

# THE CONSTITUTION OF The Lyon Village Citizens' Association

## Article I Name-Object-Boundaries-Membership

### **Section 1: - Name**

The name of this organization shall be the "Lyon Village Citizens' Association".

### **Section 2: - Object**

The object of the Association shall be the promotion of civic welfare in Lyon Village and in Arlington County, Virginia.

### **Section 3 - Boundaries**

The community served by the Association shall consist of Lyon Village Subdivision (the original Cruik Estate) and immediately adjacent areas within the following described limits:

**North boundary** shall be Lee Highway from N. Veitch Street west to Kirkwood Road.

**West boundary** shall be Kirkwood Road from Lee Highway south to Washington Boulevard.

**South boundary** shall be Washington Boulevard from Kirkwood Road southeast to Wilson Boulevard, then Wilson Boulevard east to N. Veitch Street.

**East boundary** shall be N. Veitch Street from Wilson Boulevard north to Lee Highway.

### **Section 4: - Membership**

Membership shall consist of four types: A. Regular B. Junior C. Life D. Honorary.

#### **A. Regular Members**

Any person 18 years or more of age who is or becomes a resident or owner of real property in Lyon Village may become a regular member of the Association by paying annual dues. He or she is entitled to vote upon matters relating to deliberations of the Association.

#### **B. Junior Members**

Any resident of Lyon Village under 18 years of age upon payment of annual dues, may become a Junior Member of the Association. Junior members may be permitted to form a Youth Organization subject to supervision of the regular members of the Association.

### **C. Life Members**

Upon recommendation of the Executive Committee any regular member may become a Life Member providing he or she has reached 75 years of age and shall be entitled to vote but shall not be subject to payment of dues.

### **D. Honorary Members**

Upon recommendation of the Executive Committee and two-thirds majority affirmative vote of the membership at any regular meeting, the Association may elect Honorary Members. They will be entitled to the same privileges as regular members by paying annual dues.

## **Article II Executive Committee and Officers**

### **Section 1: Executive Committee - Membership**

The Executive Committee shall consist of the following elected officers:

- A. President
- B. Executive Vice President
- C. Second Vice President
- D. Third Vice President
- E. Recording Secretary
- F. Bulletin Editor
- G. Corresponding Secretary
- H. Treasurer
- I. Assistant Treasurer
- J. Volunteer Coordinator
- K. Historian
- L. Clerk of the Association
- M. Immediate Past President
- N. Two elected members from the membership

In lieu of a separate President and Executive Vice President, the Nominating Committee may recommend that these two positions be designated "Co-Presidents." Upon election by the General Membership, the two Co-Presidents will divide between themselves the duties described in this Constitution.

### **Section 2: Duties - The Executive Committee**

The duties of the Executive Committee shall include:

1. Approve all standing and special committees appointed by the President.
2. Approve all delegates and alternate delegates to other organizations appointed by the President.
3. Approve all expenditures.

4. Make recommendations to the Association.
5. Other duties as delegated to it by the Association.

### **Section 3: Duties - Officers**

#### **A. President**

1. Serve as liaison to Arlington County Board, the Planning Commission, the Board of Zoning Appeals, and other Arlington County committees and advise the Executive Committee and the Association of forth-coming actions affecting Lyon Village.
2. Serve as member ex-officio of all standing and special committees.
3. Appoint all standing and special committees (subject to confirmation of majority of members of Executive Committee).
4. Appoint delegates and alternate delegates to other organizations (subject to confirmation of majority of members of the Executive Committee).
5. Sign all contracts, obligations and official communications of the Association.
6. Make disbursements of the Association by check, authorized by the Treasurer or Executive Committee or membership.
7. Perform other duties incident to the office.

#### **B. Executive Vice President**

1. Preside at all meetings of the Association.
2. Serve as Chairman of Executive and Program Committees.
3. In the absence of the President, perform all duties and exercise all powers delegated herein to the President.
4. Perform duties as designated by the President and Executive Committee.
5. Perform other duties incident to the office, and as assigned by the President and Executive Committee.

#### **C. Second Vice President**

1. In the absence of Executive Vice President, perform all duties and exercise all powers delegated herein to the Executive Vice President.
2. Serve as Chairman of the Directory committee and keep Directory current.
3. Perform other duties as assigned by the President and Executive Committee, and incident to the office.

#### **D. Third Vice-President**

1. In the absence of the Second Vice President, perform all duties and exercise all powers delegated herein to the Second Vice president.
2. Maintain route maps and rosters of Bulletin deliverers and give them copies of Bulletin for distribution.
3. Perform other duties as assigned by the President and Executive Committee.

### **E. Recording Secretary**

1. Maintain detailed minutes of the General Meetings of the Association, Special Meetings of the Association, and Executive Committee Meetings.
2. Deliver a copy of same to the President and other officers as necessary.
3. Maintain two copies of records of the Association and at the May General Meeting submit one copy to the Historian as a permanent record.
4. In the absence of the Corresponding Secretary perform all duties assigned to that officer.
5. Perform other duties as assigned.

### **F. Bulletin Editor**

1. Prepare the Lyon Village Bulletin for printing in sufficient copies for delivery to all homes in Lyon Village.
2. In the absence of the Recording Secretary, perform all duties assigned to the Recording Secretary.
3. Perform other duties as assigned.

### **G. Corresponding Secretary**

1. Maintain a Lyon Village website and an email distribution list of Association members.
2. Give notice to all members of Special Meetings of the Association and Executive Committee. Such notice may be by email.
3. In the absence of the Recording Secretary, perform all duties assigned to the Recording Secretary.
4. Perform other duties as assigned.

### **H. Treasurer**

1. Have charge of the funds of the Association.
2. Collect and receive all monies and deposit same in a bank which shall have been previously selected by the Executive Committee.
3. Report monthly to Executive Committee and membership on receipts and expenditures.
4. Submit records to an auditing committee, appointed by the President and approved by the Executive Committee, at least two weeks prior to the May General Meeting.
5. Make disbursements of the Association by check, authorized by the President or Executive Committee or membership.
6. Make an Annual Report at the May General Meeting of all receipts and expenditures.
7. Submit audit report and other applicable records to successor.

### **I. Assistant Treasurer**

1. In the absence of the Treasurer, perform all duties delegated herein to the Treasurer, except disbursement of funds.
2. Assist the Treasurer at meetings in collection of and maintaining accurate records.
3. Serve as Chairman of Membership Committee and canvass all residents during each year for membership in the Association.
4. Issue receipts to members requesting same.
5. Maintain alphabetical lists of members and have these available for each meeting of the Association and Executive Committee.

### **J. Volunteer Coordinator**

1. Seek volunteers to organize and work at the Associations annual and special events.
2. Maintain volunteer lists and provide to the Executive Committee and Committee Chairs.
3. Perform other duties as assigned.

### **K. Historian**

1. Receive from members of the Executive Committee records reflecting the year's activity and keep same in properly labeled files for each year.
2. Maintain notices and minutes of all regular and special meetings and submit these to successor.
3. Transfer old files to the Virginia Room of the Arlington Public Library.

### **L. Clerk of the Association**

1. Keep attendance records of each General Meeting and Special Meeting of the Association and submit these to Executive Committee when requested.
2. Provide nametags for members, guests and speakers.

### **M. Immediate Past President**

1. Serve in advisory capacity with all voting rights in Executive Committee Meetings, General Meetings, and Special Meetings.

### **N. Elected Delegates**

1. Serve in advisory capacity with all voting rights in Executive Committee Meetings, General Meetings, and Special Meetings.

## **Section 4: Election of Officers**

All officers must be regular members of the Association. They shall be elected at the first regular meeting of the Association in May each of year and shall hold office for a term of one year from the ensuing September 1 or until their successors shall have been duly elected and qualified. A nominating committee of three members shall be appointed by the Executive Committee prior to the April General Meeting.

Following the report of the nominating committee at the May General Meeting, nomination may be made from the floor provided the consent of the nominee is obtained. Election shall be by written ballot when there is more than one nominee for an office.

Election procedure shall be as follows:

If, on the first ballot, one of the candidates shall receive a two-thirds majority, that candidate shall be declared elected; otherwise the Association shall proceed to vote on the two highest candidates. Then a majority shall constitute an election. Vacancies in office shall be filled by the Executive Committee subject to approval of the Association at the next regular meeting.

## **Article III Meetings-Notices-Quorum**

### **Section 1: Meetings**

General Meetings and Special Meetings of the Association shall be held when deemed necessary by the Executive Committee or upon written request by 10 members of the Association. General Meetings shall be held no fewer than four times per year. General Meetings and Special Meetings of the Association shall be held in the evening at 8:00pm at the Lyon Village Community House or at such time and place as the Executive Committee may designate.

The Executive Committee shall meet monthly at the Lyon Village Community House at such time as the Executive Vice President shall designate. Additional meetings of the Executive Committee may be called at the discretion of the President or the Executive Vice President.

### **Section 2: Notices**

All members of the Association shall be notified of General Meetings and Special Meetings of the Association at least 2 days in advance, the notices to specify the time, place, and purpose thereof. Notices will be presented in the Lyon Village Bulletin (only when possible due to the timing of Bulletin publication) and sent via listserv message. Additional notices may be posted via signs within the Lyon Village community.

### **Section 3: Quorum**

Ten per cent of the Regular Members of the Association shall constitute a quorum at any General Meeting or Special Meeting of the Association.

Five members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee.

## **Article IV Dues**

### **Section 1: Period – Registration – Amount - When**

The membership period shall be from September first of the current year to August 31<sup>st</sup> of the next year. Regular members shall register with the Treasurer when dues are paid.

Membership dues shall be \$7 per year for each regular member or \$10 per year for any two regular members living in the same household, payable by November 1st of each year.

### **Section 2: When Membership Ceases**

When the dues of any member have been in arrears for one year, his or her membership in the Association shall cease automatically.

## **Article V Order of Business at Meetings**

### **Section 1: The following order of business is established**

1. Call to order
2. Reading of the Minutes and/or Announcements
3. Proposals of Honorary membership and election of new members (if any)
4. Reports of officers
5. Reading of communications
6. Report of delegates
7. Reports of Committees
8. Unfinished business
9. New business
10. Election of officers
11. Approval of expenditures
12. Adjournment

### **Section 2: Meeting Format**

Robert's Rules of Order shall govern the procedure of all meetings where the same is not in conflict with the Constitution of this Association.

## **Article VI**

### **Association Membership in Other Organizations**

#### **Section 1: Arlington Civic Federation - Delegates**

So long as this Association shall be a constituent body of the Arlington County Civic Federation, there shall be appointed four delegates and four alternates annually who shall represent the Association at the meetings of said Federation. These delegates and alternates shall be appointed by the President subject to confirmation by a vote of the Executive Committee. Any vacancies that may occur shall be filled in like manner. The names of the delegates and alternates so appointed and confirmed shall be announced at the next regular meeting of the Association following such appointment.

#### **Section 2: Neighborhood Conservation Advisory Committee - Delegates**

A delegate and an alternate shall be appointed to serve at the Association's representative to the Neighborhood Conservation Advisory Committee (NCAC) by the President, subject to confirmation by a vote of the Executive Committee. Any vacancies that may occur shall be filled in like manner. The names of the delegate and alternate so appointed and confirmed shall be announced at the next General Meeting of the Association following such appointment.

## **Article VII**

### **Amendments**

#### **Section 1: Procedures for Making Amendments**

This Constitution may be amended by an affirmative vote of two-thirds of the members present and voting at any General Meeting, provided that such amendment shall have been offered in writing and read at the preceding General Meeting of the Association.

So long as this Association shall be a constituent body of the Arlington County Civic Federation, there shall be appointed four delegates and four alternates annually who shall represent the Association at the meetings of said Federation. These delegates and alternates shall be appointed by the president subject to confirmation by a two thirds vote of the members present and voting at a meeting of the Executive Committee, and any vacancies which may occur shall be filled in like manner. The names of the delegates and alternates so appointed and confirmed shall be announced at the next regular meeting of the Association following such appointment.