

**Constitution and By-Laws
Of
The Shannon Heights-Kilbannon-Kildaire Civic Association**

Article 1 - Name

The name of the association shall be The Shannon Heights-Kilbannon-Kildaire Civic Association acceptably abbreviated to SHKKCA, and also known as The Shannon Heights Civic Association all hereinafter referred to as the Association.

Article II - Purpose

The Association is a non-profit organization for the purpose of protecting the general welfare of the area known as Shannon Heights, Kilbannon and Kildaire subdivisions, Columbus, Ohio with emphasis on ensuring that this and surrounding areas are developed with consideration of the needs and desires of the members of the Association and with emphasis on promoting safety, convenience, education and recreation for the residents of Shannon Heights, Kilbannon and Kildaire subdivisions. In addition, the SHKKCA will use communication and social events to help develop a safe and connected community.

Article III - Membership, Dues and Voting Privileges

Section 1

Any resident of the area designated within Shannon Heights, Kilbannon and Kildaire may become a member household of the Association (hereafter referred to as regular member) by agreeing to abide by its Constitution and By-Laws and by payment of dues as specified in Article III, Section 2 below.

Section 2

Any resident of property contiguous to the Shannon Heights, Kilbannon and Kildaire subdivisions may become non-voting honorary members upon payment of the dues specified in Article III, Section 3 below. These honorary memberships must be granted by a majority vote of the Executive Committee.

Section 3

A voluntary annual fee in an amount agreed upon by the Executive Board of the Association shall be assessed per year per household. Dues shall be paid during each calendar year.

Section 4

Any adult who is 18 years or over, whose residence is a member household shall have voting privileges at the general and special meetings and will be called a voting member.

Article IV - Meetings

Section 1

General meeting of membership shall be held in the 4th quarter of each calendar year and other meetings as needed.

Section 2

Special meetings of the membership may be called by the President or by the Executive Committee.

Section 3

Any number of member households shall constitute a quorum at all general and special meetings of membership.

Section 4

Public notice of all meetings shall be provided at least five (5) days prior to the date of the meetings.

Article V - Officers and Responsibilities

Section 1

The Officers of the Association shall be: a President, a Vice-President, a Secretary, a Treasurer, and a Neighborhood Liaison. They shall be regular Association members and shall be chosen by the membership at the general meeting held in the 4th quarter of each calendar year. They shall hold office for one year commencing the first of the following January and lasting through December 31st of the same year.

Section 2

Duties of the officers shall be:

- A. President - The President shall preside at all meetings of the membership and Executive Committee and shall be an ex-officio member of all permanent and temporary committees.
- B. Vice- President - The vice-President shall assist the President in the performing of his/her duties and shall perform the duties of the President in the event of absence or disability.
- C. Secretary - The Secretary shall keep minutes of the general, special and Executive Committee meetings. The Secretary shall also prepare meeting notices, ballots and keep permanent records of the Association.
- D. Treasurer - The Treasurer shall receive and distribute all funds as directed by the Executive Committee of vote of the membership and shall submit a financial report at each general meeting of the membership. The Treasurer shall maintain financial records and coordinate collection of the dues.
- E. Neighborhood Liaison – The Neighborhood Liaison leads the Block Watch initiative and communicates with designated neighborhood liaisons.

Article VI - Executive Committee

Section 1

The management of the property, finances and activities of the Association shall be vested in the Executive Committee. The decision of the Executive Committee shall be carried out by the officers, subject to review and vote by the membership at a general membership meetings. Expenditures shall be limited to no more than \$400.00 unless brought before the membership. One signature of an officer is required for all expenditures.

Section 2

The Executive Committee shall consist of the officers, the chairpersons of each permanent committee and the immediate past President of the Association.

Section 3

The Executive Committee shall meet as deemed necessary. These meetings shall be open to all voting members. The Executive Committee shall provide member households with notification of meeting dates through the shannonheightscivicassociation.com website. An Executive Committee meeting must be held if an officer or Executive Committee member is presented with a removal petition as outlined in Article IX, Section 2. This meeting must be held within 30 days of receipt of the removal petition.

Section 4

Fifty percent (50%) of the Executive Committee shall constitute a quorum.

Article VII - Committees

Section 1

The chairperson of the following permanent standing committees shall be appointed by the officers to serve concurrently with the officers.

- A. Blockwatch and Neighborhood Liaison
- B. Community Service
- C. Social and Recreational
- D. Zoning and Development

In addition to the permanent standing committees, the President, subject to approval of the Executive Committee, may appoint temporary committees as deemed necessary.

Section 2

Committees shall submit a written or oral report of their activities at each general meeting of the Association or as requested by the Executive Committee.

Article VIII - Election of Officers

Section 1

Officers shall be elected at the general meeting held in the 4th quarter of each calendar year. Voting members may vote by absentee ballot by making arrangements with the Secretary to receive a ballot and return same by date of the election.

Section 2

The Executive Committee shall provide notification of the upcoming election to the membership households at least two (2) weeks prior to the election. Additional nominations for officers may be submitted in writing to the Secretary of the Association prior to the election or may be made from the floor. All candidates must be regular members of the Association.

Section 3

There are no term limits placed on regular members serving as an officer in the Association.

Article IX - Removal or Resignation of Officers

Section 1

Any officer may be removed from office by a vote of seventy-five percent (75%) of voting members present at a general or special meeting.

Section 2

A petition signed by fifty percent (50%) of the membership households shall be required to bring such a matter before the membership. Such petition shall be presented to an Executive Committee meeting no less than 30 days prior to a meeting at which the vote is to be taken.

Section 3

In the event that an office other than President becomes vacant for any reason, the Executive Committee shall appoint a member to fill the vacancy until the next general election. In the event that the office of President becomes vacant, the Vice-President shall assume the duties of the President.

Article X - Dissolution

In the event the Association is dissolved, any net assets of the Association remaining at the time of dissolution shall be donated to a local charity.

Article XI - Amendment of Constitution and By-Laws

Section 1

The Constitution and the By-Laws may be amended or repealed and new By-Laws may be adopted in the following manner:

The proposed change shall be submitted in writing to the Executive Committee at least fifteen (15) days prior to a regular or special meeting, at which a vote is to be taken.

Section 2

The Executive Committee shall assure that public posting at least electronically of the proposed change is provided to the member households at least one week prior to the vote.

Section 3

The proposed amendment shall become effective upon ratification by two-thirds ($\frac{2}{3}$) of the voting members present at the general or special meeting.

Article XII - General

Section 1

The conduct of all regular and special meetings shall be in accordance with "Robert's Rules of Order (revised)".

Section 2

A quorum (as defined in Article IV, Section 3) is required at all general and special meetings of the Association for the transaction of business and taking of votes set forth herein.

Section 3

Grants and/or donations may be accepted where allowed by Ohio revised Code. Unless otherwise indicated by the grant or donor, these funds will be placed in a general fund of the Association. Any excess donated funds will be used for the common good of the community and association.