

**Finneytown Civic Association**

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Fed. I.D. 31-1085413

Bylaws Amended September 24, 2012

**Finneytown Civic Association  
Constitution and Bylaws**

**Contents:**

**Article I Name**

**Article II Purposes and Boundaries**

**Article III Membership and Dues**

**Article IV Officers**

**Article V Trustees**

**Article VI Executive Board**

**Article VII Election of Officers and Trustees**

**Article VIII Meetings of General Membership**

**Article IX Vacancies**

**Article X Committees**

**Article XII Amendments**

**Article XIII Parliamentary Authority**

**Article XIV Dissolution**



## Article I Name

The name of this organization is the Finneytown Civic Association (FCA or Association).

## Article II Purposes and Boundaries

**Section 1.** The purposes of the Finneytown Civic Association are:

- a. To operate a civic league for the improvement of the Finneytown-Northern Hills area;
- b. To advocate maintenance of the residential character of the community;
- c. To promote the general welfare of the residents of the Finneytown-Northern Hills area by giving special attention to application for changes in zoning of real property and public improvements;
- d. To promote the common good by taking appropriate action in all things relating to the Finneytown community's betterment and the convenience and comfort of its residents; and
- e. To educate residents on governmental actions and proposals affecting the Finneytown-Northern Hills area.

**Section 2.** The area served by the Finneytown Civic Association consists of the Finneytown Local School District and those parts of Springfield Township which lie generally between the southern boundary of the City of Greenhills, the eastern boundary of the Cities of Mt. Healthy and North College Hill, the western boundary of the City of Wyoming, and the northern boundary of the City of Cincinnati (Finneytown-Northern Hills area).

## Article III Membership and Dues

**Section 1.** Any individual of voting age who is a resident of the Finneytown-Northern Hills area as above described or any other person approved by the Membership Committee who subscribes to the purposes of the FCA may become a member

**Section 2.** All memberships are individual.

**Section 3.** An individual becomes a member by payment of annual dues. Annual dues cover the calendar year January 1 through December 31. A member who fails to renew his membership by paying dues by January 31 each year terminates his membership. Individuals who pay dues on or after October 1 are considered paid through the next calendar year. There are no proportionate dues for portions of the year or refund of dues for parts of a year.

**Section 4.** All individuals who have been members for at least ten days are entitled to vote.

**Section 5.** Any member may have their membership suspended by the Executive Board for conduct unbecoming a member. Before any member is suspended, written notice must be sent to the member at least seven days prior to the meeting at which the Executive Board will consider the suspension. The written notice will include the reason for the suspension and when the Executive Board will meet to consider the suspension. The member has the right to defend himself/herself before the Board. Written notice of the Board's decision will be sent to the member.

## **Article IV Officers**

**Section 1.** The officers of the Association shall be a President, a Vice-President, a Recording Secretary, and a Treasurer.

**Section 2.** Officers shall serve a term of two years. Officers' terms begin at the end of the meeting during which they have been elected. An officer may not hold the same office for more than four consecutive terms.

**Section 3.** The duties of the officers are the following:

- a. All officers shall participate in Executive Board and membership meetings.
- b. All officers shall, on the expiration of his/her term of office, turn over to his/her successor or to the Executive Board all monies and property of this Association in his/her hands.
- c. The President shall:
  1. Preside at all meetings of the members and the Executive Board
  2. Generally perform all duties usually performed by presidents of like associations, duties required by these Bylaws, and other duties as may be assigned from time to time by the Executive Board or members.
  3. With the approval of the Executive Board, appoint officers or trustees to complete an unfinished term if a vacancy occurs
  4. Appoint chairs of Standing and Special Committees with the approval of the Executive Board.
  5. Have custody of the legal records of the Association.
- c. Vice-President—The Vice-President shall perform all duties of the President in case of his/her absence, act as an aide to the President, and may perform other duties assigned to him/her by the President, Executive Board, or members.
- d. Recording Secretary—The Recording Secretary shall record the minutes of all meetings of the membership and of the Executive Board and shall have a copy of the membership roll. The Secretary shall be responsible for all correspondence requested by the President or Executive Board. The Secretary shall perform other duties as may be required by these Bylaws or by the President.
- e. The Treasurer shall:
  1. Receive and have custody of all funds belonging to the Association,
  2. Disburse funds in accordance with the orders of the Executive Board or members.
  3. Keep an accurate account of all monies received and disbursed.
  4. Provide a financial statement at the regular meetings of the membership and Executive Board.
  5. Have all checks of this Association signed by either the Treasurer or President. To insure proper authorization of checks written, the President and Vice-president will also have electronic access to the FCA bank account along with the Treasurer.
  6. Propose a budget for review by the Executive Board prior to approval by the members at the Annual meeting.

## **Article V Trustees**

**Section 1.** There shall be six Trustees of the Association.

**Section 2.** Trustees shall serve a term of two years. Trustees' terms begin at the end of the meeting during which they have been elected. A Trustee may not hold the position of Trustee for more than four consecutive terms.

**Section 3.** The Trustees shall monitor conditions relative to the purposes specified in these Bylaws and to bring to the attention of the Executive Board and the members any issues pertinent to these purposes.

**Section 4.** Trustees shall participate in Executive Board and membership meetings.

## **Article VI Executive Board**

**Section 1.** The Executive Board shall consist of the officers, trustees, and all Standing Committee chairpersons. The immediate past President shall be a non-voting member of the Executive Board. A person holding more than one position on the Executive Board is entitled to only one vote.

**Section 2.** The Executive Board:

- a. May act for the Association during the intervals between meetings of members.
- b. Shall have authority to spend monies of this Association in their discretion to carry on its affairs. The limits of such discretionary authority shall be fixed by the members at any regular meeting.
- c. Shall select a depository for the funds of the Association
- d. Shall approve the work of Standing and Special Committees, and
- e. Shall execute whatever other duties are assigned by these Bylaws or the members.

**Section 3.** Meetings

- a. Regular meetings of the Executive Board shall be held at least bi-monthly, as deemed necessary. The date of each subsequent meeting shall be determined prior to adjournment of each meeting.
- b. The President at his/her discretion or at the request of three voting members may call a special meeting of the Executive Board.
- c. At least five members of the Executive Board shall constitute a quorum.

**Section 4.** Each member of the Executive Board must attend at least two-thirds of the Executive Board meetings. Absence from more than three consecutive meetings without just cause may result in removal from the Board. If such removal is justified, the President shall notify the respective officer or trustee that his/her term of office has terminated.

## **Article VII Election of Officers and Trustees**

**Section 1.** The President, Recording Secretary, and three Trustees shall be elected in even-numbered years. The Vice-President, Corresponding Secretary, Treasurer, and three Trustees shall be elected in odd-numbered years. In 2006 only, the President, Recording Secretary, and three Trustees shall be elected to two-year terms and the Vice-President, Corresponding Secretary, Treasurer, and three Trustees shall be elected to one-year terms.)

**Section 2.** A Nominating Committee of at least 4 members will be appointed by the Executive Board in December or January. The Nominating Committee will nominate at least one person for each officer and trustee position to be filled and present its report to the Secretary at least twenty-five days before the Annual Meeting.

**Section 3.** Election of officers and trustees is held at the Annual Meeting.

**Section 4.** A ballot will be prepared that contains the nominees and allows for write-in candidates. One ballot will be mailed with the notice of the Annual Meeting and election to each member at least 25 days before the Annual Meeting. Ballots may be returned by U.S. mail, delivered to the Recording Secretary, or submitted in person at the Annual Meeting.

**Section 5.** At the Annual Meeting the President will appoint three inspectors of election who are not candidates to count and report the vote at the Annual Meeting. The ballots are destroyed after the election.

## **Article VIII Meetings of General Membership**

**Section 1.** The Annual Meeting of the membership of the Association shall be held on the third Sunday of April or an alternate date in April set in advance by the Executive Board.

**Section 2.** Regular meetings of the membership of the Association shall be held on the third Monday of the months of April (Annual Meeting), and September or on alternate dates set in advance by the Executive Board.

**Section 3.** Special meetings for a specific purpose may be called by any member with approval of the majority of the Executive Board or by 25% of the voting membership in writing. No other business shall be conducted at a special meeting other than that specified. A membership list must be provided within five days of request to any member wishing to call a special meeting; the member may use the list only for the purpose of securing the necessary support for the special meeting.

**Section 4.** Notices of all regular or special meetings shall be sent to all members at least ten days before the meeting except that notice of the Annual Meeting and election shall be at least 25 days before the meeting. Failure to give proper notice, however, shall not invalidate any meeting.

**Section 5.** The quorum to conduct business at a membership meeting of the Association is twenty members, including at least three officers or trustees.

**Section 6.** There shall be no voting by proxy. Each member is entitled to only one vote even if he/she holds multiple positions.

## **Article IX Vacancies**

In case of a vacancy in any elected position of the Association, the President shall appoint a successor to complete the unfinished term with the approval of the Executive Board.

## **Article X Committees**

**Section 1.** The President shall appoint the following Standing Committees:

- a. A Communication Committee organized for the purpose of disseminating information and maintaining the lines of communication with members and the residents of the Finneytown-Northern Hills area. Duties of this committee include but may not be limited to:
  1. Publication and mailing of the Association newsletter.
  2. Sending out meeting notices, including election ballots.
  3. Maintaining the Association website.
- b. A Public Relations Committee organized to promote the meetings and programs of the Association to the general public in the Finneytown-Northern Hills area.
- c. A Membership Committee whose function shall consist of but not be limited to:
  1. Campaigns and programs for recruitment of new members and retention of current members.
  2. Welcoming members and prospective members at meetings.
  3. Maintaining the membership roll of the Association.
- d. A Land Use and Zoning Committee organized for the purpose of monitoring matters of land use and zoning, doing relevant research, and advocating with governmental bodies on behalf of the Association.

**Section 2.** The President may establish any other committees as may be deemed necessary.

## **Article XI. Fiscal Year**

The fiscal year of the Association shall be January 1 through December 31.

## **Article XII Amendments**

This Constitution and Bylaws may be amended, revised, or repealed by a two-thirds vote of the members voting in person at a regular meeting of the membership. Notice of any proposed amendment to or of a revised set of Bylaws shall be submitted to the Secretary in writing. Copies of proposed changes to the Bylaws shall be mailed to the members with the notice of the next regular meeting at least twenty-five days prior to that meeting. The changes to the Bylaws will be read and discussed in the regular meeting prior to taking a vote.

## **Article XIII Parliamentary Authority**

**Section 1.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Articles of Incorporation, and any special rules of order the Association may adopt.

**Section 2.** A parliamentarian may be appointed by the President

## **Article XIV Dissolution**

In the event of dissolution or final liquidation of the Association, all of its assets remaining after making or providing for payment of its obligations shall be given to a non-profit, tax-exempt organization as determined by the Executive Board of the Association.

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Original Bylaws of the Association adopted: July, 1981  
Amended: April, 1989; October, 1992; October, 1993, March 2006  
Replacement Bylaws adopted: September 24, 2012