

Constitution

Williamsburg Village Civic Association

(Adopted 23 May, 1963)

(Revised 16 March, 1966)

(Revised 12 September, 1978)

(Revised October 6, 2014)

ARTICLE I

The name of this association shall be the “Williamsburg Village Civic Association”.

ARTICLE II

Objects

Section 1 – To stimulate interest in, and to devise ways and means for the promotion of the civic, community, and general welfare of this community.

Section 2 – For the betterment and mutual adjustment of all local requirements and conditions.

Section 3 – Through social contact and continued friendly relations between the individual members of the association to promote and stimulate those conditions which make for an ideal suburban life.

Section 4 – To form a common meeting ground among the residents of Williamsburg Village.

ARTICLE III

Membership and Voting Rights

Section 1 – Any adult over 21 years of age, actually a bona fide resident within the confines of Williamsburg Village is eligible for membership in this association.

Section 2 – Each household within the confines of Williamsburg Village for which membership dues are currently paid shall be entitled to two votes which may be cast by two association members from said household present at the meeting, provided nevertheless that if only one association member of said household is present, that member may cast two votes for that household.

ARTICLE IV

Dues

Section 1 – Membership dues shall be twenty dollars a year for each household, payable in advance by the October meeting of the Association or on joining.

ARTICLE V

Organization

Section 1 – The officers shall be: President, Vice President, Secretary, Treasurer and they shall perform the duties that usually pertain to their office.

Section 2 – The President shall be, ex-officio, a member of all committees and chairman of the Executive Committee.

Section 3 – A vacancy by resignation or otherwise shall be filled at any regular meeting on appointment by the President, except when the vacancy occurs in the office of the President when the Vice President shall automatically become President.

ARTICLE VI

Procedure of Meetings

Section 1 – A quorum shall be composed of ten members of the Association present.

Section 2 - The order of business shall be as follows:

- Reading of minutes of preceding meeting
- Reports of Secretaries and Treasurer
- Reading of communications
- Reports of standing committees
- Unfinished business
- New business

Section 3 – Any question as to the priority of business shall be determined by the Chair without debate. The Chair shall have the right to change the order of business if deemed by him desirable.

Section 4 – “Roberts Rules of Order Revised” shall be the parliamentary guide and shall govern proceedings of the Association when not in conflict with the special provisions of the rules set forth herein and such amendments thereof made.

ARTICLE VII

Committees

Section 1 – Standing committees shall be appointed by the President with the concurrence of the Executive Committee at the September meeting of each year.

Section 2 – There shall be an executive committee consisting of the elected officers of the organization.

Section 3 – The names of the Standing Committee are as follows:

- Nominating
- Entrance and Signage
- Neighborhood Directory
- Safety and Street Light
- Website
- Welcome

Section 4 – Other committees may be created, or any of those indicated in Section 3 deleted, at any meeting by a majority vote of the members present and voting or by the President at any time.

ARTICLE VIII

Nomination and Election of Officers

Section 1 – Nomination of officers shall be made by a nominating committee of three members nominated and elected at the April meeting.

Section 2 – The Nominating Committee shall nominate a candidate for each office to be presented at the July meeting.

Section 3 – Further nominations for any office may be made from the floor at the May meeting.

Section 4 – The officers shall be elected by a secret ballot by a majority vote at the regular October meeting for a term of one year commencing on 1 November and shall hold office until their successors are elected and installed.

Section 5 – The duties of the Officers are described below:

President: President shall preside at all meetings of the association and perform such duties as the membership from time to time authorizes.

Vice President: Vice President shall perform the duties of the President in the President's absences and as authorized by the membership.

Secretary: The Secretary shall record and maintain the minutes of meetings and maintain the non-financial files of the association.

Treasurer: The Treasurer shall have charge of all funds belonging to the association and shall receive, deposit, and disburse funds for the association as directed by the membership. The Treasurer shall report on the association's finances at regular meetings.

ARTICLE IX

Meetings

Section 1 – The Association shall meet four times per year, as designated by the President. Such meetings shall take place on the 1st or 2nd Monday of January, April, July, and October as determined by the President.

Section 2 – The President may call a special meeting, or postpone a regular meeting, provided due notice is given the members in advance. Upon a petition signed by ten or more members, he must call a meeting within service of the petition. In such a case, the members will be informed by the Secretary.

ARTICLE X

Delegates and Alternates

Section 1 – Delegates and alternates to other organizations or groups may be appointed by the President.

ARTICLE XI

Amendments

Section 1 – This Constitution may be amended, added to, or revised by a two-thirds vote at any regular meeting provided that the announcement of the meetings contains a general statement that a constitutional issue will be presented.