

**BY-LAWS**  
**OF THE LEEWAY OVERLEE CIVIC ASSOCIATION**  
**OF ARLINGTON, VIRGINIA**

**ARTICLE I.**  
**NAME**

The name of this organization shall be the Leeway Overlee Civic Association of Arlington, Virginia (hereinafter the Association).

**ARTICLE II.**  
**OBJECT**

The object of the Association shall be to devise ways and means and to take action to promote the general welfare of the Leeway Overlee community and its residents and of Arlington County in general. The Association and its activities shall be strictly nonpartisan, nonsectarian, and nonpolitical. The Association shall take all reasonable steps to ensure that its actions represent the expressed views and interests of its membership. Further, when membership expresses conflicting or divergent interests, the Association's statements shall reflect a fair and balanced summary of the interests.

**ARTICLE III.**  
**COMMUNITY BOUNDARY**

Section 1. The boundary of the community served by the Association shall be as follows: Beginning at the corner of John Marshall Drive and N. 27th Street and extending south along John Marshall Drive to Lee Highway, then west along Lee Highway to N. Quantico Street, then south along N. Quantico to N. 22nd Street, then east on N. 22nd Street to N. Lexington Street, then north on N. Lexington Street to N. 22nd Street, then east on N. 22nd Street to George Mason Drive, then north on George Mason to Lee Highway, then west on Lee Highway to beyond N. Jefferson Street, then north between Jefferson Street and N. Kenilworth Street to N. 27th Street, then west along N. 27th Street to John Marshall Drive. The Association area shall include both sides of N. 27th Street between N. Jefferson Street and N. Lexington Street but shall not include the houses on either side of N. 27th Street between N. Lexington Street and John Marshall Drive. Except as noted above, the boundary line shall be the center of each named roadway.

Section 2. The Association boundaries encompass the Leeway Overlee neighborhood conservation area.

ARTICLE IV.  
AFFILIATION WITH THE  
ARLINGTON COUNTY CIVIC FEDERATION

Section 1. The Association shall be affiliated with the Arlington County Civic Federation and will participate in the activities of that Federation.

Section 2. The President and Vice President shall be delegates to represent the Association in the Arlington County Civic Federation. Two other delegates and at least two alternate delegates shall be proposed and elected by the membership at the May/June election meeting. Vacancies within the delegation during the year may be filled by the Executive Committee.

Section 3. The Treasurer shall disburse during June of each year to the Arlington County Civic Federation the amount set by that Federation as the annual membership fee of the Association.

ARTICLE V.  
MEMBERSHIP

All individuals eighteen (18) years of age and older living within the boundaries of the Leeway community or owning real property therein are de facto members of the Association. Other individuals and local businesses and organizations may be admitted to membership on proper application to the Executive Committee or the general membership. Members may vote on any matter properly coming before the Association as provided for under Article XI.

The annual payment of dues, in an amount established by the Executive Committee or the general membership, is encouraged from all Leeway Overlee members, but is not a prerequisite for voting on Association matters. However, dues-paying members may enjoy certain benefits not extended to other members of the Leeway Overlee area, such as special notification of matters deemed by the Executive Committee to be of interest to the community.

ARTICLE VI.  
OFFICERS

Section 1. The officers of the Association shall be President, Vice President, Treasurer, and Secretary. The duties and powers of the officers shall be as set forth in this Article.

Section 2. The President shall preside at all meetings of the Association and of

the Executive Committee; shall perform such other duties as pertain to that office, including acting as spokesman on matters of concern to the Association; shall regularly report to the membership and the Executive Committee on issues of interest; shall appoint at least the chairman of all committees; shall as needed appoint a parliamentarian to serve at any general membership meeting of the Association; and shall be ex officio a member of all committees except the annual Committee on Nominations.

Section 3. The Vice President shall assist the president and shall perform such duties as may be delegated by the President. The Vice President shall be ex officio a member of all committees except the annual Committee on Nominations. In the absence of the President, the Vice President shall perform the duties of the President. In the event of a vacancy in the office of President, the Vice President shall immediately assume the office of President.

Section 4. The Treasurer shall receive all dues and maintain records of dues-paying members; shall receive, disburse and account for funds as provided under the Fiscal Operations article of these By-Laws; and shall perform such other duties as pertain to this office. In the absence of the President and the Vice President, the Treasurer shall perform the duties of the President.

Section 5. The Secretary shall record the proceedings of the Association including Executive Committee meetings; shall keep the roll of officers and other officials and committee members; shall maintain correspondence records; shall promptly refer matters to the proper officer or committee; and shall perform such other duties as pertain to this office.

## ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be comprised of the officers of the Association and the Neighborhood Conservation Advisory Committee representative for the Leeway Overlee NC area.

Section 2. The Executive Committee shall be vested with the general management of the affairs of the Association. It shall act for the Association in matters specifically delegated to it by the membership and may act for the Association between general meetings of the membership on any matter. Any actions taken shall be reported at the next general meeting of the Association.

Section 3. The Executive Committee shall establish from time to time such committees with such duties as are deemed proper.

ARTICLE VIII.  
NOMINATIONS, ELECTIONS AND TERM OF OFFICE

Section 1. The President shall annually appoint a Committee on Nominations of three (3) members which shall prepare a list of nominees for each office. Neither the President nor Vice President may serve on this committee. The list of nominees shall be advertised to the community in advance of the May/June election meeting.

Section 2. Additional nominations for an Executive Committee office may be made from the floor by any Association member immediately following the report from the Committee on Nominations. After any brief statements on the merits of individual candidates, election shall immediately follow. Elections shall be by secret ballot, by a showing of hands, or by acclamation. All members present shall be entitled to vote. No proxy votes shall be permitted. The nominee for each office receiving the majority of votes cast shall be declared elected. In the event of a race with three or more candidates, in the event no one candidate receives a majority of the votes, a run-off election shall be held immediately between the two recipients of the largest number of votes in the original balloting.

Section 3. The elected Executive Committee officers shall be installed before the close of the meeting at which they are elected and shall serve for one (1) year or until their successors are elected. Association records and fiscal accounts held by outgoing officers shall be promptly transferred to incoming officers.

Section 4. No member shall hold more than one Executive Committee office at a time. No member should hold the office of President or the office of Vice President more than two terms in succession.

Section 5. After new Executive Committee officers are elected at the May/June annual meeting, the representative and alternate to the Neighborhood Conservation Advisory Committee (NCAC) shall be elected by those people present who reside in Leeway Overlee. Thereafter, delegates and alternates to the Arlington County Civic Federation shall be proposed and elected.

ARTICLE IX.  
VACANCIES AND REMOVALS

Section 1. If any Executive Committee office other than that of President becomes vacant by reason of death, incapacity, resignation, retirement, disqualification, removal, or any other cause, the Executive Committee shall appoint a successor to serve for the

unexpired term. The appointed successor officer shall be confirmed by the members at the next general meeting of the Association. Vacancies in the delegation to the Civic Federation or in the representation to the NCAC shall be temporarily filled in a similar manner.

Section 2. Any elected officer may be removed from office for good cause shown by a two-thirds vote of the other members of the Executive Committee or by a two-thirds vote of the members at any meeting of the general membership. Any elected officer removed by vote of the Executive Committee may be reappointed by subsequent two-thirds vote of the members at a general meeting of the Association. Removal of any delegate to the Civic Federation or representative to the NCAC shall be effected in a similar manner.

## ARTICLE X. LETTERS OF SUPPORT

Section 1. This Article applies to instances in which individuals or entities seek the support of the Association on a project or matter that involves an application to Arlington County for a special exception use permit or for a zoning variance affecting a property within the Association's boundaries.

Section 2. It is important that local residents who may be impacted by the sought use permit or zoning variance be notified in advance regarding the applicant's request. The Association will do its best to provide notice to local residents through the Association's periodic written newsletter and available social media. The means by which local government is required by Virginia law to post notice to the public about use permit and zoning variance requests is deemed inadequate to meet the needs of the community. Thus the Association expects that the individuals or entities seeking the use permit or the variance request will take an active role in notifying those local residents potentially affected by the proposed use permit or variance. The minimum area within which residents should be notified is within one block in all directions from the property which is the subject of the use permit request. In the case of a zoning variance request the minimum area for providing notice is all of the properties that lie next to the affected property. The notice must contain the contact information for the civic association. Should the applicant fail to provide evidence of adequate notice to these property owners, the Association may decline to provide any statement of support as regards the use permit request or zoning variance.

Section 3. If at an Association general meeting a use permit or zoning variance matter is discussed and voted upon, the decision made shall be provided to the relevant local officials in a manner that quantifies, to the extent possible, the number of people supporting the motion and the number opposed. The reasoning of the various sides should

be described to the degree possible in order to give clarity to the action taken.

ARTICLE XI.  
MEETINGS

Section 1. The annual election meeting of the Association shall be held in May or June of each year at a time and place selected by the Executive Committee.

Section 2. General meetings of the Association shall normally be held quarterly but may be held more or less frequently if so determined by the Executive Committee. General meetings of the Association shall be advertised to the community in advance by the distribution of a newsletter or notice to homes within the Association's geographic boundaries. Upcoming issues of significant interest to the community shall be announced in the newsletter as public notice of the matters to be addressed at the general meeting.

Section 3. Meetings of the Executive Committee shall normally occur quarterly but may be held more or less frequently if so determined by the Executive Committee. Executive Committee meetings shall be open to the general public.

Section 4. An extraordinary general meeting may be called by individuals of the community by a petition signed by at least twenty households and presented to and accepted by an officer of the Association. In order for business to be conducted at such an extraordinary general meeting, a quorum must be established and voting conducted as provided for under these By-Laws.

Section 5. The order of business at all meetings of the Association shall be determined by the presiding officer.

Section 6. The chairman of any committee established by the Association shall determine the time and place of any meetings of the committee.

ARTICLE XII.  
QUORUM AND VOTING

Section 1. Twelve (12) members of the Association shall constitute a quorum for the conduct of any business at a general meeting of the Association, including any extraordinary general meeting. A general meeting may be held notwithstanding the absence of a quorum, provided that action taken at such a meeting shall be effective only if thereafter approved by the Executive Committee or by a general meeting of the Association at which a quorum is present.

Section 2. A majority of the members of the Executive Committee shall constitute a

quorum for the transaction of any business at an Executive Committee meeting.

Section 3. Unless otherwise provided for in these By-Laws, all action by the membership, the Executive Committee and any committee shall be by majority vote of the members present. No proxy votes will be permitted. Each member shall be entitled to one vote.

Section 4. In the event the presiding officer has doubt as to the eligibility of any person as a member of the civic association under Article V, he may require proof of residency as a condition for voting.

Section 5. If public notice of an issue of significant interest to the community (Article X, Section 2) is not provided prior to the date of a general membership meeting, any action taken on the matter at the meeting by the general membership shall be considered provisional until such issue is publicly advertised and final action is taken at a subsequent general meeting. However, if a majority of the Executive Committee considers timely, firm action is needed despite the absence of public notice, such action may be taken on the authority of the Executive Committee, subject to subsequent review by the general membership after public notice.

### ARTICLE XIII. PARLIAMENTARY AUTHORITY

Common sense and courtesy shall be the general rules governing meeting procedure. Any procedural dispute shall be referred to the parliamentarian appointed by the President for settlement. The parliamentarian shall consider ROBERT'S RULES OF ORDER and these By- Laws for guidance.

### ARTICLE XIV. FISCAL OPERATIONS

Section 1. The annual dues for individuals or businesses shall be set at an amount in any year as determined by the Executive Committee.

Section 2. The fiscal condition of the Association (checking and savings balances) shall be reported by the Treasurer at each general meeting of the Association and at each meeting of the Executive Committee.

Section 3. The Executive Committee may choose to operate the Association under an annual budget, but is not obliged to. If such a budget is prepared, it shall be approved by the general membership before going into effect.

Section 4. All disbursements shall be made by check signed by the Treasurer or the President.

Section 5. The funds of the Association shall be deposited in a bank carrying Federal Deposit Insurance Corporation insurance. Funds not needed for anticipated regular annual expenses shall be kept in an interest-bearing savings account or certificate(s) of deposit.

Section 6. Except in extraordinary circumstances, amounts in excess of two hundred fifty dollars (\$250.00) for any purpose or item shall not be expended by the Executive Committee or any officer until public notice has been provided to the Association membership and its approval obtained at a subsequent general membership meeting. If the purpose or item has been disclosed and budgeted for in an approved annual budget, no additional approval is required prior to expenditure.

Section 7. The financial records of the Association shall be audited at the time and place as the Executive Committee shall direct or on petition of at least twenty (20) members within the Association. An annual audit is not required.

#### ARTICLE XV.

#### PROPERTY AND RECORDS

Section 1. All officers and members of the Association holding or charged with the responsibility for the custody and maintenance of any records or any other property of the Association shall promptly turn over those records and property to their successors as soon as possible after the annual Executive Committee election.

Section 2. In the event of the dissolution of this Association, any property remaining in the Association shall be transferred as a gift to Virginia Hospital Center or, if that is not possible, to another worthwhile, non-profit organization within Arlington, Virginia as the Executive Committee may direct.

#### ARTICLE XVI.

#### AMENDMENTS

Amendments to the By-Laws may be enacted by a two-thirds vote of the members voting at two successive general meetings, provided that the proposed amendments were discussed at a prior meeting of the Executive Committee and provided that public notice of the proposed amendments is given to the general membership.

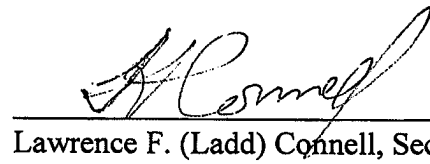


The above By-Laws, having been advertised to the general membership through the Association's LEEWAY OVERLEE LEADER newsletter, were adopted by the Association at its general meetings on June 11, 2018 and March 20, 2018.

These By-Laws replace the previous Association By-Laws dated June 14, 2016 and June 4, 1997. The earliest by-laws of the association known are the Association constitution and by-laws dated September 15, 1971.

On behalf of Leeway Overlee Civic Association:

  
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Jack Grimaldi, President

  
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Lawrence F. (Ladd) Connell, Secretary