

Port Norfolk Board Meeting September 21, 2015

Meeting was called to order at 7:08

Attending: John, Doti, Amy, Nicole, Carolann, Marlene, Jen Martin

Minutes were read and approved.

Treasurer reported \$8,281.26 total, \$4,675.50 for the league, and \$3,504.76 for parks. The Port Norfolk Parks Fund has been set up. Doti made a motion that funds requested from this fund must have board approval. Carolann seconded. Passed.

67 members

Boo Yah - Broad Street Methodist is going to provide hamburgers and hotdogs after the race at the church. Bibs and medals have come in, still waiting on the t-shirts.

Reflection Walk – Nicole gave Marlene check number #6932 for \$6,287.38 for the Port Norfolk Parks Fund for the SEVACF account which is now closed.

Send your things to Porch Talk.

Jen Martin is the new webmaster. Jen agreed to do the email list of member to remind them of meetings. Jen's phone number is 646-571-6591...

There was a discussion regarding the number of times we meet, both board and league. Amy made a motion for the league to take the months of June, July and August off, and for the board to meet every other month. The board would then meet. January, March, May, September, and November. Marlene seconded. Passed

Amy will re write the by-laws to include electronic voting. Send any suggestions to Amy. By Laws are attached.

Carolann will paint over the graffiti at Fountain Park.

Adjourned 8:05

SAVE THE DATES

Oct 24 – Boo Yah

Dec 12 – Home Tour

BYLAWS OF THE PORT NORFOLK CIVIC LEAGUE

ARTICLE I - NAME

This organization shall be known as the Port Norfolk Civic League.

ARTICLE II - OBJECTIVES

The objectives of the Civic League are to promote the development of our Community as a better place to live; to unite for cooperation and interchange of ideas among the residents of Port Norfolk; to encourage the participation of all Interested individuals in the activities of the Civic League; to further the best Interests of this section towards beautification, recreation, the safety and security of its residents, and the protection of their property.

ARTICLE III - MEMBERSHIP

Any adult resident or property owner of the Port Norfolk section shall be eligible for membership upon payment of the annual dues. Honorary membership may be extended to those League supporters not otherwise eligible upon nomination by the Executive Committee and vote of the League.

Every member who has paid his current dues shall be entitled to one vote. Honorary members are not eligible to vote or hold elective office.

No member shall hold elective office until he has been a member in good standing for at least six months. This requirement may be waived by a 2/3-majority vote of those present at the time nominations are presented to the membership.

League membership requires that a membership form be completed annually. The Chairman of the Membership Committee will total the dues and pass them to The Treasurer who will maintain a copy of the membership list.

ARTICLE IV - OFFICERS AND BOARD

SECTION A - The officers of the League shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. These officers are to be elected annually as provided in Article VIII and shall constitute the Executive Committee. Any officer or board member may be removed from office before the term expires for cause by a recommendation of the Executive Board To the membership of the League and by a majority vote of this body to remove said officer from the Board. If a Board member resigns or is removed the Board shall appoint a replacement for the remainder of the year.

SECTION B .No officer shall serve more than four consecutive terms in the same office.

SECTION C .The officers and chairmen of the standing committees shall constitute the Executive Board of the Civic League, hereinafter referred to as “the Board”. The Board shall be responsible for guiding the members of the Civic League toward achieving the goals set out in Article II. The Board shall be subject to the orders of the League and none of its acts shall conflict with the actions taken by the League. The duties of the Board shall be:

(A) To transact business as may be referred to it by the League members.

(B) All Committee Chairmen shall submit action plans of their committees to be approved by the Board,

(C) The committee Chairmen may present reports at regular meetings of the Civic League.

ARTICLE V - COMMITTEES

The League shall have the following standing committees: Membership and Welcoming, Stabilization and Design, Environment, Ways and Means, Newsletter, Parks, and Recreation.

Committee chairmen shall be appointed by the Executive Board and each committee shall consist of not less than three members.

Ad Hoc Committees will be established as necessary.

ARTICLE VI - FINANCES

The annual dues of the League shall be \$5.00 per member, payable to the Port Norfolk Civic League. The Treasurer shall receive and disburse the funds of the League as specified in the budget; upon authorization of the Executive Board to a limit of \$200.00; otherwise the approval of the membership of the League must be obtained.

All disbursements will be made by check, the payment entered in a ledger, and the amount and nature of expenditure entered on the check stub and in the ledger. No payments are to be made without a receipted invoice.

All entries in the cash ledger are to state the source of all receipts; i.e. dues, raffle, donation, etc.

All checks for disbursements shall be signed by the Treasurer and countersigned by the President or other designated officer.

The Treasurer's books shall be audited annually by a committee of three members, the chairman to be appointed by the President and the other two members to be elected from the floor.

All financial records are to be made available to the audit committee within ten calendar days of the election of that committee.

The fiscal year of the League shall be the calendar year. The Executive Board will assist the Treasurer in the preparation of an annual budget. This budget is to be presented to the League membership for approval no later than the March meeting each year.

ARTICLE VII - MEETING AND QUORUM

Regular meetings of the Port Norfolk Civic League are to be held monthly or on call from the President, or on the request of seven members. The League shall hold regular meetings the first Thursday of each month except in July or in the case of inclement weather or as voted upon by the League. Eighteen members, in good standing, including at least two officers shall constitute a quorum.

The regular meeting of the Board shall be held preceding the monthly meeting of the League.

Unless covered in the Bylaws, The Civic League meetings shall be governed by Robert's Rules of Order, Revised, Latest Edition.

ARTICLE VIII - ELECTIONS AND VOTING

A Nominating Committee shall be named at the September meeting, consisting of five members, the President to appoint one, the Board one, and the membership to elect three. The members of the committee will elect the Chairman.

It shall be the duty of the Nominating Committee to recommend a slate of names for each elective office at the October meeting. Nominating may also take place from the floor prior to the election at the November meeting. The installation of officers shall take place at the January meeting.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of those present and voting at any regular meeting, provided the amendment was presented in writing and read at the previous meeting and a quorum is present.

ARTICLE X - DUTIES OF OFFICERS

SECTION A - The President shall preside at all meetings, be Chairman of the Board, and be an ex-officio member of all committees except the Nominating Committee.

(1) The President shall call meetings of the Executive Board at any time he deems it necessary to consider emergency action on business, which cannot be deferred until the regular meeting of the Board. All actions taken at any such emergency meetings shall not be binding upon the League until such actions are approved by a majority vote of the League members present at the next meeting.

(2) The President may appoint a Parliamentarian. He may also appoint Ad-Hoc committees as the need arises.

SECTION B - The Vice-President shall preside in the absence of the President, arrange a place for all meetings, and serve as program chairman.

SECTION C - The Recording Secretary shall keep an accurate and complete record of the minutes of all regular meetings and of all Executive Board meetings.

SECTION D - The Treasurer shall receive all monies, record and deposit same in a local bank; shall pay out money only as authorized in Article VI. The Treasurer shall keep a record of all dues paid, a current membership list and shall prepare a current financial report for all meetings, and an annual report.

SECTION E - The Corresponding Secretary will draft all routine letters and other correspondence, as well as prepare typed letters from rough drafts written by the officers and committee chairmen, which deal with League business.

ARTICLE XI - POLICY

SECTION A - The League strongly endorses active political participation by each individual, but the League shall neither endorse nor participate in any political activity. Open forums may be held only if all political candidates are invited.

SECTION B - No member of the League may speak for the League without the approval of the Executive Committee.

(AS AMENDED 4/7/2005)