**CONSTITUTION AND BY-LAWS of the**

**THALIA CIVIC LEAGUE, INCORPORATED**

**Revised December 2019; approved ??? 2020**

**CONSTITUTION**

**ARTICLE I - NAME**

The name of this organization shall be the Thalia Civic League, Incorporated. As used hereafter, the unqualified word “League” shall be taken to mean the Thalia Civic League, Incorporated.

**ARTICLE II – PURPOSE**

The purpose of the League is to promote the general welfare of the residents of the Thalia Area and to bind them together in friendship and fellowship and to promote civic betterments through a united effort. The activities of the League shall be politically non-partisan and equitable, to all persons, regardless of race, creed, color, gender or national origin.

**ARTICLE III – MEMBERS**

All residents and/or property owners at least eighteen (18) years of age, living in the Thalia area are eligible for membership. This Thalia area is defined as including Thalia Gardens, Thalia Acres, Thalia Shores, Thalia Manor, Thalia Point, Thalia Forest, and Lynn Shores. Included also are the families living on the west side of Lynn Shores Drive from Honeytree Lane to Virginia Beach Boulevard along with the area designated as Lampl Court, Elba Court, and what was originally known as Seeman Court. On the south side of the area, it is bounded by, but includes, Shadow Lane, Rundel Lane, and Rumford Lane.

**ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS**

The officers of this League shall be a President, a Vice President, a Secretary, and a Treasurer. The Board of Directors shall consist of the four elected officers and three elected at-large members. The election of officers, their term of office, and the administration of the League shall be as specified by the league By-Laws.

**ARTICLE V – MEETINGS**

Meetings of the League shall be held at such time and place as specified by the league By-Laws.

**ARTICLE VI – AMENDMENT**

The By-Laws may be amended by a two-thirds vote of the members present at any regular or special meeting of the League provided the change, alteration, or amendment has been communicated in written form to all of the League members in good standing present at the meeting.

**BY-LAWS**

**ARTICLE I – MEETINGS**

1. Regular meetings of the League shall be held between 4 and 8 times a year except June, July, August, and December, at such time and place as may be designated by the Board. The purpose of these meetings is to transact business as may properly come before the meeting and League.

2. Special meetings shall be called by the President as required and as deemed necessary by the President or upon the President receiving a request in writing stating the purpose of the meeting and signed by ten (10) members in good standing. Notice of the special meeting shall be given at the preceding regular meeting or announced on the website or posted on the announcement board. The matter of business at such a meeting shall be limited to that stated in the notice.

3. Board of Directors meetings shall occur prior to each scheduled general membership meeting and/or at the call of the President and/or at the call of any four (4) members of the Board of Directors.

4. A quorum for the transaction of business at a regular or special meeting of the League shall be fifteen (15) members in good standing.

5. A quorum for the transaction of business at a Board of Directors meeting shall be no less than three (3) members of the Board and must include the President.

**ARTICLE II – ELECTION OF OFFICERS**

Officers of the League shall be elected at the regular November meeting of the League in a manner hereafter prescribed:

1. **Nominations** – The President shall appoint a nominating committee consisting of not less than three (3) members in good standing at or before the September meeting of each year. The committee shall recommend a slate of officers for the ensuing year. At the November meeting, any member of the League may make further nominations from the floor with the consent of the nominee. Should there be more than one nominee for an office, voting shall be by ballot.

2. **Election** – At the November meeting nominees shall be voted on and elected for the ensuing year, and not less than a majority of the votes cast for a candidate for such office shall be required to elect.

3. **Term of Office** – Officers shall hold office from January 1 following election for a term of two (2) years and shall be eligible for re-election to their respective offices. A vacancy occurring in elected office shall be filled by special appointment of the President with concurrence of the Board of Directors.

4. **Installation** – The new officers shall assume full responsibility of their offices, as the first order of business, at the regular meeting following election.

**ARTICLE III – DUTIES OF OFFICERS AND BOARD OF DIRECTORS**

1. **President** – It shall be the duty of the President to preside at all meetings, to represent and act as spokesperson for the League at all social functions and in contacts and business relations with other organizations, individuals, businesses, and government bodies. He/She shall appoint Standing Committee Chairpersons, Ad Hoc committees, and special committees as necessary to carry out programs and functions approved by the League. The President shall be an ex officio member of all committees.

2. **Vice Present** – In the absence of the President the Vice President shall act as such and shall be responsible for the administrative functions of the meetings.

3. **Secretary** – The Secretary shall issue notices of all meetings, keep an accurate record of the proceedings of all meetings, and such other duties as may be required and/or designated by the President and By-Laws.

**4. Treasurer** – The Treasurer shall have charge of all League funds, depositing the same to the credit of the League in any bank designated by the League. He/She shall make all collections of annual donations, pay all bills authorized by the President, Board of Directors, and/or League, maintain, and keep on file a current record of League accounts, receipts, and disbursements and present a balance statement at each meeting. The Treasurer shall make the League’s accounts and records available for audit annually by the Finance and Audit Committee.

**5. Board of Directors** – The Board of Directors shall consist of the four elected officers of the league plus three (3) elected at-large members. The Board of Directors shall meet in accordance with Article I, Paragraph 3 , or when convened by the President, carry on the normal business of the league between meetings of the members, and have administrative and emergency management authority of the league, and in connection therewith, shall have the authority to employ counsel and to make duly approved expenditures on behalf of the league. Emergency Management Authority constitutes a situation or condition whereas it is not feasible for reasons of expediency to hold a regular or special meeting of the league. The Board of Directors shall establish a strategic plan to be communicated to the General Membership and include Goals and Objectives for each year of their tenure.

**ARTICLE IV – COMMITTEES**

1. **Standing Committees**: The President shall appoint Standing Committees as needed to facilitate operation of the league and ease the administrative duties of the officers. The President shall appoint Chairpersons for the following Standing Committees:

1. **Publicity and Communications Committee** – Publish and distribute a League newsletter, flyers and/or other correspondence as appropriate to communicate the business and happenings of the League and community, Website Webmaster and announcement board.

2. **Finance and Audit** – Develop and present a yearly budget to the League for approval and use, if needed. Audit the Treasurer’s accounts and records annually. The Audit Team shall consist of a minimum of two (2) members during the audit of the Treasurer’s accounts and records.

3. **Membership** – Create and conduct a yearly membership drive. He/She shall make a special effort to acquire new members. Contact all new individuals and families moving into Thalia, explain the League’s objectives, and invite them to join the Thalia Civic League, Inc. He/She shall maintain a computer data base consisting of the names, addresses, telephone numbers and e-mail addresses of all members to the extent possible.

4. **Neighborhood Watch** – Maintain the Neighborhood Watch Program within the league’s geographical boundaries. He/She shall work in conjunction with and within the guidelines of the Virginia Beach Police Department and report all community crime at each meeting of the league.

1. **Ad Hoc Committees**: The President shall appoint Ad Hoc committees as needed to facilitate operation of the league, concerning matters of interest to the League that are not associated with the other standing committee duties listed. Committee Chairpersons are invited and encouraged to attend Board of Directors’ meetings and report on the activities of their committee, if active.

1**. Scholarship Committee** – Set criteria for awarding scholarship(s) to graduating high school Thalia resident who are pursuing education at a higher level, as funds are available. Manage application and selection process, and coordinate with High School and VBSchools Organization for posting of scholarship availability and criteria.

1. **Committee Requirements**: Committees should be comprised of a minimum of three (3) members in good standing and meet a minimum of annually and report status of committee efforts to the Board of Directors as required.

**ARTICLE V – REVENUE**

The membership fee shall be ten dollars ($10.00) annually for each family for the membership calendar year, January 1 through December 31. Fees are due and payable at the first meeting of the year. For a member to be in good standing and eligible to vote, dues for the current year must be paid.

**ARTICLE VI – STANDING RULES**

1. Any person accepting membership in the League is expected to abide by the Constitution and By-laws.

2. At all meetings of the League, rules of order as found in Robert’s Rules of Order shall prevail.

3. Normally, regular meetings of the League will be held in the evening starting at 7:00 p.m. Special meetings may be held at any time and place designated by the President and/or as specified by these By-Laws.

4. Members must be present to vote and there shall not be more than two (2) votes per family allowed on any single issue of business coming up for vote at any meeting of the league.

5. Members are requested to report to the Membership Committee Chairperson all move-in and move-out activity in their immediate neighborhood.

6. Members are requested to make a special effort to recruit new members.

7. Members are expected to serve to the best of their ability on committees and projects when called or asked to do so by the President or other elected officers.

8. Members are requested to provide news items of community interest for publication in the League newsletter. Inputs for publication are subject to approval and editing by the newsletter editor and/or the Publicity and Communication Committee Chairperson.