



"THE CREATION OF A THOUSAND FORESTS IS IN ONE ACORN."
- RALPH WALDO EMERSON

Old Oaks Civic Association

Consitution & Bylaws

*Adopted January 2, 1986
Revised May 11, 2010*

CONSTITUTION

ARTICLE I

Old Oaks Civic Association (OOCA)

Motto: "The creation of a thousand forests is in one acorn." -R.W. Emerson

Logo: Large acorn in tones of brown and gold flanked on either side by clusters of oak leaves, with a banner toward the bottom of grouping reading "OLD OAKS."

ARTICLE II

Code of Ethics

Section I: We the neighbors and membership of the Old Oaks Civic Association resolve in all of our activities to be guided by the highest ideals for which the OOCA is founded. To establish, practice and promote caring and sharing within our own community and with each other, and to promote ethical understanding in all undertakings and business associations. We will strive to promote the betterment of our community, to exemplify loyalty and conscientiousness at all times, to share knowledge, to encourage development and improvement and to inspire hope in our mutual quest to make the Old Oaks Historic area a beautiful and desirable environment in which to reside.

Section II: All members of the Old Oaks Civic Association shall be treated equally regardless of race, color, creed, gender, religious background, sexual orientation or age.

ARTICLE III

Purpose

Section I: The purpose of the association shall be to carry on a program of civic and community betterment, awareness and education related to the development, improvement and beautification of the Old Oaks Historic District. The OOCA will coordinate the efforts of its residents to participate with and contribute to the agencies serving the needs of our area, to direct the focus of the services of these agencies at all levels to the requirements and needs of our neighborhood, as well as make recommendations to and encourage cooperation between public and private organizations for the general welfare and enrichment of the entire community. This association will provide a base for exchange of information in order to strengthen the community involvement of residents, families, businesses, churches and other establishments and collectively guide the toward a common good.

Section II: To secure and obtain available funds for all programs and projects of the OOCA and to work closely with the city, county and state governmental bodies to promote the OOCA goals and objectives.

ARTICLE IV

Boundaries of the Old Oaks Civic Association

The boundaries of the OOCA shall be the I-70 freeway on the North, the North side of Livingston Avenue on the South, Lockbourne Alley on the East, and the alley west of Ohio Avenue on the West.

ARTICLE V

Membership

Section I: There shall be three classes of OOCA membership:

- a. Residential: Residential membership shall be open to any adult resident 18 and over living within the OOCA boundaries.
- b. Associate: Associate membership is open to any person owning property, owning or operating a business, representatives or institutions providing services within the OOCA boundaries, or any adult person who is interested in the OOCA objectives and goals.

- c. Honorary: Honorary membership is an honorary status bestowed upon any person at the discretion of the Association. Any paid member of the Association may nominate the candidate for honorary membership; honorary membership may be approved by a two-thirds (2/3) vote of all paid members present.

ARTICLE VI

Rights and Limitations

Section I: The right to vote or hold elective or appointive positions of the office shall be open to adult residential members only.

Section II: Association members can be appointed by the President to serve on a committee but cannot be a chairperson of a committee. Associate members are exempt from paying dues, cannot hold any elective or appointive office, cannot vote in elections or any OOCA business matters or be allowed to make motions, but shall be allowed to take parting in discussions.

Section III: Honorary membership is an honorary position.

Section IV: Any Residential member moving outside the boundaries described in the Constitution (Article V) will have to reinstate him or herself as an Associate member or relinquish all rights as a member of the OOCA.

Section V: Members who fail to adhere to any of the conditions of membership as provided in the OOCA Constitution and/or Bylaws, or who violate the Code of Ethics shall be subject to censure, suspension or expulsion after:

- a. review by the Executive Board
- b. discussion with membership
- c. written notification to all members of the OOCA and
- d. a two-thirds (2/3) vote of paid members present.

ARTICLE VII

Election of Officers

Section I: Elections shall be by secret ballot. There shall be an Election Committee, which will be responsible for all aspects of elections, including soliciting nominations. Nominations will also be accepted from the floor until the conclusion of the regular October meeting. Nominations will be closed once the regular October meeting is adjourned. Officers shall be elected by plurality vote.

Section II: There shall be a Chairperson of Elections, as appointed by the President, to preside over an Election Committee.

Section III: There shall be one ballot with all candidates for each office and there shall be enough room for "Write-In Votes" for each office.

Section IV: The Election Committee will preside over nominations and shall be a standing committee for the year preceding elections in order to have ample opportunity to study potential nominees.

Section V: It is the duty of the Chairperson of Elections to prepare in advance all necessary supplies for the election: ballots, pens and ballot box. It is the duty of the remaining member of the Election Committee to serve as tellers during the election.

Section VI: The President will appoint the Election Chairperson, but not the entire Election Committee. The Committee will consist of three total members; the Chairperson as appointed by the President and two other members, as volunteers or as nominated by the membership.

Section VII: No member of the Election Committee may run for office. If a member of the Election Committee desires to be a candidate for office, he/she must resign from the Election Committee and the President shall appoint a replacement.

Section VIII: The Election Committee will place at least one candidate for each office on the slate, whenever possible. The Election Committee will give its report at the October OOCA meeting in even numbered years. Nominations from members will also be entertained at this time.

Section IX: Ballots will be prepared in advance of the November OOCA meeting, with the vote to be held at the regularly scheduled November OOCA meeting. Any paid member unable to be present at this November meeting must request an absentee ballot from the Election Committee no later than the start of the October meeting. All absentee ballots must be turned in to the Election Committee prior to the regularly scheduled November meeting.

Section X: The teller report is prepared prior to the December meeting, from a vote tally sheet listing candidates to the left running a tally of fives to the right fro quick count in view of the membership. The vote tally sheet and original ballots shall be present at the December OOCA meeting for examination of membership upon demand.

Section XI: The teller's report shall contain the number of votes cast, the number necessary for election, the number of votes received by each candidate and the number of illegal votes. Votes should be credited to a candidate when the intent of the voter is clear: such as name misspelled or ballot not clearly printed. If there is any doubt as to crediting a vote, it shall be reported to the membership.

Section XII: The Chairperson of Elections shall read the teller's report at the December OOCA meeting, declaring the newly elected officers. Both tellers must sign this report.

Section XIII: The tally sheet along with the ballots are to be placed in a sealed envelop, signed by both tellers and turned over to the outgoing Recording Secretary to retain for thirty (30) days. Members have until these thirty (30) days to order a recount.

Section XIV: The newly elected officers are presented at the December OOCA meeting and are given an opportunity for a word of greeting and appreciation, but the outgoing officers continue in office until the January OOCA meeting, at which time the new officer will be installed. Failure to hold the installation ceremony does not affect the time in which the new officers assume office.

ARTICLE VIII

Officers of the Old Oaks Civic Association

Section I: The officers shall be:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Chaplain
- g. Sergeant-At-Arms
- h. Director of Fundraising

Section II: The officers shall perform the duties prescribed by this Constitution and the Bylaws and by the parliamentary authority adopted by the OOCA.

Section III: Any person who requests relief from an office or essential committee position shall submit his/her resignation in writing to the President or next in command as may be the case. Within thirty (30) days of receipt of resignation, the Executive Board will appoint a new officer to the vacated position.

Section IV: The officers shall be elected by secret ballot to serve for a two-year term and their term of office shall begin the January following the elections. An officer who has served more than half a term is considered to have served a full term in the office.

Section V: No member shall hold more than one office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the OOCA in all cases to which they are applicable and which are not inconsistent with this Constitution and any special rules of order the OOCA may adopt.

ARTICLE X

Amendment of Constitution

Amendments to the Constitution will be accepted when in accordance with the following procedures:

- a. Written notification of proposed amendment must be distributed to every member of the OOCA, stating the exact wording of the original Article and/or Section and the proposed amendment.
- b. A motion must be made and seconded to approve the amendment for vote at the next regularly scheduled OOCA monthly meeting.
- c. A written announcement to vote on the proposed amendment must be distributed to every member of the OOCA prior to the next regularly scheduled meeting. This announcement must again include the exact wording of the both the original Article and/or Section and the proposed amendment.
- d. Amendment shall be approved by a two-thirds (2/3) vote of paid members present.

BYLAWS

Old Oaks Civic Association (OOCA)

ARTICLE I

Membership Year

Section I: The membership year shall be from January 1 through December 31.

Section II: Membership dues.

1. The categories of membership are as follows:
 - a. Family Membership: \$15.00 per year
 - b. Individual Membership: \$12.00 per year
 - c. Senior Membership: \$10.00 per year
 - d. Associate Membership: \$15.00 per year (no voting rights)
 - e. Business Membership: \$15.00 per year (no voting rights)

2. Payment of Dues:
 - a. Dues are to be paid by January 31st of each year.
 - b. Any member in good standing from the previous year retains voting rights and status during the month of January.
 - c. Dues become delinquent on February 1st of each year, thereby forfeiting all voting privileges until dues are paid in full.

3. New members can join the OOCA at any time throughout the year. Full voting privileges will be awarded to new members once their dues are paid in full.

ARTICLE II

Duties of Officers

Section I: President

- a. The Presiding Officer shall be called the "President."
- b. The Presiding Officer should be well versed in parliamentary law and should thoroughly familiarize him or herself with the Constitution, Bylaws and other rules of the OOCA.
- c. Open the meeting at the appointed time.
- d. Announce the business agenda.
- e. Recognize members who are entitled to the floor.
- f. To state and to put to vote all questions that come before the OOCA as motions.
- g. Announce the result of each vote.
- h. Protect the assembly from insincere, unrelated and/or dilatory motions by refusing to recognize them.
- i. Enforce the rules relating to debate and to order and decorum within the assembly.
- j. Decide all questions of order, subject to appeal.
- k. Authenticate by his or her signature, when necessary, all acts, orders and proceedings of the assembly.
- l. Declare the meeting adjourned when the assembly so votes, or at any time in the event of a sudden emergency affecting the safety of those present.
- m. Have on hand at each meeting the following:
 1. A copy of the Constitution and Bylaws.
 2. A copy of Roberts Rules of Order Newly Revised.
 3. A list of all standing and special committees and their members.
 4. An agenda for the order of business.
- n. Shall be the ex officio of all committees with the exception of the Election Committee.

Section II: Vice President

1. In the absence of the President, the Vice President serves in his or her place.
2. When the Vice President is presiding, he/she shall be addressed as "Mr./Ms. President," except when the President is also on the platform, in which case the form "Mr./Ms. Vice President" shall be used.
3. The Vice President shall not be ex officio of any committee.
4. The Vice President shall chair some important committees.

Section III: Recording Secretary

- a. Keeps a record of all minutes and makes copies for the President, Vice President and Treasurer, when necessary.
- b. Has available at each OOCA Meeting a list of all existing committees and their members, furnishes committees with whatever documents are required for the performance of their duties and keeps on file all committee reports.
- c. Make the minutes and records available to members upon request.
- d. Maintains record book(s) in which the Bylaws, Constitution, standing rules, special rules of order and minutes are entered, with any amendments to these documents properly recorded and to have the current record book(s) on hand at every meeting.
- e. In the absence of the President and Vice President, to call the meeting to order and preside until the immediate election of a Chairman Pro Tem. In the absence of the Recording Secretary, a Secretary Pro Tem shall be elected. The Corresponding Secretary, Treasurer, Chaplain or Sergeant-At-Arms is not an automatic replacement.
- f. In the absence of the Treasurer, the Recording Secretary serves in his/her place.

Section IV: Corresponding Secretary

- a. Notifies officers and committee members of their election or appointment.
- b. Conducts the general correspondence of the organization.
- c. Prepares prior to each meeting and order of business for the use of the Presiding Officer, showing in their exact order all matters known in advance that are due to come up.
- d. In the absence of the Recording Secretary, the Corresponding Secretary serves in his/her place.

Section V: Treasurer

- a. Shall collect membership dues and prepare and sign a paid membership list for the Treasury files, with copies distributed to the President and Recording Secretary.
- b. Collect and prepare a report and receipt of monies received within thirty(30) days after a fundraising event of all proceeds from fundraisers: Treasurer and Director of Fundraising must both sign the report, to be kept on file by the Treasurer, with copies of report distributed to the President, Recording Secretary and the Director of Fundraising.
- c. To pay by check all bills approved by the OOCA membership provided that said bills give full explanation of service rendered or items purchased.

- d. Any personal reimbursement to a member must be accompanied by a receipt and given to the Treasurer to be kept on file. The Treasurer is required to present a financial report one (1) week prior to every regularly scheduled OOCA monthly meeting to the Executive Board. The Executive Board shall check this report and issue their approval or disapproval. The Treasurer must present this financial report at all regularly scheduled monthly meetings, and if not yet approved or disapproved by the Executive Board, the Treasurer must declare the report as not final.
- e. The Treasurer is required to make a full financial report annually. This report shall be previously checked and either approved or disapproved by the Executive Board.
- f. Make such interim reports and shall create, with advice of the Executive Board, an annual budget prior to the January OOCA meeting.
- g. All checks must be approved by the signature of two of the four following officers: President, Vice President, Director of Fundraising or Treasurer. The President, if available, should be one of the signers. No officer can approve by signature any check made payable to that officer.
- h. A copy of the Interim Monthly Treasurer's Report must be presented to the Executive Board at the Executive Board monthly meeting for their review and approval.

Section VI: Chaplain

- a. Recites and leads invocation and benedictions at the opening and closing of the meetings or other events.
- b. If a clergyman, the Chaplain will serve the organization in that capacity in such matters as required.

Section VII: Sergeant-At-Arms

- a. During the meetings, shall assist in preserving order as the chair may direct.
- b. Shall be responsible for seeing that the furnishings are in proper order for each meeting.
- c. Checks the credentials or eligibility of members and denies entrance to unauthorized persons.
- d. Shall check the record of members at all meetings and elections and notify the President of any irregularities that might affect member's voting rights or membership status.

Section VIII: Director of Fundraising

- a. Is the presiding officer over the Fundraising Committee and Activities.
- b. Coordinates and plans all fundraising events along with the fundraising committee.
- c. Shall propose new and innovative fundraising ideas and efforts in order for the OOCA to continue to be an effective civic organization.
- d. Shall work with all other officers in accordance with the Constitution and/or Bylaws set forth by the OOCA.

ARTICLE III

The Executive Board

Section I: The officers of the OOCA shall constitute the Executive Board.

Section II: Five (5) officers shall constitute a quorum for an Executive Board meeting.

Section III: The Executive Board shall have general supervision of the affairs of the OOCA between its business meetings, fix the hour and place of meetings, make recommendations to the OOCA, and shall perform such other duties as are specified in these Bylaws and the Constitution. The Board shall be subject to the orders of the OOCA and none of its acts shall conflict with the action taken by the OOCA.

Section IV: The Executive Board shall meet once monthly from January to December, inclusive, on a mutually agreed upon date prior to the regularly scheduled OOCA monthly meetings. Special meetings of the Executive Board may be called by the President or can be called upon the written request of three members of the Executive Board.

ARTICLE IV

Committees

Section I: Such other committees, standing or special, shall be appointed by the President as the OOCA or the Executive Board shall from time to time deem necessary to carry on the work of the OOCA.

ARTICLE V

Removal from Office

Section I: All members of the OOCA must be given written notice of a proposal to remove any officer, elected or appointed, from office. Any officer elected or appointed shall be removed from the office with just cause and when the best interests of the OOCA by a two-thirds (2/3) vote of all paid members present.

ARTICLE VI

Vacancies of Office

Section I: A vacancy in any office due to death, resignation, removal, disqualification or other reason will be filled by appointment by the Executive Board for the remaining portion of the term. Written notice of an appointment shall be given to all members of the OOCA.

ARTICLE VII

Censure, Suspension and Expulsion

Section I: Members who fail to adhere to any of the conditions of membership as provided in the OOCA Constitution and/or Bylaws, or who violate the Code of Ethics shall be subject to censure, suspension or expulsion after:

- a. Review by the Executive Board
- b. Discussion with the membership
- c. Written notification to all members of the OOCA and
- d. A two-thirds (2/3) vote of all paid members present.

ARTICLE VIII

Meetings

Section I: The regular meetings of the OOCA shall be held the second Monday of each month from January to December inclusive. If that Monday is a holiday, the meeting will be held the next day. As a proper chain of command is in place, no meetings shall be cancelled.

Section II: The regular scheduled meeting on the second Monday of December shall be known as the annual meeting and shall be for the purpose of announcing newly elected officers in even numbered years, receiving reports of officers and committees and for any other business that may arise.

Section III: Special meetings may be called by the President or by the Executive Board and/or can be called by the written request of ten (10) members of the OOCA. The purposed of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section IV: A quorum will consist of two-thirds (2/3) of all paid members present at the current meeting.

Section V: OOCA meetings shall be held at a location decided and agreed upon by the OOCA Executive Board.

ARTICLE IX

Parliamentary Authority

The rules in the current edition of Roberts Rules of Order Newly Revised shall govern the OOCA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the OOCA may adopt.

ARTICLE X

Amendments of Bylaws

Amendments to these Bylaws will be accepted when in accordance with the following procedures:

- a. Written notification of proposed amendment must be distributed to every member of the OOCA, stating the exact wording of the original Article and/or Section and the proposed amendment.
- b. A motion must be made and seconded to approve the amendment for vote at the next regularly scheduled OOCA monthly meeting.
- c. A written announcement to vote on the proposed amendment must be distributed to every member of the OOCA prior to the next regularly scheduled meeting. This announcement must again include the exact wording of the original Article and/or Section and the proposed amendment.
- d. Amendments shall be approved by a two-thirds (2/3) vote of all paid members present.