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2 **East Ocean View Civic League By-Laws**

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4 **ARTICLE I - NAME AND AUTHORITY**

5 The name of the organization shall be the East Ocean View Civic League, hereafter referred to as EOVL.
6 The EOVL derives its authority from its membership

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9 **ARTICLE II - PURPOSE**

10 The purpose of the EOVL shall be a non-profit organization, operated exclusively for the purposes
11 beneficial to the interests of the residents of East Ocean View.

12
13 The organization shall bring together residents of East Ocean View at frequent intervals, to promote good
14 fellowship, to further the interests of the community with respect to beautification, recreation, sanitation,
15 safety and the protection of property values. The organization shall also strive to inform residents of issues
16 of neighborhood importance, to provide a forum for discussion of concerns, and to promote participation in
17 public affairs by encouraging members to register and vote in all local, state and federal elections.

18
19 **ARTICLE III - MEMBERSHIP**

20
21 **Section 1:**

22 Membership shall consist of residents who own their residence in Planning Districts 6 & 7, the East Ocean
23 View section of the city of Norfolk who meets the criterion in sections 2, 3 and 4 below.

24 **Section 2:**

25 Residents, who lease or rent property in East Ocean View and have lived in the East Ocean View area for a
26 minimum of one year, will be eligible for membership with full membership rights as listed in Section 4
27 below.

28 **Section 3:**

29 A business owner or non-resident property owners, and other interested persons may become an associate
30 member but will have no voting privileges. If, in the opinion of a member of the Board of Directors, the
31 associate member would make a special contribution to the good of the EOVL, that person's name may be
32 proposed in writing and if confirmed by majority vote of the Board of Directors will then be submitted to
33 the membership for final approval. A majority vote of a quorum at a scheduled meeting of the EOVL,
34 will confirm the person, who will have full membership rights as listed in Section 4 for a period of one
35 year. Subsequent yearly periods can be confirmed by a majority vote of a quorum of the Board of
36 Directors present at scheduled meeting of the Board.

37 **Section 4:**

38 Each member in good standing, other than associate members, shall have the right to vote as well as all
39 other privileges that may attach to the membership of this organization. A "member in good standing"
40 shall be defined as one who has registered their membership and paid their annual dues at least 30 days
41 prior to the meeting in which the vote is taken.

42 **Section 5:**

43 A quorum shall be deemed to be present when no less than 15% of the voting membership is present, and at
44 least 50% of the Board of Directors and at least one member of the Executive Board. No business shall be
45 conducted other than to adjourn whenever it is determined a quorum is not present.

46 **Section 6:**

47 Membership dues shall be \$10.00 per person or \$15 per household per year. Dues shall be due and payable
48 by January 1, or first scheduled monthly meeting, of each calendar year. Membership shall be deemed
49 suspended after that date. Only dues paying members may have voting privileges.

1 Section 7:

2 A member who has their rights and privileges suspended may apply to activate those rights and privileges
3 as described in section 1, 2, 3, and 6 of this article.
4

5 **ARTICLE IV - MONTHLY MEETINGS**

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7 The East Ocean View Civic League will meet monthly on the first Thursday of every month at 7:00 p.m. at
8 the East Ocean View Recreation Center. Changes to the meeting place, date or time will be disseminated
9 to the membership via e-mail and/or phone. Cancellation of a monthly meeting must be voted on by
10 majority vote by membership at a prior monthly meeting. All regularly scheduled and special meetings will
11 be announced by whatever means are available (e-mail, phone, newspaper, website, etc)
12

13 **ARTICLE V - OFFICERS AND DIRECTORS**

14 Section 1:

15 The elected officers of this Civic League shall be: President, Vice-President, Secretary, and Treasurer and
16 shall serve a term of one year and will be known as the Executive Board.
17

18 Section 2:

19 The Board of Directors shall consist of the elected Executive Board officers and up to eight Directors at
20 Large. Past presidents may be non-voting members.

21 Section 3:

22 All Officers and Directors shall attend all Board of Director meetings and the regularly scheduled monthly
23 general meetings. They shall not miss more than two meetings a year unless excused by the Executive
24 Board.

25 Section 4:

26 A member of the Executive Board or a Director at Large, who is deemed to not serve the best interests of
27 the EOVCCL or not fulfilling their duties in accordance to these By-Laws may be removed from office by a
28 ¾ vote of a quorum of the general membership present at a scheduled meeting where a motion has been
29 made and seconded for their removal. At least one member of the Executive Board and 50% of the
30 Directors at Large must also be present when a motion to remove an officer or director is made. If less than
31 50% of the Directors and/or no Executive Board members are present, the motion will be tabled to the next
32 scheduled meeting.
33

34 **ARTICLE VI - ELECTION OF OFFICERS AND DIRECTORS**

35 Officers and Directors of the EOVCCL shall be nominated at the regular October meeting each year and
36 elected at the regular December meeting of the EOVCCL in a manner hereafter prescribed:
37

- 38 1. Nomination – The President shall appoint a nominating committee consisting of not less than three (3)
39 members in good standing and who themselves are not eligible for re-election themselves, at the
40 September meeting of each year. The committee shall nominate one (1) member for each officer and
41 for each Director at Large whose term is expiring. The Nominations Committee will announce their
42 slate of candidates at the October meeting. At the November meeting, any member of the EOVCCL (in
43 good standing) may make further nominations from the floor. The nominee must be a member in good
44 standing, be present and must verbally consent to the nomination before the nomination can be
45 accepted. No nominations will be accepted on the day of election. Should there be more than one
46 nominee for an office, voting for that office will be by ballot.
- 47 2. Election – At the December meeting, nominees shall be voted on and elected for the ensuing year. A
48 majority vote of the members present at the meeting will be required for a candidate for any elected
49 EOVCCL office. If a nominee is running unopposed, the single nominee will be declared elected by
50 acclamation.
- 51 3. Term of Office – The President, Vice-President, Secretary and Treasurer shall hold office from January
52 1st following election for a term of one (1) year and shall be eligible for re-election to their respective
53 office. Directors at Large will serve a two (2) year term beginning January 1st. (No more than 50% of
54 the Directors will be up for election/re-election in any given year.)
- 55 4. Installation – The elected officers and Directors at Large shall assume full responsibility of their office,
56 as the first order of business, at the regular January meeting following election.
- 57 5. Vacancy prior to term – The President can fill a vacancy in the EOVCCL Executive Board (except
58 President) or Director at Large position by a temporary appointment for the remainder of the term. In

1 the event of the elected President is unable to complete his/her term, the Vice-President will assume
2 the temporary position as President and his/her first duty will be to appoint a new Vice-President.
3

4 **ARTICLE VII - DUTIES OF OFFICERS AND DIRECTORS**
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6 PRESIDENT: The President shall preside at all meetings and have general supervision of all EOVC
7 affairs. He/she shall preside at Board of Directors meetings. He/she shall appoint the Chairman of all
8 committees. He/she shall represent the EOVC at official functions, or designate someone in his place, if
9 necessary; keep informed on subjects and legislation pertinent to the well being of East Ocean View, assist
10 and direct EOVC policy to foster good government, impress on the membership the value of the voting
11 process and promote harmonious collateral interests with other city civic organizations. The President may
12 authorize expenditures of up to \$100 per month as necessary. Any action taken shall be reported at the
13 following meeting.
14

15 VICE-PRESIDENT: The Vice-President shall assume the duties of the President in his/her absence;
16 coordinate the activities of the committees as requested by the President, and shall serve on each committee
17 as an ex officio member.
18

19 SECRETARY: The Secretary shall prepare and record proceedings of all regular meetings and meetings,
20 all meetings of the Board of Directors and maintain all official records except those held by the Treasurer.
21 Shall be responsible for all EOVC correspondence and maintain a file of same.
22

23 TREASURER: The Treasurer shall receive and record all monies contributed to the EOVC; shall pay all
24 bills as directed after approval by the voting membership; shall maintain an up-to-date membership list;
25 shall make a yearly financial report to the audit committee and submit all records to the audit committee as
26 requested. Checks written shall contain the signature of the Treasurer or President. An annual audit of the
27 financial records shall be performed by at least two members, following elections and from the last audit,
28 with results reported to the membership at the next scheduled meeting.
29

30 **ARTICLE VIII - EXECUTIVE BOARD**

31 Consists of the President, Vice-President, Secretary and Treasurer. The members of the Executive Board
32 shall act where matters demand immediate attention, which would preclude calling a special meeting of the
33 Board of Directors.
34

35 **ARTICLE IX - COMMITTEES**
36

37 Section 1:

38 There shall be such committees appointed by the President, as may be required to promote the objectives
39 and interests of the EOVC. All committees shall be approved by a majority vote of the quorum present at
40 the scheduled meeting the committee is proposed. Their term of the committee shall expire at the time of
41 elections of officers or when discharged by the President when deemed necessary.
42

43 Section 2:

44 The President shall appoint a committee chairman. The committee chairman shall report on activities of
45 their committees at each regular meeting and shall make a final written report at the end of their term.
46

47 **ARTICLE X - THE PARLIAMENTARY AUTHORITY**

48 The rules contained in "Robert's Rules of Order revised" shall govern this Civic League in all cases to
49 which they are not inconsistent with these by-laws.
50

51 **ARTICLE XI - AMMENDMENTS**
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53 These by laws may be amended by a vote of two-thirds vote of the quorum present at a general meeting,
54 provided the proposed amendment(s) were presented in writing and read to the membership at the
55 preceding month's scheduled meeting as a presentation for adoption.
56

57 President: Bill Eason 
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