

**BY- LAWS**  
**Friends of Warren County Park District**  
**1267 N. St. Rt. 741**  
**Lebanon, Ohio 45036**

**Article I - Purposes**

Section 1. To inform the public concerning the availability of the public county parks in Warren County.

Section 2. To develop and maintain support for the public parks and park programs.

Section 3. To provide good communication between the Warren County Park Board and the general public.

Section 4. To promote, foster, assist, and support programs and activities associated with the Warren County Park District.

Section 5. To encourage volunteerism toward support of the Warren County Park District.

Section 6. To assist the Park District by raising funds, securing donations, and applying for and obtaining grant monies to further the growth of the Park District.

Section 7. To maintain relationships with other organizations in Warren County and the State of Ohio that are concerned with parks, open spaces, horticulture, forestry, and wildlife.

**Article II - Membership**

Section 1. A member of Friends of the Warren County Park District is any person desiring to become a member of the organization, subscribing to the purposes of the organization, and making payment of annual dues.

Section 2. Application for membership is open to all persons.

Section 3. Fees to be paid by applicants for membership, as a condition to being admitted as a member of the organization, shall be established by the Executive Committee.

Section 4. There shall be two voting classifications of membership in the organization:

- a. Individual membership which entitles the member to one vote in all matters upon which the membership shall vote and the privilege of participating in the purposes and activities of the organization.
- b. Entities admitted to membership shall be regarded as an Individual membership and be entitled to one vote in all matters upon which the membership shall vote. Each firm, association, corporation, partnership, or estate holding membership in this organization shall nominate one individual to cast a single vote on behalf of the entity, and to otherwise exercise the privileges of membership. Such entity shall have the right to change the individual representing it upon written notice to the Secretary of the Organization.

**Article III - Government**

Section 1. The Executive Committee shall be members and shall consist of no less than three (3) elected officers including: President, Secretary, and Treasurer. Additional Executive Committee positions which may be elected or appointed include: an elected Vice President and/or appointed Standing Committee Chairpersons.

Section 2. The Executive Committee shall administer the policies and finances of the corporation. Funds of the organization shall be withdrawn from the bank with which they are deposited by the individual or joint signatures of the Treasurer and/or President.

Section 3. The Treasurer shall make an Annual Statement of income, expenses, and fund balance to the Executive Committee and the general Membership at the Annual Meeting. The Executive Committee shall audit all books following the election every two years and prior to the taking of office of the newly elected officers.

Section 4. In the event the office of the President is vacated, first the Vice President should one already exist or alternatively the Secretary, if they choose and based on availability, shall assume the office for the remaining term. Any other vacancies in the Executive Committee shall be filled by a majority vote of the Executive Committee; such appointments to serve for the remainder of the term of the individual being replaced.

Section 5. The organization's fiscal year shall be January 1 to December 31.

#### **Article IV - Duties of Officers**

Section 1. The responsibilities of the President shall be as follows:

- a. Preside over the affairs and activities of the organization.
- b. Represent the organization within the community.
- c. Advise and assist the officers in the performance of their duties.
- d. Preside over all meetings of the general membership and the executive committee.

Section 2. The responsibilities of the Vice-President, if an existing Executive Committee position, shall be as follows:

- a. Perform the duties of the President in his or her absence.
- b. Assist the President in the performance of his or her duties at the discretion of the President.

Section 3. The responsibilities of the Secretary shall be as follows:

- a. Assist the President in the performance of his or her duties.
- b. Keep minutes of all meetings of the general membership and the Executive Committee.
- c. Perform the duties of President in his or her absence if no Vice President is available.

Section 4. The responsibilities of the Treasurer shall be as follows:

- a. Provide a financial status report to the organization quarterly.
- b. Handle all monetary disbursements.
- c. Maintain all financial records.
- d. Provide for an annual statement.
- e. Provide for preparation of necessary tax forms.
- f. Provide necessary documents for an annual audit.

## **Article V - Elections**

Section 1. The annual election of the officers of the organization; President, Vice-President (optional), Secretary, and Treasurer, shall be held at the January Annual General Membership Meeting.

Section 2. All officers shall be elected by a majority of members present and voting.

Section 3. The term of office for all elected and/or appointed officers shall terminate at the end of January following election of officers.

Section 4. The voting members present at any meeting of the Friends of the Warren County Park District shall constitute a quorum.

Section 5: Standing Committee Chairperson may be appointed at any time for a specific purpose and the length of their term will be dependent on project completion or at the discretion of the executive committee.

## **Article VI - Rules of Order**

Section 1. Roberts' Rules of Order shall govern the proceeding of all meetings of this organization and shall be the parliamentary authority for all matters of procedure not specifically covered in these by-laws.

## **Article VII - Meetings**

Section 1. Business Meetings shall be held quarterly for the purpose of conducting the business of Friends of Warren County Parks. Additional meetings may be called by the President.

Section 2. The Annual General Membership Meeting will take place in January and election of officers will take place at this time.

Section 3. The President shall have the right to call Special Meetings and Executive Committee meetings.

Section 4. Business Meetings, Annual General Membership Meetings, Special Meetings, and Executive Committee meetings may take place either in person at a park/public venue in Warren County or as a virtual/online meeting. The President in consultation with the Executive Committee will choose the appropriate venue for each meeting.

## **Article VIII - Standing and Special Committees**

Section 1. The Executive Committee shall have the authority to create Standing Committees and their chairpersons with defined aims and objectives and with clear lines of responsibilities. They shall perform all duties as established by the Executive Committee as outlined in their job descriptions and report to the Executive Committee.

Section 2. The President shall have the authority to create, with the approval of the Executive Committee, special committees and appoint their chairpersons.

**Article IX - Donations and Special Funds**

Section 1. Friends of the Warren County Park District shall have the authority to receive donations from any source in cash or other property acceptable to the Executive Committee, and the Executive Committee may accept donations subject to reasonable restrictions as to the uses and purposes for which the donations may be applied or which limit the time, manner, amount, or other terms of such application, provided that the uses and purposes and the terms of application specified are within the purpose of the organization and do not violate the Articles of Incorporation of the organization, these regulations, or any applicable statute of rules of law. To facilitate the making and administration of restricted donations, the Executive Committee may establish special accounts, funds, or trusts.

Section 2. Friends of the Warren County Parks may also engage in fund raising activities as the Executive Committee may approve.

**Article X - Amendments**

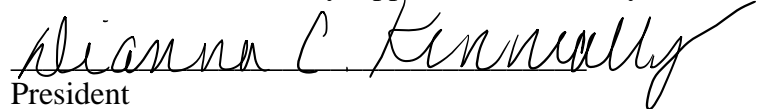
Section 1. These By-Laws may be amended by written motion submitted to the Executive Committee in writing, signed by not less than three members in good standing. The Executive Committee shall place the proposed Amendment on the agenda of a meeting of the general membership not less than 45 days after receipt of the written motion by them. Written notice of the date, time, place of the meeting, and the text of the proposed amendment must be mailed to all members in good standing not less than ten days prior to the meeting. The amendment shall be approved if it receives an affirmative vote of two-thirds of the voting members present at a regular or special meeting called for that purpose, or upon which the proposed amendment is on the agenda for a vote. For these purposes “in writing” and “mailed” means either physical paper or email correspondence.

**Article XI – Dissolution**

Section1. If and when a need for dissolution of the organization is determined, all members must be notified of the meeting. Written notice of the date, time, place of the meeting, and the reason for meeting must be mailed to all members in good standing not less than 10 days prior to the meeting. Dissolution shall be approved if it receives an affirmative vote of two-thirds of the voting members present at the special meeting. For these purposes “in writing” and “mailed” means either physical paper or email correspondence.

Section 2. Upon termination or dissolution of this organization, both cash and non-cash assets remaining after payment of all liabilities, shall be donated to the Warren County Park District.

This Document Is Hereby Approved this 10<sup>th</sup> day of February 2021.

  
President

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Secretary

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Treasurer