

# CHESAPEAKE BEACH CIVIC LEAGUE

## BY-LAWS

### ARTICLE I. MEMBERSHIP

Annual membership dues are \$8 for individuals and \$15 for a household, due January 1<sup>st</sup> of each year. Fees shall be tendered in full for any renewed membership.

### ARTICLE II. FISCAL YEAR

The fiscal year of the Chesapeake Beach Civic League (“Civic League”) shall begin on January 1<sup>st</sup> and shall end on December 31<sup>st</sup>.

### ARTICLE III. DUTIES OF OFFICERS

The President shall preside over the general membership and working meetings of the Civic League and shall perform such duties as custom and parliamentary usage may require. The President may appoint pro tem officers and committee chairpersons. The President shall maintain a safe deposit box with the following documentation enclosed: a copy of the *Application for Federal Tax Exemption (Form 1024)* and all supporting documentation, the original IRS Response Letter to the application for tax exemption, a copy of the *Virginia Exemption Application for a Civic Organization (Form 100)* and all supporting documentation, the original Virginia Department of Agriculture and Consumer Affairs Response Letter to the Virginia Exemption Application, a copy of the Request for Virginia State Tax Exemption, the original response from the Virginia Department of Taxation to the Request for State Tax Exemption, copies of the current Civic League Constitution and By-Laws, and any other documentation deemed essential to the Civic League.

The Vice President shall assist the President in the performance of the President’s duties. The Vice President shall preside at the meetings in the absence of the President and shall serve an unexpired term if necessary.

The Treasurer shall be responsible for handling and keeping records of all receipts and disbursements. At the beginning of the Executive Board term of office, the Treasurer shall ensure that the Civic League bank account(s) are listed with the names of the current Executive Board. The Treasurer shall ensure that the authorized check-signers are properly recorded in the bank account records as needed. The Treasurer shall not be authorized as a check-signer on the checking account. The preferred check-signer shall be the President. The Vice-President and the Secretary shall also be listed as authorized check-signers. The Treasurer shall report at each general membership and working meeting on the Civic League’s financial position as of the prior month-end. The Treasurer shall prepare an annual budget to be approved by majority vote at a general membership meeting. At any general membership meeting, the Treasurer shall make available for inspection the records of deposits and expenditures. Each year, the Treasurer shall file *IRS Form 990-N* or any other report required by the IRS no later than May 15<sup>th</sup>, or by the date specified by the IRS. The Treasurer shall comply with the annual fee and reporting requirements of the Virginia State Corporation Commission by the due date.

The Treasurer shall retain fiscal records for a period of at least three years after the period of registration to which they relate. The Treasurer shall maintain the post office box.

The Secretary shall record the meetings of the Civic League and the Executive Board, keep accurate and orderly records, and handle all correspondence as delegated by the Executive Board. The Secretary shall maintain a list of persons authorized to solicit contributions for or on behalf of the Chesapeake Beach Civic League for the current year. The Secretary shall maintain a copy of the following documentation: the *Application for Federal Tax Exemption (Form 1024)* and all supporting documentation, the IRS Response Letter to the application for tax exemption, the *Virginia Exemption Application for a Civic Organization (Form 100)* and all supporting documentation, the Virginia Department of Agriculture and Consumer Affairs Response Letter to the Virginia Exemption Application, the Request for Virginia State Tax Exemption, the response from the Virginia Department of Taxation to the Request for State Tax Exemption, the current Civic League Constitution and By-Laws, and any other documentation deemed essential to the Civic League. If requested by any member of the public, the Secretary must make available for inspection a copy of the latest Civic League annual IRS return and a copy of the *Application for Federal Tax Exemption (Form 1024)* and all supporting Documentation, and this must be made available within two weeks at a reasonable time of the day at a reasonable location of the Secretary's choice. At all general membership meetings prior to the reading and approval of the minutes, the Secretary shall determine a quorum for the current meeting.

All members of the Executive Board will serve as a "Board Liaison" to committee chairs as determined by the President at the first meeting of the year. The Executive Board may also appoint a regular member as a Board Liaison. Board Liaisons shall supervise the assigned committee chairs.

Outgoing officers shall transfer all books, papers, keys, properties and signature requirements to the incoming officers.

By a majority vote, the Executive Board may terminate any Executive Board member should the number of meeting absences result in the poor performance of the Executive Board member to his/her duties.

It shall be the duty of the Executive Board to approve all new committees prior to presenting the planned committee idea to the membership.

#### ARTICLE IV.            MEETINGS

General membership meetings shall be held on the third Monday of every month at 7:00 P.M. Working meetings of the Executive Board and committee chairs shall be held on the second Monday of every month at 7:00 P.M. The December working meeting shall include both incoming and outgoing officers and committee chairs. A future meeting may be cancelled by a majority vote of the members present and voting at any meeting. The majority vote of the Executive Board may cancel a meeting or change the time or date of a meeting due to severe weather or other unforeseen circumstances.

Five percent of the membership in good standing, including at least two members of the Executive Board, shall constitute a quorum for the transaction of business at any general membership meeting of the Civic League.

To prevent a critical decision being made without the knowledge of the membership, any new business, which will result in a critical change or addition for the league, brought up at a meeting, will be tabled for vote until the next general meeting. A majority vote of the Executive Board will be the deciding factor on whether an issue is critical or not. The information will be posted in the newsletter that a vote will be called at the next general membership meeting.

#### ARTICLE V. COMMITTEES

All committees in existence on the date in which these By-Laws go into effect shall remain in existence. A new committee may be formed for any specific purpose upon majority approval of the Executive Board and upon subsequent motion and approval by a majority vote of members present and voting at a general membership meeting. A committee shall be dissolved if it has not conducted any business for a period of twelve months, or by consensus of the Executive Board.

By majority vote, the Executive Board may terminate any committee chair for failure to follow the constitution or bylaws. Committee chairpersons are an annual position and shall be selected by a majority vote of members present at the January general membership meeting each year. If a vacancy opens or a new committee chair position needs to be filled, the committee chair shall be approved for the remainder of the fiscal year by a majority vote of the members present at a general membership meeting.

#### ARTICLE VI. APPROVAL OF EXPENDITURES

The annual budget shall be presented to the membership for approval by a majority vote at a general membership meeting at the beginning of the year. Executive Board Members and Board Liaisons may approve for their committees non-budgeted expenses, equal to or under twenty-five dollars. The President may approve non-budgeted expenses equal to or under one hundred dollars. Non-budgeted expenditures equal to or under two hundred and fifty dollars but over one hundred dollars are to be approved by majority vote of the Executive Board. Non-budgeted expenditures over two hundred and fifty dollars are to be approved by a majority vote at a general membership meeting.

#### ARTICLE VII. SOLICITATIONS FOR CONTRIBUTIONS

The following have been determined to be solicitations by the Virginia Department of Agriculture and Consumer Services Office of Consumer Affairs: requests for corporate sponsorship, requests for door prizes for meetings or parties and the Membership Application if it contains a request for additional contributions above and beyond a membership fee.

The Chesapeake Beach Civic League shall not solicit outside of the city of Virginia Beach, in order to retain its status as a civic organization under Virginia law. Door prizes and corporate sponsorship may only be solicited from businesses located within Virginia Beach. The newsletter may not be distributed outside of Virginia Beach as long as it contains a membership application soliciting for contributions.

If the Chesapeake Beach Civic League accepts any contribution exceeding \$5 in cash or tangible property, then, on request of the donor, a written receipt acknowledging such contribution on behalf of the organization shall be provided.

No person shall make any representation that he is soliciting contributions for or on behalf of the Chesapeake Beach Civic League or shall use or display any emblem, device or printed matter belonging to or associated with the Chesapeake Beach Civic League for the purpose of soliciting or inducing contributions from the public without first being authorized to do so by majority vote of the Executive Board. The Secretary shall maintain a list of persons authorized to solicit contributions for or on behalf of the Chesapeake Beach Civic League for the current year.

#### ARTICLE VIII. AMENDMENTS

These By-Laws may be amended by a majority vote of the members present and voting at any general membership meeting, provided that the proposed amendment has been presented in writing and read at a previous meeting.

#### ARTICLE IX. REPEAL OF PREVIOUS BY-LAWS

These By-Laws supersede the previous By-Laws and amendments thereto.

*These By-Laws were adopted on January 17, 2014, in accordance with all laws and regulations of the Chesapeake Beach Civic League.*