

BYLAWS
of the
KENNEDY HEIGHTS COMMUNITY COUNCIL

Preamble

The Kennedy Heights Community Council is a neighborhood organization formed with the objective of embracing diversity, preserving our heritage, sustaining our residential character, enhancing the value and physical attractiveness of our neighborhood, promoting safety, and encouraging personal responsibility for the well-being of our neighborhood.

Article I. Boundaries

Kennedy Heights is defined as bounded on the north, east, and south by the City of Cincinnati incorporation limits; and on the west, Orchard Lane and Robison Road (north of Woodford Road), Edgeview Drive, and Glen Edge.

Article II. Membership

Section 1. There will be two categories of membership, Member and Friends of Kennedy Heights.

Member status is automatically open to any person eighteen years of age or older who resides in Kennedy Heights. Because of their traditional affiliation with Kennedy Heights Community Council (henceforth KHCC), the residents of Hill & Dale Drive, Dogwood Lane, Kenoak Lane, Monardi Circle and Lucille Drive will be considered Members. Residents on both sides of boundary streets may participate as Members.

Friends status is open to any person eighteen years of age or older, who has indicated an interest in furthering the goals and objectives of KHCC, whether that person is involved as a property owner, business owner, employee, educator, church affiliate or other affiliation within Kennedy Heights, or is a resident outside Kennedy Heights with such interest. Friends membership may be obtained by registering with the President or the Secretary. Debate and serving on committees, and participating at meetings of KHCC, by Friends will be permitted and encouraged.

Section 2. The following powers will be reserved exclusively to Members.

- A. Introduce motions, second motions, vote, be nominated and elected to the Board of Trustees, and to serve as chair of a committee.
- B. Election of officers and members-at-large.
- C. Approval of budget.
- D. Approval of major decisions regarding our Neighborhood Support Program.
- E. Approval of any significant non-budgeted expenditures after prior approval by the Board of Trustees, and when not deemed to be emergency in nature.
- F. Approval of any statement made in the name of KHCC. This approval does not apply to statements about previously adopted policies or positions, nor does it prohibit the explanation or clarification of those policies or positions. The President or his/her delegate may vote within the Community Council Presidents Forum without the Council's prior approval, on matters not directed specifically towards Kennedy Heights.
- G. Approval of amendments to the Bylaws.

Section 3. Meetings of the membership (hereafter these meetings will be identified as the Council), will be the venue for the exercise of the Member's power. Approval by a simple majority of Members present at a Council meeting will be sufficient except where otherwise provided.

Section 4. Meetings of the Council will be held monthly, normally the third Tuesday. A monthly meeting may be suspended at the discretion of the Board. A minimum of fifteen (15) Members constitutes a quorum for the transaction of business in any meeting of the Council. Summary of a Council meeting will be published in the next Newsletter and be available online. Copies of the minutes will be available at the next Council meeting.

Section 5. Special meetings of the Council may be called by the President, the Board of Trustees, or upon request of any twenty-five (25) Members at a meeting of the Council or in writing to the President of the Board. Members will be provided at least a two-week notice and the primary agenda for that special meeting.

Section 6. The Board of Trustees will meet at least once prior to each Council meeting.

Article III. Elections

Section 1. In July of each term, the Board of Trustees will appoint a Nominating Committee of three or more persons. The Committee will select the chair from its membership. No more than two of its members will be from the Board of Trustees.

Section 2. The Nominating Committee will be responsible for managing the nominating and election process. The Committee will submit a slate of nominees for officers and trustees-at-large at the Council's October meeting. At the September and October Council meetings, nominations will be received from the floor. The election will be at the Council's November meeting. Written ballots will be used. Election to each Board position will require a plurality of Members present voting.

Article IV. The Board of Trustees

Section 1. The Board will be empowered to transact all business not herein reserved to the Council.

Section 2. The Board will consist of five elected officers and four Trustees-at-Large. The five officers will be President, Vice-President for Administration, Vice-President for Community Planning, Secretary, and Treasurer.

Sub-Section A. Duties and responsibilities of the President:

1. Preside at meetings of the Council and the Board of Trustees.
2. Appoint committee chairs.
3. Represent KHCC outside of Kennedy Heights.
4. Provide overall guidance and direction to KHCC activities.

Sub-Section B. Duties and responsibilities of the Vice-President for Administration:

1. Assist the President as needed.
2. In the absence of the President, assume the duties of the latter.
3. Oversee fundraising.
4. Monitor and manage the Neighborhood Support Worker Project.
5. Assure completion of the annual audit shortly after election to office.

Sub-Section C. Duties and responsibilities of the Vice-President for Community Planning:

1. Provide guidance and support for review and implementation of the Comprehensive Community Plan.
2. Periodically provide progress reports to the Council about the development of the Community Plan, and, on an annual basis, provide a comprehensive report.
3. Assist in the recruitment of volunteers, in coordinating the establishment and development of committees, in communications between committees, and in communications between committees and external agencies and organizations.

Sub-Section D. Duties and responsibilities of the Secretary:

1. Assure that all communications to other organizations and individuals will be sent as directed by the Board and of the Council.
2. Assure maintenance of correspondence records.
3. Record the minutes of Council and Board meetings and prepare them for publication.
4. Maintain the official files and records of its officers and chairs of committees or task forces.

Sub-Section E. Duties and responsibilities of the Treasurer:

1. Receive all moneys of the KHCC and keep an accurate record of all receipts and expenditures.
2. Pay out funds authorized by the Board.
3. Sign checks. When the Treasurer is not available, the President and Vice-President for Administration will be authorized to sign checks.
4. Present and distribute a financial report at each meeting of the Board and Council and at other times as requested by the Board.
5. Serve on the Finance Committee.

Sub-Section F. Duties and responsibilities of Trustees-at-Large:

1. Represent the concerns and interests of residents in various sections of our community.
2. Serve as a link between the Board of Trustees and our varied neighborhood.
3. Encourage involvement of neighbors in the well-being of our community.

Section 3. Each officer will serve for a term of 12 months, from January 1 through December 31. Officers of the '05-'06 Board will extend their terms for six months, from June 30 to December 31, 2007.

Section 4. Trustees-at-Large will serve for two years. For the purpose of staggered terms, the four persons elected in 2004 as Trustees-at-Large will choose among themselves who will serve for one-year and who will serve for two years. Trustees of the '06-07 Board whose term was to end June 30 2007, will extend their term for six months, from June 30 to December 31, 2007.

Section 5. Officers and Trustees-at-Large will serve no more than four consecutive years in one elective role. No Member will serve more than six consecutive years on the Board.

Section 6. The Immediate Past President will be an ex-officio non-voting member of the Board.

Section 7. An unexpired term will be filled for the duration of the current term by a person chosen by the majority of the remaining members of the Board of Trustees.

Section 8. A quorum of the Board will be a majority of the Board.

Section 9. Copies of the most recently approved minutes of a Board meeting will be available at the next Council meeting; and a summary will be available online.

Section 10. Any Board member who is absent without cause from three regular Board meetings during a calendar year will be considered as having resigned from the Board.

Section 11. A member of the Board may be removed for sufficient cause by action of a majority of the Board present and voting at a regular meeting of the Board.

Article V. Program and Governance/Administrative Committees

Section 1. The Board of Trustees will have two categories of committees: program and governance/administrative.

Section 2. The Board may appoint the following program committees: Beautification, Education, Housing, Recreation, and Safety. The chair for these committees will be appointed by the President. The chair will select committee members and establish sub-committees as needed. Program committees will be particularly attentive to the Community Plan, and coordinate their activities with the Vice President for Community Planning. The Board may appoint other program committees as needed.

Section 3. The Board will establish the following governance/administrative committees: Finance, Audit, and Nominating. Other governance/administrative committees may be established by the Board.

Section 4. The Finance Committee will prepare for the Board a proposed budget. After approval by the Board its proposal will be submitted to the Council for final approval during the Council's January meeting. The budget will reflect the anticipated expenditures for the fiscal year, and not exceed revenues. The Committee will be appointed in September and will consist of three members.

Section 5. The Audit Committee will annually examine the Treasurer's accounts. The Committee will consist of three persons who will be named by the Board in January. No more than two of the three members will be members of the Board. The Treasurer may not be a voting member of the Committee. The Audit Committee will report to the Board and the Council at the March meeting.

Section 6. Only a Member, including Officers and Trustees-at-Large, will be appointed as chair of a program or governance/administrative committee. No Member will be chair of more than two committees.

Article VI. Authorization of Expenditures and Fiscal Year

Section 1. There will be one checking account.

Section 2. The Board of Trustees will authorize the payment of bills within the budget after necessary revenues are in hand. Expenditures in excess of \$250.00 which were not previously budgeted will require prior Board approval. The Board may establish and renew from time to time as needed, a petty cash fund of up to \$250.00. This petty cash fund will be administered by the Treasurer, for payment by him/her of routine minor expenses. These payments will not require prior approval, but the Treasurer will provide detailed receipts with an accurate accounting on renewal of the fund, or when requested by the Board.

Section 3. The fiscal year will be January 1 to December 31, except for grants and similar income whose sources may establish alternate fiscal years.

Article VII. Robert's Rules of Order

Robert's Rules of Order will govern meetings of the Board of Trustees and of the Council.

Article VIII. Amendments to the Bylaws

Proposed amendments will be considered at two consecutive meetings of the Council. Notice of proposed amendment(s) will be submitted in writing at each meeting. Amendments for consideration at the first meeting and of additional amendments proposed from the first meeting will be posted online. The second Council meeting will include any proposed amendments from the previous Council meeting and of proposed amendments provided in writing at the second meeting. Amendments to the Bylaws will require approval by two-thirds of Members voting at the Council's second meeting.

Article IX. Termination of KHCC

In event the KHCC is disbanded, any funds remaining in the treasury after all obligations of KHCC have been paid will be distributed as follows: One third to the Kennedy Heights Presbyterian Church in appreciation of its many courtesies to the KHCC. The Board of Trustees will recommend to the Council distribution of the remaining funds.

Amended by the Community Council, April 17, 2007

EJB