



FCA BY-LAWS

BY-LAWS OF THE FARMINGTON CIVIC ASSOCIATION

Farmington Civic Association By-Laws (As Amended April 2005)

We, the members of the Executive Board, elected or appointed to serve the Farmington Community in the City of Hampton, do adopt these as our By-Laws:

Article I

NAME

The name of this organization shall be the Farmington Civic Association (FCA). The FCA shall herein after be referred to as the Association.

Article II

PURPOSE

The purpose of this Association shall be to promote and encourage community and civic spirit, and to foster goodwill and friendship among its residents. The Association shall also participate in such undertakings as may be deemed necessary for the betterment and improvement of our community.

Article III

POLICIES

The Association shall be non-commercial and non-partisan. This Association shall not endorse any commercial enterprise or political candidate. Neither the name of the Association nor the names of its Officers or Executive Board members, in their official capacities, shall be used in connection with commercial and/or political concerns.

Article IV

MEMBERSHIP

Section 1: Members of the Association must reside in or own property in the Farmington subdivision or adjacent property in the City of Hampton, Virginia Membership is given to each member of a paid

household. All members of the Executive Board are eligible to vote at Board and general meetings. Each member of a paid household, age 16 and older is eligible to vote at FCA meetings.

Section 2: Dues must be paid annually. The dues will cover the period of 1 January through 31 December. The Executive Board shall decide the amount of dues to be charged per household. If more than five (5) individuals of the general membership dispute the amount of dues, the Association President must address the issue during a meeting with the general membership, where there is at least a quorum (15) members in good standing.

Section 3: Any member wishing to resign from the Association shall notify the President in writing. Members that resign will not be entitled to a dues refund. Any member that resigns or is dropped as an active member (failure to pay dues) will be reinstated once that member pays his/her dues for the current year.

Article V

ASSOCIATION EXECUTIVE BOARD

Section 1: The Association's leadership shall be made up of no more than 16 individuals elected by the membership including one youth member, all of whom shall be called the Executive Board. The Officers of the Executive Board shall comprise a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. The Officers are charged with the day-to-day operations of the Association. They are empowered to make operational decisions in keeping with stated Association policies. As such by a majority vote, they may raise membership dues up to 50% to maintain a balanced budget. A higher increase must be approved by a majority in attendance at a general membership meeting.

Section 2: The President shall be responsible for the general activities of the Association, shall preside over all meetings and be the official spokesperson unless the President so designates another to perform that duty. The President is also responsible for appointing the chairs of the Standing Committees and other such committees he/she deems necessary.

Section 3: The 1st Vice President shall preside over all meetings in the event that the President is absent or cannot perform his/her duties. The 1st Vice President shall provide supervisory responsibilities as the President may so assign.

Section 4: The 2nd Vice President shall preside over all meetings in the event that the President or 1st Vice President is absent or cannot perform his/her duties and shall provide supervisory responsibilities as the President may assign.

Section 5: The Secretary shall be responsible for recording and maintaining the minutes of the Executive Board and general Association meetings. The Secretary will also maintain a current copy of the By-Laws, all correspondence, records of meeting attendance and any other written standing rules. The Secretary shall ensure that proper notices are provided to the membership at least five days prior to all Association meetings. The Secretary will have signature authority for the President on all Association correspondence as the President may delegate.

Section 6: The Treasurer will have the authority to sign checks for expenditures directly associated with Association business as the Executive Board directs. The Treasurer shall keep an accurate account of all funds received and expended while following the processes and procedures setup and assembled by the Executive Board. The President shall appoint a committee to perform an annual audit of the Treasurer's records.

Section 7: The remaining Executive Board members shall have duties and responsibilities as designated by the President. Those duties and responsibilities will consist of, but not be limited to: community newsletter,

membership, neighborhood watch and security, special projects (including the picnic), youth affairs, and median maintenance. Additionally, the Farmington Garden Club President shall be a member of the Executive Board.

Section 8: Officers shall be elected to two-year terms and shall not serve more than two consecutive terms in the same capacity without a consensus opinion of the Executive Board and approval by a majority of the general membership in attendance.

Section 9: In the event an officer or board member resigns or is unable to serve for other reasons, the presiding officer may appoint a replacement, with majority consent of the Executive Board or leave the position vacant for the remainder of the term.

Section 10: The Executive Board is established to provide a forum to develop and define policies and plans of the Association while accomplishing its goals and objectives.

Each Executive Board Member shall:

1. Promote the enhancement and security of the Farmington Community.
2. Make every effort to attend Association meetings.
3. Make themselves accessible to the membership and assist as necessary to convey plans, goals and objectives of the Executive Board to members of the community.
4. Give timely written notice in the event of resignation or decision not to run for another term of office.

Article VI

COMMITTEES

Section 1: The Association will have the following standing committees:

1. Membership,
2. Neighborhood Watch and Security,
3. Youth Affairs,
4. Newsletter,
5. Median Maintenance

The President shall designate a member, preferably from the Executive Board, to head each of these committees

Section 2: The President shall establish "Special Committees" as is necessary to accomplish the Association's goals and objectives.

Article VII

MEETINGS

Section 1: The Association will meet regularly on such dates, times and places as the President, with the consent of the Executive Board, may determine. Currently, the meetings are scheduled for the fourth Monday of those months selected.

Section 2: The President may schedule special meeting when necessary.

Section 3: The Executive Board will meet at least monthly to discuss and assess or monitor Association plans, goals and objectives. Meetings are held on the first Monday of each month.

Article VIII

FISCAL YEAR

The Association's fiscal year shall commence on the first day (1) of January and shall end on the thirty-first (31) day of December.

Article IX

AMENDMENTS

These By-Laws may be amended if: a) The general membership is presented the proposed amendment within a minimum of thirty (30) days prior to the meeting date to vote on the amendment; and b) At least two-thirds (2/3) of the members present at a given meeting and good standing vote to amend these By-Laws.

Article X

PARLIAMENTARY PROCEDURE

The rules contained in the current edition of "Robert's Rules of Order" shall govern all the Association's meetings in which they are applicable. The membership may elect or choose one of its members to serve as parliamentarian during its meetings.

Article XI

VOTING

Each member of the Executive Board shall be entitled to one (1) vote. In the absence of a Board member, his or her vote may be cast by any other member of the board, provided however that:

1. A written or verbal proxy is held or filed with the Secretary at the time of the meeting.
2. No Executive Board member shall be permitted to hold the proxy of more than two absent members at any regular or special meeting of the Executive Board or general membership.
3. Voting on any resolution or motion involving the Executive Board, the adoption or amendment of the rules, suspensions of the operation of the rules or the endorsements of appointments shall be in a manner prescribed by a majority vote of the members present at the meeting.
4. Each member of a paid household, age 16 and older is eligible to vote at FCA general meetings.
5. Eligible voting members shall be permitted to hold the written proxy of up to two absent members at a general meeting.

Article XII

REMOVAL FROM THE BOARD OR OFFICE

Any Executive Board member or Officer:

1. May be removed from office for due cause after a hearing and majority vote of the Executive Board.
2. May be removed from office for missing three (3) meetings in a one-year period.

Article XIII

QUORUMS

Association: Fifteen (15) members of the Association shall constitute a quorum for the purpose of holding general Association meetings and transacting business of any general membership meeting.

B. Executive Board: Nine (9) members of the Executive Board shall constitute a quorum for the purpose of holding meetings and transacting business at any Executive Board meeting.

Article XIV

SAVING CLAUSE

If any of these By-Laws, their amendments or additions thereto shall be nullified by the laws of the State of Virginia, the remainder of these By-Laws shall remain in full force and effect.