



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.

Constitution for Azaleas Acres/Lakes Civic League

Article I – Name

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

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.

Article III – Membership

1. The qualifications for membership in the League shall be any resident, tenant, or owner in the specified area.
2. The fiscal year of the League shall run from February 1st of one year to January 31st of the following year. Dues shall be collected on the 1st 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 fee will be charged for electronic payments. All League business shall be conducted on the fiscal year of February 1st through January 31st. Any resident joining after July 1st, dues will be discounted at 50%.

Article IV – Officers and Terms of Duty

1. 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.)
2. All persons running for office and/or holding office must have their membership paid in full .
3. The term of office for Officers shall be two years. No Officer shall hold the same position for more than two (2) consecutive terms.

Article V – Functions of Officers

1. **PRESIDENT:** The President shall preside at all meetings, appoint chairperson of all committees and be an ex-officio member of all Committees. The President shall be empowered to authorize the payments of all debts.
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 assistant 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 minutes 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, deposits and disbursement - upon proper authorization from President, of all monies. The Office 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

1. Bank accounts will be limited to a checking account and/or savings account. Only the President, Vice-President and Treasurer will be able to sign checks and/or make any withdrawals at the direction of the President.
2. The books shall be open for inspection to any member upon written request to any Officer within thirty (30) days of the request.
3. 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 will be eligible to vote.

Article IX – Meetings

Regular membership meetings shall be held on the first Monday of each month at 7pm.

Article X – Amendment

Any proposed amendments, changes, or additions to the Articles of this Constitution 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 adopt 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 removed from office 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 Rule of Order shall govern the League.

Map of Neighborhood



Change Log:

Amendment 1

24 August 2021 by BOD, change page 2, Article III, paragraph 2 to read "...Any resident joining after July 1st, 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) Directed 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."

Amendment 4

March 4, 2024, Article IV - Officers and Terms of Duty, paragraph 1 has removed Board of Directors notation and paragraphs 4 and 5; Article V - Functions of Officers, paragraph 3 was changed to add additional clarification to Secretary duties and paragraph 6 is removed; Article IV - Financial, paragraphs 2 has references to Board of Directors removed and paragraph 3 gives new parameters on annual audit of financial records; Article VII - Quorum, paragraph 2 deleted; Article X - Amendment, removed references to Board of Directors; Article XI - Impeachment, title of article revised to Removal from Office and process for removal modified.

Title of document changed to reflect legal name of organization.

Removal of highlighting throughout document.

Minor formatting changes.