

Olde Towne Portsmouth Civic League

Constitution

1.0 ARTICLE I: ORGANIZATION

1.1 NAME AND PURPOSE

- 1.1.1 This organization shall be known as the Olde Towne Portsmouth Civic League (OTPCL).
- 1.1.2 The purpose of this organization shall be to promote the interests, historic preservation, safety, community spirit, and well-being of the citizens of the Olde Towne area of the city of Portsmouth, Virginia.
- 1.1.3 The Olde Towne area of Portsmouth, Virginia, as used herein, shall refer to that area as defined by the following: Starting at the corner of Water Street and London Street and going west, all structures on the north side of London Street are included. At the corner of London Street and Middle Street, the boundary turns south. The boundary turns west at Queen Street and includes residences on both sides of Queen Street, including the Catholic Club at Court Street and Monumental United Methodist Church at Dinwiddie Street. At the corner of Queen Street and Green Street, the boundary turns north along Green Street. Residences on both sides of Green Street are included. The boundary continues north until it reaches the corner of Green and North Streets, where it turns east until reaching the corner of North and Washington Streets. Residences on both sides of North Street are included. The boundary turns north again on Washington Street. Both sides of Washington Street are included until it terminates at the corner of Crawford Place in Swimming Point. All residences on Crawford Place, Elizabeth Place, and Swimming Point Walk are included. The residences and the church in the 600 block of North Street to the west of Washington Street are included. From the corner of Washington Street and Crawford Parkway, the boundary runs east, and then follows Crawford Parkway as it bends south and comes to the corner of Glasgow Street. All property located on the inside of this curve is included. The boundary continues east along Glasgow Street to Water Street, where it turns south until reaching the starting point at the intersection of Water Street and London Street. All residences south of Glasgow Street and west of Water Street are included.

1.2 GOVERNMENT

- 1.2.1 The ultimate authority of this organization shall be vested in the majority vote of its membership voting at meetings scheduled IAW Article III, Section 3.4 of this Constitution.
- 1.2.2 During the interim between regular meetings of the general membership, the Executive Board of this organization shall have authority to act in the best interests of the League IAW Article IV, Section 4.1 of this Constitution.
- 1.2.3 Actions by the Executive Board during an interim period shall be subject to review by the membership at the next regularly scheduled meeting.

2.0 ARTICLE II: MEMBERSHIP

2.1 MEMBERS

- 2.1.1 Adult residents (18 years of age or older) of the Olde Towne area of Portsmouth, Virginia as defined in Article I, Section 1.1.3 of this Constitution shall be eligible to be Members of this organization by paying the annual dues IAW By-Law III, Section 3.1 or by having paid a life membership fee prior to January 1, 2009. Members are entitled to vote at meetings, have access to the League Members portal of the website, hold office as elected, and may chair League committees.
- 2.1.2 Any adult nonmember residing within the geographic boundaries that have been established IAW Article I, Section 1.1.3 of this Constitution shall be entitled to attend meetings, to speak during meetings, and to obtain information about the organization's activities.
- 2.1.3 Non-members may not vote at meetings, nor have access to the League's Member portal of the website, nor hold office, nor chair League committees. Non-members may register on the website as a "Friend of the League" to receive electronic updates on upcoming Olde Towne Portsmouth Civic League events IAW By-Law III, Section 3.1.
- 2.1.4 There are no family or group memberships.

3.0 ARTICLE III: GOVERNMENT

3.1 VOTING

- 3.1.1 Any member IAW Article II, Section 2.1 shall be entitled to vote for the election of officers of this organization. Such member also shall be entitled to vote at the membership meetings of this organization after attending two meetings.

3.2 MAJORITY

- 3.2.1 Except as provided in Article V, Section 5.1.1 of this Constitution and By-Law IV, Section 4.1.2, a majority of the votes cast shall be sufficient for the settlement of all questions and matters coming before this organization.

3.3 PROXIES

- 3.3.1 Proxies shall not be accepted by this organization.

3.4 MEETINGS

- 3.4.1 Regular membership meetings shall be held at intervals scheduled IAW By-Law IV, Section 4.4.1.
- 3.4.2 Special membership meetings may be scheduled by the Executive Board.
- 3.4.3 Written notice IAW By-Law IV, Section 4.2 shall be made to members prior to a special meeting.

3.5 QUORUM

- 3.5.1 A quorum shall exist whenever there are 3% of members, including two Executive Board Members, present.

3.6 EXECUTIVE BOARD

- 3.6.1 The Executive Board shall consist of the currently elected officers and the immediate past president who shall serve as a non-voting advisor to the Board for a period of one (1) year following his or her presidency IAW By-Law I, Section 1.1.1.
- 3.6.2 Each Executive Board member, excluding the past president, shall have one vote in all Executive Board decisions.
- 3.6.3 Any officer who is absent from three (3) consecutive regularly scheduled League meetings or Executive Board meetings without prior acceptable notice shall be deemed to have vacated the office unless a majority of the other Executive Committee members vote otherwise.
- 3.6.4 In the case of a vacancy, an office may be filled by the vote of a majority of the remaining officers until an election by the membership at the next regularly scheduled meeting.

4.0 ARTICLE IV: FINANCES

4.1 USE OF RESOURCES

- 4.1.1 Use of the organization's resources shall include saved funds or funds prudently invested for long-term projects. Investment of surplus funds shall be in insured investments whenever surplus funds are available.
- 4.1.2 Investments of funds shall require approval by a majority vote of the membership present at one meeting.
- 4.1.3 Any request for expenditure of League funds in excess of \$1,000.00, which has not previously been approved in the League budget, must be presented to the Executive Board prior to being brought before the League for approval, and notice of the request must be given IAW By-Law IV, Section 4.2 prior to the League membership meeting at which approval for the expenditure is sought.
- 4.1.4 Unbudgeted spending shall not exceed \$2,500.00 per fiscal year without adhering to the same approval process outlined for a single expenditure exceeding \$1,000.00.

5.0 ARTICLE V: MISCELLANEOUS

5.1 AMENDMENT

- 5.1.1 This constitution may be amended at a single meeting by a three-fourths vote of the entire membership or at two consecutive regularly scheduled meetings by a majority of the membership present.

5.2 NOTICE

- 5.2.1 For the purposes of this constitution, written notice is IAW By-Law IV, Section 4.2.

5.3 ONLINE PROPERTIES AND DIGITAL CONTENT

- 5.3.1 Websites, domain names, and social media pages are owned and maintained by Olde Towne Portsmouth Civic League. These online properties and all associated digital content are owned and maintained by Olde Towne Portsmouth Civic League.
- 5.3.2 The President, Secretary, and Technology Committee Chairperson are appointed as administrators to sites, domain names, emails, websites, and social media pages. The President and Secretary may appoint additional web masters, administrators, and editors as necessary. Appointed administrators and editors agree to follow guidelines set forth by the Executive Board.
- 5.3.3 Selection of online properties, vendors, etc. shall be recommended by the Technology Committee and approved by the Executive Board IAW Article IV, Section 4.1 of this Constitution.

REVISION APPROVED: 19 August 2021