



Constitution and Bylaws of the Spring
Grove Community Council
Revision 2.0
Revision Date 10/14/2008

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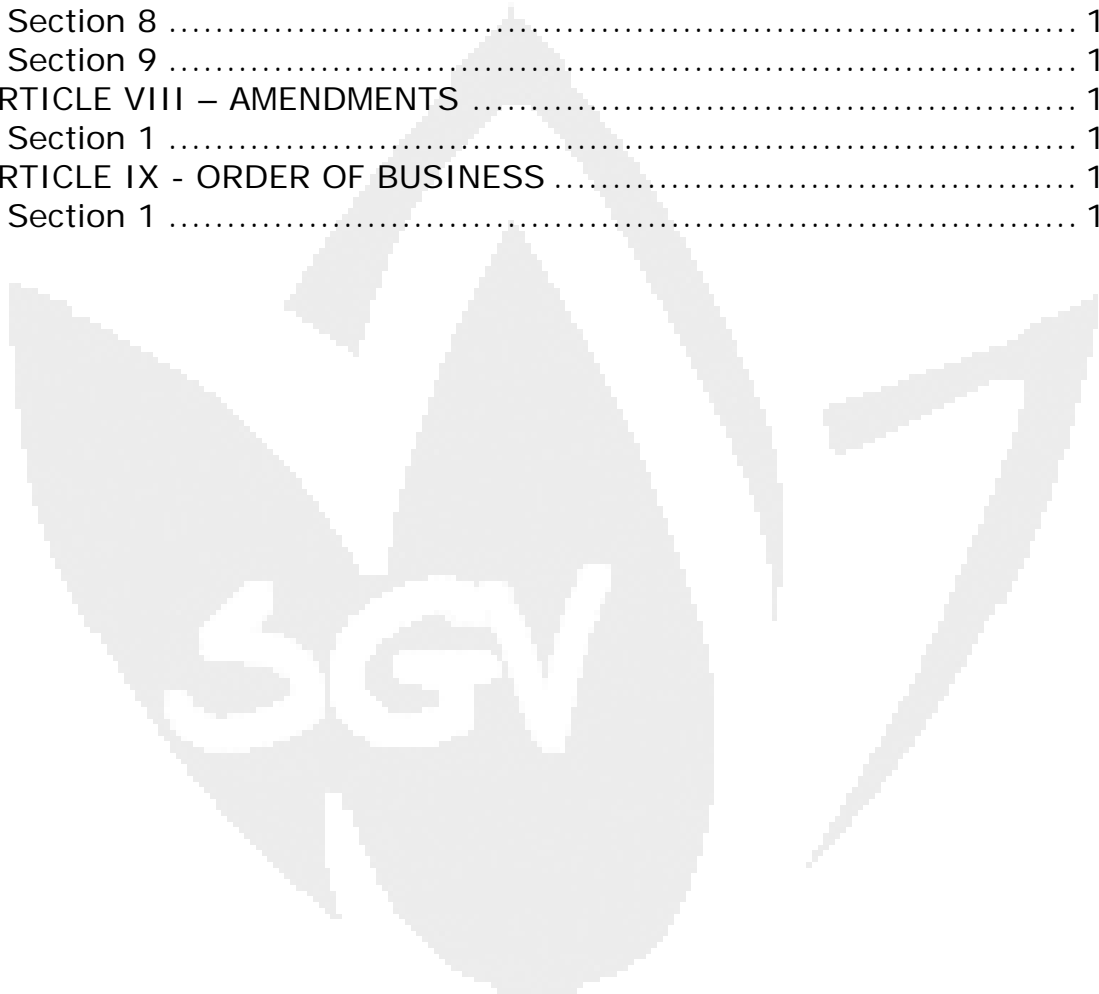


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ARTICLE I – OBJECTIVES

Section 1

To promote the general welfare of the residents of Spring Grove Village by providing a forum for the exchange of interest and concerns of the residents (includes those who live, own land, or own a business in Spring Grove Village) of the neighborhood.

Section 2

To educate neighborhood residents on methods for improving the neighborhood (physically and economically and socially).

Section 3

To serve as a liaison between the City administration and its departments and the residents of the neighborhood.

ARTICLE II – MEETINGS

Section 1 – Monthly Meetings

There shall be a regular monthly meeting of the Community Council in the second week of every month, at the designated time and place.

Section 2 – Special Meetings

Special meetings of the Community Council shall be called by the President as he/she may desire, or at the request of the Board of Directors or any 25 members of the Community Council, in writing, given to the President at least eight (8) days before such special meeting. Notice of the meeting shall be handled by the Board of



Directors. Notice shall be made to the full membership of the special meeting at least 7 days in advance.

Section 3

At all Council meetings, either regular or duly notified special meeting, fifteen (15) members shall constitute a quorum.

Section 4

Any group of at least 5 members who are residents within the territorial boundaries of the organization (Article III, Section 4) and within the City of Cincinnati (“neighborhood residents”) may present to the Board or a designated officer a petition requiring a special vote at which only neighborhood residents may vote, to determine whether persons other than neighborhood residents shall continue to have voting privileges or will be eligible to hold office. Such special vote shall be held at the next annual meeting, after receipt of the petition.

Section 5

Roberts Rules of Order shall govern the procedure in meetings not covered by the constitution of the Community Council and in meetings of its Board of Directors and committees.

ARTICLE III – MEMBERSHIP AND DUES

Section 1 – Qualifications

Any person 18 years of age or older, who resides within the territorial boundaries of Spring Grove Village (as exhibited by voter registration, drivers license, lease, housing contract, tax or utility bill, rent receipt, etc.) or who has a material interest in the neighborhood (such as property or business) may become a full member of the Community Council with all voting and participation privileges.



Furthermore, the Community Council will not discriminate in its membership and voting policies based on sex, race, religion, ethnic origin, life-style, or on the nature of housing quarters chosen by the person as a place of abode, except that such housing be located within the boundaries of Spring Grove Village.

Section 2

Annual dues for membership to Spring Grove Village Community Council are required.

The dues, payable in advance, shall be determined by the Board of Directors one month prior to the annual election of Community Council Officers and shall be paid at the time of application by new members, and thereafter at, or prior to regular annual meeting in November. The proceeds from these dues shall enter the general fund and be accounted for by the Treasurer.

Membership in the Community Council is encouraged. However, all persons residing in or who have a material interest in the neighborhood (see Section 1 above) may vote in situations which affect the entire neighborhood, such as NSP funding allocations, zoning issues, proposed development plans, and other matters which the Board shall determine.

Section 3

The recording secretary shall present once per year due no later than January 31st an updated listing of board members and their respective contact information. This list shall be distributed to the entire community.

Section 4

The territorial boundaries of Spring Grove Village are historical. Boundaries determine eligibility for Council membership, officer eligibility, and voting privileges. Boundaries also establish an official



channel of representation with City administration and its departments and the residents of Spring Grove Village.

The Spring Grove Village Community Council considers the following area to be Spring Grove Village:

That portion of the City of Cincinnati bounded to the West by the western and northern wall/fence of Spring Grove Cemetery (including all of the Cemetery), bounded to the South by Interstate 75 (I-75), proceeding East along I-75 to the end of the I-75 North entrance ramp from Mitchell Ave. The line then proceeds directly North to the Mill Creek following it to Spring Grove Avenue.

The line then follows Spring Grove Ave. to the South to Kings Run Drive, then follows Kings Run Drive to Winton Ridge Lane, then North along Winton Ridge Lane (including properties on both sides of Winton Ridge lane) to Oakfield Ave.

The line turns sharply to the South along Winton Road past the Star Tower property, then West to include the property now being offered for sale by the Hoellers, then South to the northern border of the Gray Road landfill property and West to include the entire landfill, then crosses Groesbeck Ave. to the northern terminus of the Cemetery to complete the Spring Grove Village Boundary Line.

ARTICLE IV - OFFICERS AND BOARD OF DIRECTORS

Section 1

All Board members shall be chosen annually by the Spring Grove Village Community Council by ballot and serve for a period of one year or until their successors are elected.

Section 2

The Board of Directors, consisting of twelve (12) members, shall be elected annually. The Board of Directors shall meet as soon as possible



and elect from their twelve members a President, Vice President, Secretary, Recording Secretary, and Treasurer (the Officers).

Section 3

The officers elected from the Board of Directors shall serve for the period of one year or until their successors are elected.

Section 4

Officers and board members shall take their seats immediately following their installation at the December meeting.

If a Board member is unable to fulfill Board responsibilities during the course of their elected term, the member shall submit a written statement of resignation to the Board President. The President shall communicate this information to the Recording Secretary.

Section 5

Should any vacancy occur, by resignation or otherwise, it shall be filled for the unexpired term by the appointment of the President, with the approval of the Board of Directors. In event of vacancy in the Presidency, the Vice President shall automatically take the seat and fill the Vice-President's chair as hereinbefore provided.

Section 6

A Board Member may be removed provided that first, all other members of the Board of Directors with a two thirds (2/3) majority vote therefore, and second, two thirds (2/3) of the members attending the meeting, either regular or duly notified special meeting, vote therefore. Any Board Member to be removed must have at least five days written notice of the vote and must be given a reasonable opportunity to defend his/her case, which shall be at a meeting of the



Community Council, or at a meeting of the Board of Directors, as such Board Member elects.

Section 7 – Board of Directors

The Board of Directors shall have power to appoint all committees by majority vote, fix their duties, appropriate funds and to enact rules for its own conduct, not inconsistent with this constitution or the by-laws of this Community Council.

It shall meet at least once in each month for the transaction of business, and shall report to the Community Council at each regular monthly meeting its proceedings during the preceding month.

At all meeting of the Board of Directors, a simple majority (more than half) of the Board of Directors shall constitute a quorum.

Section 8

All business of the Community Council shall be conducted, managed and administered by the Board of Directors through its own action, or through its committee of officers. A report of all money expended by the Board of Directors shall be made at each monthly meeting of the Community Council.

All bills for expenses shall be approved by the Board of Directors, which Board shall be the final authority for the expenditures of money. Payment for the bills may be from allocations previously approved by the Board or the membership. The payment of bills need not be submitted to the Community Council.

ARTICLE V - DUTIES OF OFFICERS

Section 1 – President



The President shall preside at all the meetings of the Community Council, chair the Board of Directors meeting, and perform all other duties usually undertaken by the office of President.

Section 2 – Vice President

The Vice President shall perform the duties of President in the absence of the President.

Section 3 – Recording Secretary

The Recording Secretary shall record minutes of all meetings of the Community Council and Board of Directors, handle all correspondence to the members, notify members of special meetings, elections, and such notices as ordered by the constitution, by-laws, Community Council or Board of Directors. The Recording Secretary shall keep a record of membership and perform any and all duties otherwise pertaining to the office of Secretary. Any necessary expenses in the performance of his/her duties, such as preparing notices, stationary, postage, etc., shall be borne by the Community Council.

In the absence of the regular secretary, it will be his/her duty to arrange for a substitute to carry on the duties of the office.

Section 4 – Corresponding Secretary

The duties of the Corresponding Secretary shall be to handle any outside correspondence initiated by the Community Council and perform any other duties designated by the Board of Directors. He/she will furnish a copy of correspondence to the President and immediately notify the President of any replies.

Section 5 – Treasurer

The Treasurer shall receive all money belonging to the Community Council, keeping a regular account of all finances of the Community Council and render, in writing, at each monthly meeting a statement of the preceding month, and at the meeting in November a financial



statement for the preceding year, and perform all other duties pertaining to the office of Treasurer.

The Treasurer shall deposit all funds of the Community Council in the name of the Council, in a depository, and upon such terms as decided upon by the Board of Directors. Such funds may be withdrawn from such depository upon the signature of the Treasurer alone, and he/she by accepting the office of Treasurer designates his/her successor as his/her attorney-in-fact to deposit and withdraw funds and control property as needed.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1

Candidates for the Board of Directors may be nominated by any member(s) of the Community Council, subject to the nominee's approval at the October monthly meeting. In addition, a nominating committee shall be appointed by the President. Such committee shall be organized in September, two (2) months before the annual November meeting and shall report their nominations in October, one month before the election, which it to be held at the annual November meeting.

Section 2

The Board of Directors shall provide the machinery of the election.

Section 3

Printed notice of the names of all the candidates shall be given by the Secretary to all members of the Community Council. Plurality of the votes cast shall be sufficient to elect, and in case of a tie vote for any office, the board members present shall decide the choice by lot.



Section 4

No member shall be entitled to vote at the election, nor be nominated for office if he/she is in arrears for dues.

Section 5

The polls shall be open from 6:00 pm until 8:00 pm. The voting is to be by ballot on the night of the annual November meeting.

Section 6

Members being absent on the day of the election may secure a ballot from the Secretary no more than ten (10) days prior to the election. Said ballots are to be marked, placed into a sealed envelope, and returned.

Section 7

The official ballot shall be provided by the Board of Directors in time for the annual November meeting <must be at least 10 days prior to accommodate absentee ballots>. The names of the candidates on the ballot shall be in alphabetical order. The twelve candidates receiving the highest number of votes shall be declared elected.

These ballots shall remain in the possession of the Secretary of the Community Council and shall not be issued by him/her except to a qualified voter at the time such qualified voter desires to cast his/her ballot, and such ballot must be marked and deposited immediately after the receipt of same by the voter in the ballot box provided for this purpose, except as the privilege rendered to members absent on this date, which is stated in Article VI, Sec 6 of the Constitution.

ARTICLE VII – COMMITTEES



Section 1

All committees, except the nominating committee, shall be appointed by the Board of Directors by majority vote as required. Said committees may also be reorganized or decommissioned by two thirds (2/3) majority vote of the Board of Directors.

Section 2

Every committee shall hold a meeting within one week after the official appointment and thereafter when necessary. The meeting shall be held whenever and wherever called by the chairperson of the respective committee.

Section 3

For failure of any committee person or the chairperson of any committee to perform any duty, he/she may be removed from office by the President with a two thirds (2/3) vote of the Board of Directors. A notice of the proposed action shall be given to him/her prior to a hearing.

Section 4

Any committee funded by the Spring Grove Village Community Council must report their activities and spending of funds to the Board of Directors at least once per year by September 30th.

Section 5

Any independent neighborhood organization funded by the Spring Grove Village Community Council must report their activities and spending of funds to the Board of Directors at least once per year by September 30th.



Section 6

All committees and independent neighborhood organizations shall request funding for the upcoming calendar year in writing by September 30th of the prior year. Each request must include a spending plan and goals for the upcoming year.

Section 7

All committees may pursue independent funding, but only with the knowledge, consent, and oversight of the Board of Directors.

Section 8

Once funding has been approved by the Board of Directors for all committees and neighborhood organizations, pursuant to Article VII - Section 4, 5 & 6, it is the responsibility of those committees or neighborhood organizations to manage said funds. Should the Board of Directors need to reallocate those funds, there needs to be a 2/3 vote of the Board of Directors. Funds raised independently by a committee can only be reallocated with the approval of the Committee Chair. If the Board of Directors chooses to decommission any committee, said committee should be reimbursed immediately any independent funding that it has raised.

Section 9

The Board of Directors shall present at least once per year due no later than January 31st a listing of active committees. This list will outline the goals of the committees, the chairperson of the committees, and how much money is allocated to each committee.

ARTICLE VIII – AMENDMENTS



Section 1

This constitution shall not be altered, amended or replaced, except at the regular monthly meeting, and unless the alteration, amendment or repeal shall have been proposed in writing at a previous regular monthly meeting and the reading of said amendment had at the latter meeting, and it shall require a two thirds (2/3) vote of the members present to carry.

ARTICLE IX - ORDER OF BUSINESS

Section 1

The suggested order of business at Spring Grove Village Community Council meeting shall be:

- 1) Reading minutes of previous regular, special and board meetings
- 2) Reports of officers
- 3) Reports of committees
- 4) Guest speakers or issues
- 5) Unfinished business
- 6) New business



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Signature Page

This revision of the Constitution and Bylaws of the Spring Grove Village Community Council was passed by majority vote of the full membership on October 14th, 2008.

Bill Lonneman

Bill Lonneman, Recording Secretary

10-14-08
Date