

By-Laws of the Ocean Park Civic League
Revised and Adopted November 6, 2008
Amended March, 2017

Article I - Name

This organization shall be known as the Ocean Park Civic League, Inc. and hereinafter referred to as OPCL. The civic league received state corporate charter in 1946 and was designated a non-profit organization by IRS in June, 2000.

Article II - Purpose

The purpose of the OPCL shall be a non-profit organization, operated exclusively for the purposes beneficial to the interests of the residents and property owners of Ocean Park. Additionally, the organization shall bring together both residents and property owners, at frequent intervals, to promote good fellowship, to further the interests of the community with respect to beautification, recreation, sanitation, safety, and the protection of property values. The organization shall also strive to inform residents of issues of neighborhood importance, to provide a forum for discussion of concerns, and to promote participation in public affairs by encouraging members to register and vote in all local, state and federal elections.

Article III - Membership

Membership shall be open to any resident or property owner in Ocean Park. Ocean Park lies between the Lynnhaven Inlet, the Chesapeake Bay and Pleasure House Creek. Ocean Park includes, but is not limited to: Three Ships Landing, Aeries on the Bay, 3556-On- the-Bay, The Chesapeake House, and Water Oaks. Yearly dues shall be \$20.00 per household or business and may be paid to the Treasurer starting in January per calendar year. Members whose dues are current shall be considered as active members and entitled to voting privileges and shall include all resident household members 18 years and over. Questions on voting rights will be decided by the executive board. However, all residents of Ocean Park are encouraged to attend meetings whether or not they are paid members. No religious or denominational group, fraternal organization, partisan political organization, trade or professional union shall be eligible for membership in the OPCL.

Article IV - Meetings

Meetings shall be held no less than once every two months on the first Thursday following the first Monday of the month from September to May (September, November, January, March, & May.) Meeting time and place shall be announced in advance via newsletter, signage, and postings to our web site. All meetings shall be held in a public place within Ocean Park and shall be open to the public. There will be no meetings during the summer unless the Board of Directors deems it essential that a meeting be held. The Board of Directors may, upon appropriate notice, change the date, time or place of the meeting.

Quorum

A quorum for the transaction of business shall consist of twenty (20) members. Votes to approve By-Law changes require 2/3 majority. All proposed amendments and/or changes in By-

Laws must be presented in writing and read at a previous meeting. Should a quorum not be present, additional information be sought by the membership or substantive and/or critical changes be proposed the membership, an issue may be tabled and carried forward for vote at the next general meeting. Providing a quorum is met, all other votes/motions require a simple majority.

Article V - Elections

Section 1

The elections for all the officers shall be held no later than each November. The term of office is to begin the following January and ending in December of the subsequent year. To promote a sense of continuity, each officer is to serve a two-year term and may be eligible for re-election. However, the President and Vice President shall not serve more than two consecutive terms. Any President serving the unexpired term of the previous office holder shall be eligible to serve two additional terms as provided in this paragraph.

In the event that the President does not complete the term for which he/she has been elected, then the Vice President will become President for the remainder of the term. In the event of a vacancy in any other office, a person shall be appointed by the Executive Board.

Section 2

In election years, the President shall appoint a three-member Nominating Committee no later than September of that year. They are to report at the November General meeting with recommendations for nominations for all Officers and Liaison Representatives. Nominations and comments may be made from the floor, after which time the elections shall be held by voice vote.

Article VI – Officers

The Officers of this organization shall be: President, Vice President, Secretary, and Treasurer. These officers shall be elected by a majority vote of the eligible members present at a general meeting. These positions may be shared, if approved by the league membership.

Section 1

The President shall preside over the regular and executive meetings of OPCL and shall perform such duties as custom and parliamentary usage may require. The President shall nominate all committee chairpersons, but they are subject to Executive Board approval. Committee chairpersons report directly to the President. The President shall supervise all Board liaisons. The President may approve expenses up to \$500 without approval of the Executive Board. Expenses over \$500 are to be approved by the Executive Board. The Board may vote to approve a financial disbursement up to \$1000 without the League's prior approval. The vote to disburse however must be unanimous.

The Vice President shall assume the duties of the President in his absence, and upon the request of the President, shall preside over meetings, monitor committee activities, represent the League in City affairs, and perform the duties of the President as needed. The Vice President shall serve as President should that term not be completed.

The Secretary shall take minutes of all meetings of the OPCL and Executive Board and submit a copy of such minutes to the President and members of the Board within seven (7) days of the

meeting. After receiving and making any revisions of the Minutes, the final Minutes shall be approved by the Board, and posted to the OPCL web page. Approval of minutes may be done by electronic mail and voting shall be recorded in the minutes. At the next general meeting, the minutes shall be presented for approval and/or comment to the membership. These will then become part of the OPCL permanent file. The Secretary will maintain a file of the past 12 months' minutes to be available at all meetings.

The Treasurer shall receive all monies from members and any other funds received by the League. All funds in the treasury shall be maintained in a separate and insured account with a recognized financial institution. The Treasurer shall submit financial statement at each general meeting showing monies received, disbursed, and balance on hand. The Treasurer shall maintain a current roll of members will work in conjunction with Membership chair and/or Communications chair to maintain roster of membership. The Treasurer's report shall be posted on the web page. The Treasurer shall prepare an end of year summary and a proposed budget to be presented at the January meeting. An audit shall be conducted yearly by a committee of three members (excluding the treasurer) selected by the Executive Board. By a two-thirds majority vote, the Board may terminate any Board member, should it become necessary due to absences, non-participation, or any other reason so egregious as to be deemed valid reason for termination.

Section 2

The Executive Board shall be comprised of the four Officers, the immediate Past President, and liaisons nominated by the officers and approved by membership. These liaisons will be voting members of the executive board and shall include:

--Two (2) at-large representatives, one from the north side of Shore Drive to be titled North Side Representative, one from the south side of Shore Drive to be titled South Side Representative and two (2) at-large representatives. These at-large members may be nominated by the general membership or by the Executive Board.

They shall then be voted upon by the general membership.

Section 3

All executives of OPCL shall serve without compensation from the organization. No part of the income or net earnings from the organization will inure to the benefit of any executive or member/citizen of Ocean Park. The Executive Board shall meet regularly at such times and places as may be deemed necessary.

Section 4

Standing Committees and special committees may be appointed by the President and Board as necessary. Standing Committees will be appointed by the President and Board as necessary. Standing committees will include:

1. Membership 2. Social 3. Government Affairs 4. Newsletter 5. Advertising 6 . Website and Digital Communications 7) Fireworks/Special Events. Committee Chairs shall be nominated by the President, but approved by the Board. Other committees may be created and appointed as needed.

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Section 5

Conflict of Interest: Should any member of the Board or any person appointed to a committee have a conflict of interest on any issue being presented and voted upon by the membership, he/she shall voluntarily recuse him/herself from voting on the issue. Should it be determined at a later date that a Board member did not properly excuse himself from voting on an issue, he will

be automatically removed from the Board and prohibited from holding office in the future. In addition, it is expected that all Officers, Board members, and Committee members will uphold high standards of ethics and professionalism, putting the interests of the residents above their own personal or professional wishes.

Section 6

Executive board voting will be decided by a majority vote. Voting by executive board may be done by electronic mail and will be so noted within minutes.

Article VII - Fiscal Year

The fiscal year of the Ocean Park Civic League shall begin on January 1 and shall end on December 31.

Parliamentary Procedure

Any questions of procedure, if not covered by the By-Laws, shall be decided by current Roberts Rules of Order. A Parliamentarian/Sergeant-at-arms may be appointed by the President to aid the President in maintaining order at all league meetings and functions.

Article VIII – Dissolution

Dissolution of the Ocean Park Civic League and termination of its affairs shall occur when deemed appropriate by a majority of the Executive Board. Any such proceeding shall comply with the following:

- The board shall adopt a resolution recommending that the OPCL be dissolved and direct that the resolution be submitted to a vote at a special meeting of the voting members.
- Written notice shall be mailed to each voting member at least thirty days prior to the date of proposed meeting.
- Approval of dissolution shall require a two-thirds vote of the members at the special meeting providing a quorum is present.
- In the event of dissolution, any assets remaining after payment of outstanding bills will be donated to the Ocean Park Volunteer Rescue Squad.

These By-Laws supersede any and all previous By-Laws and amendments thereto.

This Declaration of By-Laws was adopted on November 6, 2008 and amended on March 9, 2017, in accordance with all laws and regulations of the Ocean Park Civic League set forth in the original Documents of Incorporation, dated 20th of February, 1946