

1 **As Amended 4/20/04**

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4 **CONSTITUTION**  
5 **of the**  
6 **KENNEDY HEIGHTS COMMUNITY COUNCIL**

7  
8 **PREAMBLE**  
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10 The Kennedy Heights Community Council is an organization formed with the objective  
11 of fostering harmonious neighborhood relationships among all residents in the Kennedy  
12 Heights area. This broad concept is implemented through activity in the areas of  
13 personal relations and mutual understanding relative to our schools, youth, and  
14 recreational activities, real estate dealings, and dedication to general community  
15 improvement.

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17 Article I Membership and Organization  
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19 Section 1. Resident Membership in the Kennedy Heights Community Council hereafter  
20 referred to as KHCC is automatically open to any person eighteen years of age or older  
21 who resides in the community of Cincinnati, Ohio, known as Kennedy Heights, and  
22 residents of nearby streets, as defined in Article I, Section 2.

23  
24 Associate Membership in KHCC is open to any person eighteen years of age or older,  
25 who has indicated an interest in furthering the goals and objectives of KHCC, whether  
26 that person is involved as a property owner, business owner, employee, educator, church  
27 affiliate or other affiliation within Kennedy Heights, or is a resident outside Kennedy  
28 Heights with such interest. Associate Membership is obtained by registering at any  
29 regular meeting and requesting communications through the KHCC Newsletter.

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31 Section 2. For determining Resident Membership, Kennedy Heights is defined as  
32 generally bounded by the City of Cincinnati incorporation limits on the north, south, and  
33 east; Orchard Lane, Robison Road, Edgeview Drive, and Glen Edge Lane on the west;  
34 and nearby streets of Hill & Dale Drive, Dogwood Lane, Kenoak Lane, Monardi Circle  
35 and Lucille Drive on the south, because of their traditional affiliation with KHCC.  
36 NOTE: While only the interior sides of some of these streets are listed in the telephone  
37 directory as being in Kennedy Heights, residents of both sides may participate as resident  
38 members.

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40 Section 3. The privileges of introducing motions and voting are limited to KHCC  
41 resident members. Debate and serving on committees by associate members is permitted  
42 and encouraged.

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44 Article II Meetings  
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46 Section 1. Meetings of the KHCC shall be held monthly, normally the third Tuesday, but  
47 meetings during July and August may be suspended at the discretion of the President.  
48 There shall be no limitation on the number of resident members to constitute a quorum  
49 for the transaction of business in any meeting of the Council. The minutes of the each  
50 meeting shall be published in the next Newsletter, or read at the next monthly council  
51 meeting.

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53 Section 2. Special meetings of the general membership may be called by the President,  
54 the **Board of Trustees**, or upon request of any twenty-five resident members.

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56 Section 3. The **Board of Trustees** shall meet at least once prior to each KHCC  
57 meeting, and the minutes of such meeting shall be published in the next Newsletter or  
58 read at the next monthly KHCC meeting.

### 59 60 Article III Officers of the KHCC

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62 Section 1. The elected officers of the KHCC will consist of **the** President Vice-  
63 President **for Administration** Vice-President for Community Planning,  
64 Secretary Treasurer, **and four Members-at-Large**.

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66 Section 2. Duties and responsibilities of the President:

- 67 1. Preside at meetings of the KHCC and the **Board of Trustees**.
- 68 2. Appoint Standing Committee Chairpersons and designate Committee  
69 responsibilities.
- 70 3. President or his/her designate represents the Council outside of Kennedy Heights.
- 71 4. Appoints chairperson of special committees and designates their responsibilities.
- 72 5. Provide overall guidance and direction to Council activities.

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74 Section 3. Duties and responsibilities of the Vice-President **for Administration**:

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

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81 Section 4. Duties and responsibilities of the Vice-President for Community Planning:

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

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90 Section 5. Duties and responsibilities of the Secretary:

- 91 1. Assure that all communications to other organizations and individuals are sent as  
92 directed by the **Board of Trustees** of the Council.  
93 2. Assure maintenance of correspondence records of KHCC, its officers and  
94 Committee Chairpersons.  
95 3. Record the minutes of both Council **Board of Trustees** meetings and prepare  
96 them for publication as outlined in Article II.  
97 4. Maintain the official files and records of the Council.  
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99 Section 6. Duties and responsibilities of the Treasurer:

- 100 1. Receive all moneys of the KHCC and keep an accurate record of all receipts and  
101 expenditures.  
102 2. Pay out funds only as authorized by the **Board of Trustees**.  
103 3. Present a written statement and verbal reports of accounts at each regular  
104 monthly meeting, and at other times as requested by the **Board of Trustees**.  
105 4. Participate on the Finance Committee.  
106

107 **Section 7. Duties and responsibilities of Members-at-Large:**

- 108 **1. Represent the concerns and interests of residents in various sections of our**  
109 **community.**  
110 **2. Serve as a linkage between the Board and our varied neighborhood.**  
111 **3. Encourage involvement of neighbors in the well-being of our community.**  
112

113 **Article IV Election of Officers and Members-at-large**

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115 Section 1. In April of each term, the **Board of Trustees** will appoint a Nominating  
116 Committee of three or more persons to submit a slate of nominees for all elected officers  
117 at the May KHCC meeting. The slate shall be presented at the may KHCC meeting.  
118

119 At the May and June KHCC meetings, nominations will be accepted from the floor. The  
120 final votes will be at the June meeting and by the resident membership. Any member  
121 may request that written ballots be used. A simple majority by the KHCC resident  
122 membership present at that meeting is required for election to office.  
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126 **The person nominated for President in June, 2004, shall have served at least the**  
127 **previous year as an active member of the Executive Committee. The nominee for**  
128 **President in successive years shall have served at least the previous year as a**  
129 **member of the Board of Trustees.**  
130

131 Section 2. The elected officers will serve for a term of 12 months, from July 1 and  
132 through June 20. It should be the intent of the new officers to meet with the outgoing  
133 officers during the summer before they take office to assure proper transfer of records,  
134 review outstanding issues and to make plans for the following term.  
135

136 **Section 3: Members-at-Large shall serve for two years. For the purpose of**  
137 **staggered terms, the four persons elected in 2004 as Members-at-Large will choose**  
138 **among themselves who shall serve for one-year and who shall serve for two years.**  
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140 Section 3 **4.** A vacancy shall be filled for the duration of the current term by a person  
141 chosen by the majority of the remaining members of the **Board of Trustees.**  
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143 Article V The **Board of Trustees**  
144

145 Section 1. The **Board of Trustees** shall comprise the elected officers **and Members-**  
146 **at-Large.** The immediate Past-President of the KHCC shall be an ex-officio non-voting  
147 member of the **Board.** Each Standing Committee Chairperson is encouraged to attend  
148 **Board** meetings, and when in attendance shall be eligible to vote as a member of the  
149 **Board.**  
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151 Section 2. The KHCC shall be governed by the **Board**, which is empowered to transact  
152 all business not herein reserved to the resident membership.  
153

154 Section 3. All actions of the **Board**, except emergency measures, shall not become  
155 effective until presented to the resident membership at the next KHCC meeting.  
156

157 Section 4. Emergency measures shall become effective immediately when enacted by the  
158 **Board**, provided that: (a) the **Board** shall determine by a two thirds majority of those  
159 present and voting, but not fewer than **five** members , that immediate action is necessary,  
160 and (b) such emergency measures shall be approved by a two thirds majority of the  
161 **Board** present and voting.  
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163 Section 5. A quorum of the **Board** is defined as a majority of the **Board**, except as  
164 provided for emergency measures as covered by Article V, Section **4.**  
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168 Article VI Standing Committees  
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170 Section 1. The KHCC shall have the following Standing Committees (SC), with  
171 chairpersons appointed each year by the incoming KHCC President. Except for the  
172 Nominating Committee (reference Article IV Section 1), the Chairperson of each SC may  
173 select committee members and establish sub-committees as needed. The Finance  
174 Committee shall include the Treasurer (reference Article VI).  
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176 Beautification; Education; Environment, Health & Safety; Finance; Newsletter;  
177 Nominating; Recreation  
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179 Section 2. Any individual, including elected officers, may be appointed as chairperson of  
180 one or more Standing Committees. No person shall more than one vote as a member of  
181 the **Board.**

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Article VII Budget and Authorization of Expenditures

Section 1. There shall be one checking account for the council funds. Checks shall be signed by the Treasurer, or, in his/her incapacity by the President or Vice-President .

Section 2. The Treasurer’s accounts shall be examined annually by an Auditing Committee of three who shall be named by the **Board of Trustees** in April. The Auditing Committee shall report in June to the KHCC meeting.

Section 3. A tentative budget for the new organization year shall be presented by the Finance Committee in June.

Section 4. A final budget shall be prepared by the new Finance Committee, and after approval by the **Board of Trustees** shall be submitted to the membership for approval during the regular September KHCC meeting. The budget will reflect the expenditure plan for the fiscal year, and will not exceed the anticipated revenues. The fiscal year is defined as January 1 to December 31, except for grants and similar income whose sources may establish alternate fiscal years.

Section 5. The **Board of Trustees** shall authorize the payment of bills within the budget after necessary revenues are in hand. Expenditures in excess of \$50 which were not previously budgeted shall require prior **Board of Trustees** approval. The **Board of Trustees** may establish and renew from time to time as needed, a petty cash fund of up to \$50. This petty cash fund will be administered by the Treasurer, for payment by him/her of routine minor expenses. These payments shall not require prior approval, but the Treasurer shall provide detailed receipts with an accurate accounting on renewal of the fund, or when requested by the **Board of Trustees**.

Article VIII The Resident Membership

The following powers are reserved exclusively to the resident membership. Approval by a simple majority of members present is sufficient except where noted:

1. Election of officers **and members-at-large**.
2. Approval of budget.
3. Approval of any significant non-budgeted expenditures after prior approval by the **Board of Trustees**, and when not deemed to be emergency in nature as stipulated in Article V, Section 4.
4. 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 KHCC prior approval, on matters not directed specifically towards Kennedy Heights.

- 228 5. The President may table any motion, postponing the vote until the next KHCC  
229 meeting. In tabling the motion, the President must state the reasons for tabling the  
230 motion and publish notice of the tabled motion prior to the following meeting.  
231 6. Amendments to this constitution requires approval by two-third of the members  
232 present, and notice of the proposed amendment must be submitted in writing at  
233 the previous KHCC meetings. The second submission shall include any voted  
234 and accepted proposed amendments from the first previous monthly meeting.  
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236 Article IX Professional Assistance

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238 Section 1. The KHCC may contract the services to support projects approved by the  
239 KHCC. Said contract may be renewed on an annual basis within the annual budget  
240 restrictions by vote of KHCC at the September meeting or at such other time as  
241 determined by the **Board of Trustees**.  
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243 Section 2. The KHCC may contract for other professional services such as attorneys,  
244 planning consultants, etc., but such contracts must be supported by existing or planned  
245 funds as assured by the Finance Committee.  
246

247 Article X Other

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249 Section 1. All decisions regarding our Neighborhood Support Program shall be made in  
250 open meeting of the membership, business owners, property owners and people whose  
251 children attend the schools of the community.  
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253 Section 2. Robert's Rules of Order shall govern this council.  
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255 Section 3. In case of dispute about any provision of this Constitution the official  
256 interpretation shall be made by the President, Vice-President, and Treasurer together.  
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258 Section 4. Articles of Incorporation of the Kennedy Heights Community Council as filed  
259 2/14/66 and Certificate of Amendment to the articles dated 10/6/72 shall be retained as  
260 attachments to the constitution for historical guidance.  
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262 Article XI Termination of KHCC

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264 In event the KHCC is disbanded, any funds remaining in the treasury after all obligations  
265 of the Council have been paid, will be distributed as follows:  
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267 One third to the Kennedy Heights Presbyterian Church in appreciation of its many  
268 courtesies to the Council,

269 One third each to Woodford Paideia Elementary School and Shroder Paideia **Middle**  
270 **School** to be used to add to library facilities, or to purchase additional books.  
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Constitution approved June 17, 1997; amended March 18, 2003