

BYLAWS
LARKSPUR CIVIC LEAGUE, LTD.
September 27, 2006

ARTICLE I. MEMBERSHIP AND DUES

Section 1. Voting membership in the League will be open only to persons who are residents of Larkspur, Larkspur Forest, Larkspur Meadows and Larkspur Farms who have paid dues for the current year. Written application for membership shall be made to the Board of Trustees.

Section 2. Annual non-refundable dues shall be payable on the first day of January in the amount of twenty dollars (\$20), as amended on 22 January 2003, for each resident household making application. Such dues shall entitle each adult resident in household to voting membership and a current Directory of residents.

ARTICLE II. OFFICERS

Section 1. The President shall preside at all meetings of the League and of the Board of Trustees, act for the League in external matters and be a member, ex-officio of all committees.

Section 2. The Vice President shall act in the absence of the President in all matters with full authority.

Section 3. There shall be both a Recording Secretary and a Corresponding Secretary. The Recording Secretary shall maintain accurate records of the proceedings of Meetings of the Board of Trustees and General Membership and all business transacted. The Corresponding Secretary shall conduct and maintain a file of all correspondence of the League.

Section 4. The Treasurer shall receive all League funds which shall be deposited in a bank approved by the Board of Trustees, and shall pay out same only upon the order of the League or the Board of Trustees. Checks shall be signed by the President and/or the Treasurer, and the Treasurer shall keep a record of all League accounts. The Treasurer shall make a report of the financial status of

the League at each regular meeting. The Treasurer shall be bonded in an amount determined by the Board of Trustees.

ARTICLE III. BOARD OF TRUSTEES

Section 1. The Board of Trustees shall have the authority to transact all business of the League between General Membership Meetings. It shall do those things necessary to carry out the purpose stated in the Articles of Incorporation of the League, dated 4 June 1970, as amended 24 May 1989 and 14 May, 1997.

Section 2. There shall be nineteen (19), as amended on 28 January 2004, Trustees who shall elect from amongst themselves, within two weeks after their election, the Officers of the League. Of said Trustees seventeen (17), as amended on 28 January 2004, are to be elected by the General Membership (half of their number to be elected annually for two year terms), one (1) Larkspur member/resident is to be appointed by the Larkspur Garden Club and one (1) Larkspur member/resident is to be appointed by the Larkspur Swim and Racquet Club, within two weeks of League General Elections. Of the seventeen (17) elected Trustees, there will be two (2) from each subdivision and five at-large Trustees from any of the six subdivisions listed below, as amended on September 27, 2006, the three (3) from each subdivision: Larkspur I, Larkspur II, Larkspur Forest I, Larkspur Forest II, Larkspur Meadows and two (2), as amended on 28 January 2004, from Larkspur Farms as defined by the directory map and the following descriptions, as amended 14 May 1997.

Larkspur I – bounded on the Northwest by Kempsville Meadows Golf Course, on the Northeast by the Virginia Power right-of-way, on the Southeast by (and inclusive of all homes on) Green Valley Drive and Edwin Drive Southwest of the junction of Green Valley Drive, and on the Southwest bounded by Princess Anne Road.

Larkspur II – bounded on the Northwest by the drainage easement Northwest of Ryder Cup Lane, on the Northeast by the Virginia Power right-of-way, on the Southeast by the drainage easement Southeast of Sam Snead Lane and on the Southwest by Larkspur Middle School and Larkspur Farms formally known as the Krahenbill Farm.

Larkspur Forest I – bounded on the Northwest by (and inclusive of all homes on) Rosalie Court, thence East to include all residences on Heather Drive, on the Northeast by (and inclusive of all homes on) McGregor Drive Northwest of Edwin Drive, on the Southeast bounded by (and inclusive of all homes on the Northwest side of) Edwin Drive Northeast of the Virginia Power right-of-way, and on the Southwest bounded by the Virginia Power right-of way.

Larkspur Forest II – bounded on the Northwest by (and inclusive of all the residences on the Southeast side of) Edwin Drive, on the Northeast by (and inclusive of the residences on) McGregor Drive Southeast of Edwin Drive, thence along the northerly end of Mossycup Drive, thence bounded by (and inclusive of all residences on) Leatherwood Drive, and on the Southwest by the Virginia Power right-of-way.

Larkspur Meadows – bounded on the Northwest by the drainage easement Southeast of Sam Snead Lane and inclusive of all homes on Pinebrook Drive and homes South of the Virginia Power right-of-way on Mossycup Drive, on the Northeast by the Virginia Power right-of-way and the Northwesterly shore of the lake, on the Southeast by (but not inclusive of the homes on the Southeasterly side of) Green Meadows Drive, and on the Southwest by the commercial zoning line and Larkspur Farms.

Larkspur Farms – bounded on the Northwest by Larkspur Middle School, on the Northeast by Larkspur II, on the Southeast by Larkspur Meadows and on the Southwest by the commercial zoning line and Larkspur Middle School.

Section 3. Each member of the Board of Trustees shall have one (1) vote in determining corporate affairs and policies, and a simple majority shall rule.

Section 4. Between meetings of the Board, the President shall authorize the disbursement of funds for administrative purposes not to exceed \$100. Expenditures to a maximum of \$500 may be authorized by no less than nine (9) members of the Board of Trustees, by vote for each such expenditure. Disbursements in excess of \$500 must be

referred to the General Membership for approval, if not made in accordance with budget previously approved by the League.

Section 5. A vacancy in the office of President shall be filled by succession of the Vice President. All other offices and/or trusteeships which become vacant will be filled by election of the Board of Trustees for the unexpired term.

Section 6. The Board of Trustees must submit to a vote of the membership, within a reasonable time, any propositions presented in writing by a member and having the signed endorsement of at least twenty-five (25) voting members.

ARTICLE IV. COMMITTEES

Section 1. All committees shall be appointed by the President, subject to the approval of the Board of Trustees. All committees shall consist of not less than three (3) members.

Section 2. The Standing Committees shall be:

- a. Membership – to acquire new members, canvass for membership dues, and publish, periodically, a directory of residents, or errata thereto, for gratis distribution to all members and/or sale as may be directed by the Board of Trustees.
- b. Newsletter – to publish a periodic, informative newsletter to all residents on activities undertaken, business accomplished or contemplated, issues of concern, and any other matters of interest to Larkspur residents.
- c. Deed Restriction – to review and approve or recommend disapproval of exterior construction projects within Larkspur based upon the Deed Restrictions of Larkspur property and upon the Code of Standards.
- d. Hospitality – to welcome new residents and provide them with membership application and information pertinent to our community and arrange for refreshments at general and special membership meetings.
- e. Social/Recreation – to promote and co-ordinate social and recreational activities in which League family members may participate and to represent the League on area recreation committees.

- f. Traffic and Roads – to monitor and deal with traffic and roads planning, construction and designation problems affecting the Larkspur community and its quality of life.
- g. External Affairs – to maintain contact with any activity of an environmental nature, political activity or issue of neighborhood safety and security as these affect neighborhood tranquility.

Section 3. Appointment of annual, special committees concerned with the election of Trustees is addressed elsewhere in these Bylaws.

ARTICLE V. MEETINGS

Section 1. Meetings of the Board of Trustees shall be held from time to time as the Trustees shall deem necessary and appropriate, but not less than four (4) times annually. Meetings shall be open to members of the League upon request.

Section 2. General meetings of the membership shall be held on the third or fourth Wednesday of September, January and May as amended January 26 2005.

Section 3. Special meetings of the membership may be called by the President or a majority of the Board of Trustees.

ARTICLE VI. VOTING

Section 1. Voting by proxy is prohibited.

Section 2. All substantive issues shall be submitted for a vote at a regular or special meeting of the membership. Examples of substantive issues@ are:

- a. Disbursements in excess of \$500.
- b. Sale or acquisition of League Property.
- c. Amendment of Bylaws.
- d. Election of trustees.
- e. Matters referred to the Board by 25 or more members.

Section 3. Non-substantive issues determined by the Board of Trustees to be appropriate for referendum shall be submitted to the

membership by newsletter and shall be considered carried if the majority of voting members vote in the affirmative by written ballot, or if an affirmative majority shall not be tallied, then the proposition shall carry provided less than one-fourth (1/4) of the membership votes against it within the time limit specified.

Section 4. When submitting a proposition by newsletter, the Board of Trustees shall state a date by which the votes must be post-marked or delivered to a Trustee in order to be counted, which date shall be no less than three (3) weeks after the date on which the newsletter is distributed.

ARTICLE VII. ELECTIONS

Section 1. The election of Trustees shall take place annually at the September meeting. The candidates receiving the greatest number of votes being elected, to take effect immediately upon adjournment of said meeting.

Section 2. A six (6) member nominating committee (one member from each of the six areas designated in ARTICLE III Section 2.) shall be appointed no later than June first annually.

Section 3. Nominations may be made directly by the membership, in writing to the Board of Trustees, or from the floor at the September meeting.

Section 4. Notice of the election meeting shall be provided in writing and distributed at least one week prior to the election, with the complete slate of candidates presented.

Section 5. A committee of four tellers, who are members, but not Trustees or candidates, shall be appointed to conduct the September election.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. This League shall be governed in all its meetings by parliamentary law contained in Roberts Rules of Order.

ARTICLE IX. QUORUM

Section 1. At any general meeting of the League, ordinary business may be conducted with a quorum of thirty (30) voting members. To amend these Bylaws a quorum of forty-five (45) voting members is required. A quorum of the Board of Trustees shall consist of nine (9) Trustees.

ARTICLE X. AMENDMENTS

Section 1. The Trustees shall have the power to make and alter the bylaws, subject to the right of the voting membership, at any duly constituted meeting to alter, amend or repeal bylaws so made.

Section 2. New bylaws may be initiated by the voting membership at any duly constituted meeting.

ARTICLE XI. STANDING RULES

Section 1. Members shall be limited in speaking on a single question to not more than three times, and for no longer than three minutes each time.

Section 2. Except upon invitation of the Board of Trustees, none other than members shall address the League at meetings thereof.

Section 3. Written resolutions only may be presented.