

COTTAGE LINE CIVIC LEAGUE, INC. BYLAWS

ARTICLE I NAME

The name of this organization shall be the Cottage Line Civic League, Inc. hereafter referred to as "The League."

ARTICLE II PURPOSE

Section 1. The purpose of The League shall be to serve as a voice of the members in the Cottage Line Community and as an intermediary in its relationships with other civic groups as well as officials of the City of Norfolk and ensuring an attractive, livable, safe, family-oriented beach community (Approved February 6, 2020).

Section 2. The geographical boundary of The League shall include the north and south sides of East Ocean View Avenue including the beach area contiguous thereto from Norfolk Avenue on the west to First Bay Street on the east and homes on North side of the 900 block of Hillside Ave per homeowners' petition dated November 17, 2019 (Approved February 6, 2020).

ARTICLE III MEMBERSHIP

Section 1. Membership shall be composed of two Membership Categories, Voting Members and Non-Voting Members.

Voting Members shall be composed of and limited to those persons who are over the age of 18 and who own real property or are residents within the Cottage Line Civic League, Inc. boundaries, are dues paying members in good standing and whose application for membership has been approved by such procedures as are determined by the Board of Directors / Officers, pursuant to the terms of these Articles and the By Laws of the Corporation. Each member in this category shall have one vote in the management of the affairs of the Corporation, including the election of Directors / Officers. The Director / Officer candidates shall be in this Membership Category.

Non-Voting Members shall be composed of and limited to those persons who are over the age of 18 and who do not own real property or are a resident within the Cottage Line Civic League, Inc. boundaries or are not dues paying members in good standing or whose application for membership or renewal has not been approved by such procedures as are determined by the Board of Directors / Officers, pursuant to the terms of these Articles and the By Laws of the Corporation. Each member in this category shall have no voting rights.

Section 2. Membership may be attained by submitting an application form and paying the annual fees to the league treasurer.

Section 3. Only active members **in the Voting Member category**, as stated in Article III Membership, are authorized to vote. An active member is a member who is current on their dues prior to the start of the meeting where a vote will be taken.

Section 4. Dues shall be \$10.00 annually, \$40.00 for a five year period, \$80.00 for a ten year period or \$150 lifetime per household or business (Approved May 6, 2021).

ARTICLE IV DIRECTORS / OFFICERS

Section 1. The elected Directors / Officers of The League shall be the President, Vice-President, Secretary, Treasurer, and Directors At-Large. These Directors / Officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the organization.

Section 2. Nominations will be from the floor. The Voting member making the nomination should consult their nominee to insure they are willing to serve. (All references to nominating committee are deleted) (Approved January 11, 2018).

Section 3. Election of Directors / Officers shall be held by voting in person at the November meeting. In case of tie vote for any Director / Officer position, voting shall continue until a majority vote is cast. If no nominations are made from the floor, the convening Director / Officer may declare the nominees elected by general consent or "acclamation." The top two persons shall be voted on in case more than two ~~2~~ are seeking office. (Approved May 6, 2021)

Section 4. The newly elected Directors / Officers shall assume their duties immediately following the November meeting. (Approved January 11, 2018).

ARTICLE V DUTIES OF DIRECTORS / OFFICERS

Section 1:

A. The President shall preside at all meetings; shall appoint all standing committees and Ad Hoc committees; shall serve as ex-officio member of all standing committees; shall appoint Ad Hoc committee to audit the treasurer's books in the month of November of each year; and shall call special meetings as circumstances dictate.

B. The Vice President shall assume office of the President in the President's absence; shall coordinate activities of committees as designated by the President; shall be responsible for programs, i.e., provide speakers, films, etc.

C. The Secretary shall record and maintain the minutes of all meetings; shall maintain an updated copy of the by-laws; shall maintain any records designated by the President; shall

arrange with media publication of meeting notices, publicity, etc.; shall maintain scrapbook of pertinent news items. All records shall be turned over to their successor prior to the January meeting.

D. The Treasurer shall accept all dues and money received from other sources; shall pay bills; shall maintain up to date records, shall make a full audited financial report annually in November. All records shall be turned over to their successor prior to the January meeting.

E. The At Large Directors / Officers shall take on special projects as needed.

Section 2. Directors / Officers are authorized to be reimbursed up to \$100 per transaction for League business (such as copying) and must provide receipt to treasurer (Approved January 5, 2017).

ARTICLE VI MEETINGS

Section 1. General meetings shall be held on the 1st Thursday of February, March, April, May, June, September, October, November and December of each year or as otherwise prescribed by the President (Approved February 6, 2020).

Section 2. Committees shall meet monthly as necessary or more frequently as directed by their respective chairman, convenient scheduling shall be arranged in consultation with the committee members.

Section 3. Six active members shall constitute a quorum for general meetings and at least two Directors / Officers. (Approved May 6, 2021)

Section 4. Electronic voting of current members is permitted when deemed appropriate by the CLCL Board of Directors / Officers. (Approved May 6, 2021)

ARTICLE VII COMMITTEES

Section 1. The Committees shall be Area Planning and Development; Membership; Communications and Community Relations. (Approved February 6, 2020).

Section 2. Each Committee chairman shall report on activities of the Committee at regular meetings and shall submit a written report to the President in November of each year outlining accomplishments, any problems encountered, and projects which should be pursued the following year.

Section 3. Duties of the Committees:

A. Area Planning and Development. Shall be concerned with an orderly, planned development, redevelopment, and zoning of the Cottage Line area; shall maintain close

relationship with established businesses and cognizant control authorities in the licensing of new enterprise; shall review complaints of citizens and attempt to resolve differences; shall encourage business officials to support the aims and objectives of the Cottage Line Civic League, Inc. shall take appropriate and timely action to improve the appearance and safety of the Cottage Line area. Principal areas of concern are solid waste disposal (garbage, furniture, appliances, etc.), cleanliness of streets, street traffic markings, repair of streets, cleaning of drains, designation of parking areas, street lights, traffic signals and Right-of-Ways.

B. Membership. Shall maintain current membership roster consisting of name, address, email address (where possible) and phone number of each member; shall strive to bring qualified members into The League and insure that each of them is accorded a friendly welcome; shall see that all members are notified prior to each general meeting.

C. Communications. In coordination with Board, maintains the Civic League's public media presence (Approved February 6, 2020).

D. Community Relations. Shall promote ways of enhancing the quality of life and well-being of all citizens of the Cottage Line; promote recreational needs and facilities including cleanliness; maintenance of recreational facilities in the Ocean View area and shall maintain liaison with other civic organizations, the Departments of Human Resources, Parks and Recreation, Community Improvement, as well as other public and private agencies concerned with mutual interest. Maintain close liaison with Norfolk Police.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in **Robert's Rules of Order** (Newly Revised) shall govern the conduct of League meetings in all cases in which they are not inconsistent with the Bylaws of this organization.

ARTICLE IX DISSOLUTION / TERMINATION

Dissolution of Cottage Line Civic League, Inc. and termination of its affairs shall occur when deemed appropriate by a majority of the Board of Directors / Officers. Dissolution / termination proceedings shall comply with the following:

1. The Board of Directors / Officers shall adopt a resolution recommending that the Cottage Line Civic League, Inc. be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of the members having voting rights. Written or printed notice stating that the purpose of such a meeting is to consider the advisability of dissolving Cottage Line Civic League, Inc shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

2. Approval of dissolution of Cottage Line Civic League, Inc. shall require the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting, a quorum being present as defined in Article 6, Section 3.
3. If dissolution is approved, Cottage Line Civic League, Inc. shall pay all just debts, yield up and surrender all of its books, records and minutes and all of its assets to a designated neutral party. The distribution will be according to a process established by the CLCL Board of Directors at the time of dissolution.

ARTICLE ~~IX~~ X

These Bylaws may be amended at any general meeting of The League provided the proposed changes were presented prior to the meeting where the vote is being taken. (Approved May 6, 2021)

Bylaws Adopted/Originated:

April 21, 1983

Bylaws Updated/Revised:

Rev 1) November 6, 2014

Rev 2) January 5, 2017

Rev 3) January 11, 2018

Rev 4) March 1, 2018

Rev 5) October 4, 2018

Rev 6) February 6, 2020

Rev 7) May 6, 2021

Rev 8) March 3, 2022