Directors

The duties of the Area Directors of the North Virginia Beach Civic League shall include those duties normally associated with the office of Director of a non-profit, non-stock corporation eligible for the charitable exemption under the Internal Revenue Service Code. In addition, the Area Directors shall have the following duties:

- (1) Maintain liaison between members residing in the geographical area covered by said Area Director and the Board of Directors of the League;
- (2) Appoint such Assistant Directors, Street Directors and Block Directors as appropriate to assist in the performance of assigned duties;

(3) Encourage participation of additional owners and residents in League activities and encourage them to become dues-paying members;

(4) Assist in arranging for turn-outs of property owners and/or residents in his assigned area at meetings of City Council, Planning Commission, Board of Zoning Appeals, etc. or petition signatures, as appropriate;

(5) Attend and participate in all Membership and Board of Directors meetings.

Duties of At-Large Directors

The duties of the At-Large Directors of the North Virginia Beach Civic League shall include those duties normally associated with the office of Director of a non-profit, non-stock corporation eligible for the charitable exemption under the Internal Revenue Service Code. In addition, At-Large Directors shall have the following duties:

(1) Encourage participation of additional owners and residents in League activities and encourage them to become dues-paying members;

(2) Attend and participate in all Membership and Board of Director meetings;

(3) Carry out such duties as may be assigned by the President and Board of Directors.

The following is a Position Statement from the April 14, 2011 NVBCL Board meeting voted and approved by the majority members in attendance:

Conflict of Interest – A Position was made that if any expenditure was over \$1,000.00, it will require a NVBCL Board vote of approval. Should any Board member request a RFP process, then a minimum of two bids will be required. If the expenditure comes at the request of a Committee, then the Committee should submit its recommendation to the full Board for approval.

The board will vote and consider the most qualified bidder.