

BAYCLIFF CIVIC LEAGUE BY-LAWS

ARTICLE ONE - NAME

Section 1.1 The name of this organization shall be Baycliff Civic League, Inc. (“League”).

ARTICLE TWO - PURPOSE

Section 2.1 To promote and coordinate community welfare, safety, and improvement.

Section 2.2 To promote social and recreational activities.

Section 2.3 To protect the value of Baycliff property.

ARTICLE THREE - MEMBERSHIP

Section 3.1 Shall be limited to adult residents of the Baycliff development. Membership or expansion shall be decided by a vote at a regular or special meeting.

Section 3.2 Each adult resident member shall be entitled to one vote with up to two (2) votes per household.

Section 3.3 Members unable to attend a regular or special meeting may submit absentee ballots on business matters to be voted upon by members in attendance at said meeting. The absentee ballot may be submitted in writing, or may be submitted by electronic mail, and will be submitted to the Recording Secretary prior to the meeting in which the assembled civic league members act upon the business.

Section 3.4 Each family shall pay annual dues, in an amount set by a vote of members at a regular or special meeting. (Note: Annual dues are \$75.00, set at the general membership meeting on November 29, 2017.) In addition to annual dues, the members shall pay an annual assessment for maintenance and/or improvements of commonly held land in Baycliff. The annual assessment shall be fixed and approved by a majority vote of the members at the November general membership meeting. The membership year runs from January 1st through December 31st. All dues are payable by the January general membership meeting.

ARTICLE FOUR - OFFICERS

Section 4.1 The officers of the civic league shall be a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The elected Officers shall serve as the Board of Directors for the League, and the President shall serve as the Chair of the Board of Directors. The elected Officers shall also constitute the Executive Board of the League.

Section 4.2 The election and installation of officers shall be the first order of business at the May meeting. The officers' terms shall begin immediately with their May installation and end with the election of new officers the following year.

Section 4.3 A nominating committee of at least three (3) will be announced at the March meeting. The Executive Board will seek interested volunteers to serve in this capacity. Their duty will be to select a slate of candidates for league office to be voted upon at the May meeting. There may also be nominations from the floor. No member shall be nominated for any office that has not given his/her consent to serve if elected.

Section 4.4 Each office shall run for a term of one year.

Section 4.5 No officer shall serve in the same office more than two consecutive years.

ARTICLE FIVE - DUTIES OF OFFICERS

Section 5.1 The President shall preside at all meetings of the League. He/she may call special meetings of the League whenever such meetings seem to him/her necessary and advisable or upon recommendation of a majority of the Executive Committee.

Section 5.2 The First Vice-President shall perform the duties of the President when the latter is absent or incapacitated and shall serve as Co-Chairperson of the Membership Committee and Program Committees.

Section 5.3 The Second Vice-President shall perform the duties of the President when the latter and the First Vice-President are both absent or incapacitated and acts as parliamentarian at all League meetings. He/she shall serve as Co-Chairperson of the Membership Committee and Program Committee.

Section 5.4 The Recording Secretary shall take minutes at all regular and special meetings of the League.

Section 5.5 The Corresponding Secretary shall keep a directory of residents and shall notify the residents of the time and place of all meetings, handle correspondence for and on behalf of the League, and perform the duties of the Recording Secretary when the latter is absent or incapacitated.

Section 5.6 The Treasurer shall be the custodian of all monies collected for and by the League; he/she shall disburse the funds in accordance with the annual budget developed by the membership. The proposed budget for the next year will be published in the Baycliff Bugle newsletter for resident review and approval by vote at the November General Membership meeting. Expenditures for any non-budgeted item exceeding \$3,500.00, with the exception of emergency expenditures, must be first published in the Baycliff Bugle newsletter and voted upon by the general membership at the next meeting. However, in order to deal with emergency expenditures in a timely fashion (storm clean up, critical repairs, and other such crisis matters), the Baycliff Executive Board may call a special meeting and vote to authorize necessary emergency expenditures. The Treasurer shall maintain a record of all collections and disbursements.

ARTICLE SIX - MEETINGS

Section 6.1 Regular meetings of the League shall be held in September, November, January, March, and May.

Section 6.2 Special meetings of the League may be held subject to the provisions of Article Five, Section 5.1.

Section 6.3 The President, two (2) Executive Board Members, and a minimum of twenty (20) additional league members, attending in person or voting by absentee ballot, shall comprise a quorum at any Civic League General Membership Meeting.

Section 6.4 The majority of any committee shall comprise a quorum at any one of their meetings. (NOTE: A quorum is the minimum number of members required to be at a meeting before the Baycliff Civic League can validly proceed to transact business.)

ARTICLE SEVEN - COMMITTEES

Section 7.1 The Executive Board may appoint Standing Committees, the Chairs of such Committees, and their members, including, but not limited to, the following Committees:

- Executive
- Hospitality
- Landscaping and Common Land Maintenance
- Membership (First and Second Vice-Presidents)
- Neighborhood Watch
- Newsletter
- Program for Meetings (First and Second Vice-Presidents)
- Safety, Improvement, and Architectural
- Social Media
- Social and Recreation (comprised of Ad Hoc Subcommittees)
- Ways and Means / Community Yard Sale
- Website and Baycliffwatch
- Yacht Club / Boat Ramp

Section 7.2 The Executive Committee shall be comprised of the organization's elected Officers and the standing committee chairpersons. The Executive Committee shall coordinate activities of the other committees, act in an advisory capacity to the President in the best interest of the League, recommend special meetings in accordance with Article Five, Section 1, and promote membership and participation of eligible members. The President shall be Chairman of the Executive Committee and shall vote only in the event of a tie. The Executive Board is comprised of the elected officers of the Civic League and shall meet to frame upcoming events and outline near term goals.

Section 7.3 The Programs Committee is co-chaired by the two Vice-Presidents and shall select meeting places, make necessary arrangements, and arrange programs for Civic League meetings.

Section 7.4 The Social and Recreation Committee shall plan and promote recreational and social events which may include: Fall Festival, Santa Visit, Adult Holiday Party, Luminaria Lighting, Spring Egg Hunt, Picnic, National Night Out, and any other desired additional social activities.

Section 7.5 The Safety, Improvement and Architectural Committee shall coordinate activities for the safety and improvement of the community, and act as a liaison between the city and the civic league in matters pertaining to architecture within Baycliff.

Section 7.6 The Landscaping and Common Land Maintenance Committee shall coordinate the beautification and improvement of all commonly held land Baycliff.

Section 7.7 The Ways and Means Committee shall promote activities for the purpose of raising funds as needed by the League.

- Section 7.8** The Membership Committee is chaired by the two Vice-Presidents and will work with the Treasurer to collect dues.
- Section 7.9** The Yacht Club Committee shall issue boat ramp keys to members who have paid the annual boat ramp fee determined by the league. (Note: \$50.00) The Yacht Club Committee shall oversee all matters of interest to Baycliff boaters.
- Section 7.10** The Neighborhood Watch Committee shall work with the Virginia Beach Police to keep Baycliff secure and crime-free. All sections of Baycliff will be represented by our Block Captains who will report to the Neighborhood Watch Coordinator (Chairperson). Block Captains will educate their assigned residents about the Neighborhood Watch Program and act as the liaison between these neighbors and the Neighborhood Watch Coordinator. The Neighborhood Watch Block Captains will also distribute the Baycliff Bugle newsletter and notices to keep the community informed.
- Section 7.11** The Newsletter Committee shall be responsible for gathering news, preparation, and distribution of the Baycliff Bugle. The Neighborhood Watch Block Captains will deliver the newsletter and notices. Business advertising will be solicited to help underwrite the cost of the newsletter.
- Section 7.12** The Baycliff Website and Baycliffwatch System will be developed and maintained by the Baycliff Webmaster. Community announcements, safety, and security alerts will be broadcast on the Baycliffwatch, and community news and an online version of the Baycliff Bugle will posted on the website.
- Section 7.13** The Hospitality Committee works to keep Baycliff a warm and welcoming community and actively greets new residents.

ARTICLE EIGHT - PROCEDURE AT MEETINGS

- Section 8.1** Order of Business:
- 8.1 a. Call to Order and Membership Count; Determination of Quorum
 - 8.1 b. Program
 - 8.1 c. Reading of Minutes from previous meeting
 - 8.1 d. Report of Corresponding Secretary
 - 8.1 e. Report of Treasurer
 - 8.1 f. Reports of Vice-Presidents
 - 8.1 g. Unfinished Business
 - 8.1 h. New Business
 - 8.1 i. Announcements
 - 8.1 j. Adjournment

ARTICLE NINE - PARLIAMENTARY AUTHORITY

- Section 9.1** The parliamentary authority for the League shall be Robert's Rules of Order Revised.
- Section 9.2** These By-Laws may be amended at any regular meeting of the League if the proposed amendment has been submitted to the membership in the Baycliff Bugle newsletter prior to the vote meeting. Amendments shall become effective immediately upon adoption.