



## **Azalea Acres/Lakes Civic League**

**“A Better Community for a Better Tomorrow”**

### **Azalea Acres/Lakes Civic League Mission Statement:**

The Azalea Acres/Lakes Civic League is organized to build community by providing a forum for sharing information, connecting neighbors, promoting activities, and fostering civic involvement in our diverse community. The League is dedicated to maintaining the safety, character, and value of the neighborhood; thereby improving the quality of life of all present and future residents.

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### **Article I – Name**

The name of this organization shall be “Azalea Acres/Lakes Civic League,” herein called the "League."

The League shall be a non-stock corporation and shall conduct its business in accordance with the League charter and the amendments thereto.

### **Article II – Function**

The purpose of the League shall be:

- a) To promote participation of residents in all activities pertaining to the development of civic, social, and safety issues and for the general welfare of Azalea Acres/ Azalea Lakes.
- b) To uphold the non-partisan principles of good government in cooperating with the existing local government.
- c) To cooperate with other organizations engaged in worthy causes of common interest.
- d) To maintain the residential character of the area; to resist applications for authority to use any property or properties for any purpose inconsistent with present zoning; and to resist applications for any adverse changes in such zoning.

### **Article III – Membership**

The fiscal year of the League shall run from February 1<sup>st</sup> of one year to January 31<sup>st</sup> of the following year. Dues shall be collected on the 1<sup>st</sup> of February or sooner, each year at the rate of \$10.00 per adult, with a discounted rate of \$15 for all members in a household. A \$1.00 administrative charge will be charged for electronic payments. All League business shall be conducted on the fiscal year of February 1<sup>st</sup> through January 31<sup>st</sup>. Any resident joining after July 1<sup>st</sup>, dues will be discounted at 50%.

Qualifications for membership in the League shall be any resident, tenant, or owner in the specified area, 18 years or older. Membership shall grant each household member covered by the said membership as described above, one (1) vote in all matters brought before the League and any amenities/benefits provided by the League.

### **Article IV – Officers**

The officers of the League shall be President, Vice-President, Secretary, Treasurer, and a Community Liaison. (If the President and Treasurer reside in the same abode, it shall be incumbent upon the Vice-President to sign checks and withdrawals during the existing time frame.) The Officers shall be current Members as defined by Article III - Membership.

The term of office for Officers shall be two years. No Officer shall hold the same position for more than two (2) consecutive terms.

In the event any officer (except President) must resign, the remaining Officers shall appoint a member to complete the unexpired term.

### **Article V – Functions of Officers**

1. **PRESIDENT:** The President shall preside at all meetings, appoint Chairpersons of all committees and be an ex-officio member of all Committees. The President shall be empowered to authorize the payment of all bills.
2. **VICE-PRESIDENT:** The Vice-President shall preside in the absence of the President, be in direct charge of all League meeting notices, be the direct assistance to the President, and coordinate all committee reports. In the event the President must resign, the Vice-President shall complete the remainder of the term.
3. **SECRETARY:** The Secretary shall keep a record of League meetings and meetings of the Officers, a current list of all active members, including addresses and telephone numbers, along with administer all correspondence of the League. The Secretary shall maintain the record book of all official League documents, including correspondence from the League and the Corporate Forms of the League. The Secretary shall update the annual registration due to the Virginia State Corporation Commission in February of each year.
4. **TREASURER:** The Treasurer shall be responsible for the receipts and disbursement - upon proper authorization from President, of all monies. The Officer of Treasurer shall maintain records of receipts and expenditures on a current basis for a period of seven (7) years.
5. **COMMUNITY LIAISON:** Will lead prayers (if requested) before meetings, be responsible for keeping in touch with various local outreach programs to include churches of different denominations to assist members of the community in times of need.

### **Article VI – Financial**

Bank accounts will be limited to a checking account and/or savings account. The Treasurer and President (Vice-President) will sign checks and/or make any withdrawals by the direction of the President.

The books shall be open for inspection to any member upon a written request to any Officer within thirty (30) days of the request.

The books shall be audited at least once annually in November by the Officers. The Treasurer and President (or Vice-President as indicated in Article IV - Officers) will be the only officers authorized to disburse monies.

### **Article VII – Quorum**

1. A Quorum for regular membership meetings shall consist of at least two (2) paid members and three fifth (3/5) of the officers present.

### **Article VIII – Voting**

1. Voting shall be by show of hands unless a written ballot vote is requested by the membership. No more than one (1) re-count shall be allowed on any issue.
2. For election voting, if there is an unopposed slate of Officers, a motion to accept the recommendation of the nomination committee will be allowed.
3. Only paid members shall be eligible to vote.

### **Article IX – Meetings**

Regular membership meetings shall be held on the first Monday of each month at 7:00 PM. Meetings will be limited to two (2) hours in length unless voted upon by the Membership for extension.

Order of Business: The order of business for all meetings of the Membership shall be:

- a) Call to order;
- b) Invocation (optional);
- c) Pledge of Allegiance;
- d) Traffic/Crime Report;
- e) Reading and approval of Minutes;
- f) Treasurer's Report and approval;
- g) Reports of Committees;
- h) Unfinished Business;
- i) Election of Officers (when required);
- j) New Business;
- k) Program/Guest Speakers (this may be moved to the top of the order to not delay the presenter);
- l) Remarks by guests;
- m) Adjournment.

### **Article X – Amendment**

Any proposed amendments, changes, or additions to the Articles of these Bylaws must be submitted in writing to the President before presentation to the Membership at the next regular meeting, if meetings are being held. Any Member may submit proposed amendments. A majority of those voting will be required to pass a proposed amendment. All such actions shall require a thirty (30) day notice prior to the meeting at which the vote is taken.

### **Article XI – Removal from Office**

Any Officer may be impeached for due cause by three-fifth vote of the Membership after the Membership has heard all charges. The said Officer shall be allowed to advocate for himself/herself and present any evidence to dispute claims made against him/her before said vote. The outcome of the vote will be final.

### **Article XII – Parliamentary Authority**

Robert's Rules of Order shall govern the League

### **Article XIII – Committees**

1. Committees may be appointed at the discretion of the President without the approval of the Membership. Any Committee so appointed by the President shall be announced to the Membership at the next meeting.
2. Any Member may proposed a Committee to the Officers and present it to the Membership for a vote in accordance with Article VII - Voting. If the Membership vote is in favor of the committee presented by the Member, then the Committee will be formed.
3. Each Committee Chair shall present a report to the Membership at each regular meeting.

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**Change Log:**

**Amendment 1**

**24 August 2021, by BOD, changes page 2, Article III Membership, paragraph 1 to read “.....  
Any resident joining after July 1<sup>st</sup>, dues will be discounted at 50%.”**

**Amendment 2**

**6 December 2021, by BOD, pg. 2, Article IV, paragraph 4., change paragraph from "The Board of Directors shall be comprised of: two (2) elected to a one-year term, one elected to a two-year term, and one elected to a three-year term, and the League President as Chairperson.**

**to read "The Board of Directors shall be comprised of: one (1) Director elected to a one-year term, one Director elected to a two-year term, and one Director elected to a three-year term. The outgoing President shall fill the last one-year Director position. The Senior Board member (3 year term member) shall be Chairperson. No Board member may hold an Officer position while sitting on the Board."**

**pg. 3, Article V, paragraph 1., Remove "be Chairperson of the Board of Directors"**

**Amendment 3**

**10 January 2022, pg. 2, Article IV, paragraph 4., change from, "The Board of Directors shall be comprised of: one (1) Director elected to a one-year term, one Director elected to a two-year term, and one Director elected to a three-year term. The outgoing President shall fill the last one-year Director position. The Senior Board member (3 year term member) shall be Chairperson. No Board member may hold an Officer position while sitting on the Board."**

**to read, "The Board of Directors shall be comprised of five members: three (3) Directors elected to a one-year term, one (1) Director appointed for a two-year term, and one (1) Director elected to a three-year term. The two-year term Director position shall be filled by the outgoing President to maintain the knowledge acquired during their term. The Senior Board member (3 year term member) shall be Chairperson. No Board member may hold an Officer position while sitting on the Board."**

**Minor bolding of print for Articles and headers.**

**Amendment 4**

**March 4, 2024, Article IV - Officers, body changed to remove Board of Directors in its entirety; Article V - Function of Officers, paragraph 3 changed and paragraph 6 deleted; Article IV - Financial, paragraphs 2 and 3 removed references to Board of Directors; Article VII - Quorum, paragraph 2 deleted; Article IX - Meetings, paragraph 2 deleted; Article X - Amendment body changed to reflect removal of references to Board of Directors; Article XI - Impeachment, title changed to Article IX - Removal from Office and body changed to remove references to Board of Directors and process for removal; Article XIII - Committees, entire body changed to give clarity to who may form Committees, forum for Committee formation by Membership.**

**Title of document changed to reflect legal name of organization.**

**Removal of highlighting throughout document.**

**Minor formatting of Article Titles for consistency throughout document.**