

BYLAWS
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Eastmoor Civic Association & Blockwatch (ECA&B)
Columbus, Ohio

Article I: Name

The name of this organization shall be the Eastmoor Civic Association & Blockwatch, hereinafter referred to as the Association. Eastmoor is defined as that area bounded by Broad Street to the north, Main Street to the south, Gould Road to the west and James Road to the east.

Article II: Purpose

The Association has as its purpose the following:

- To be a catalyst for the discussion of neighborhood issues and collective needs and the resolution of problems concerning these matters; and
- To foster an effective and visible block watch structure, safety programs and safety education aimed at increasing personal, home and community safety and awareness; and
- To serve as a communication instrument for communicating safety and civic issues to Association residents and business establishments within the neighborhood; and
- To assist residents in measuring the impact of private, city and county planning in and around the neighborhood served by the Association; and
- To foster, promote, and protect the civic and community interests and internal relations of the residents of Eastmoor; and
- To represent the neighborhood to the City of Columbus, County of Franklin and to all of their departments and other government agencies.

Article III: Membership/Dues/Patron Membership

Membership in the Association is free to all residents, both property owners and/or legal tenants, residing or owning within the bounds as described in Article I. Members may attend Association General Meetings, Special Meetings called by the Association Board of Directors, Action Group meetings, blockwatch meetings, and/or participate in events and activities sponsored by the Association at no charge unless otherwise indicated.

Patron Membership is an optional, annually paid dues membership that shall be \$10.00 (Ten Dollars), or such an amount as designated by the Board of Directors, for the entire household. Patron Membership runs from the first day of January and expires on the final day of December of the same year.

ARTICLE IV: BOARD OF DIRECTORS

There shall be a Board of Directors composed of the officers of the Association and the chairpersons of the Standing Committees.

The officers of the Association shall consist of a President, a Past President, a Vice President, a Secretary and a Treasurer. There shall be Standing Committee Chairpersons as appointed by the President, after consultation with the elected officers

The Vice President shall serve one year as Vice President, one year as President, and one year as Past President. The Secretary shall serve a two year term being elected on even numbered years. The Treasurer shall serve a two term being elected on an odd numbered years. Standing Committee Chairpersons shall not serve more than three years in succession.

There may be co-officers and co-committee chairs. Prior to an election or appointment, the co-officers will agree and specify which one will have the right to vote for that position. When co-committee chairs are appointed, the voting member will be specified. Co-officers or co-chairs will share one vote. In the absence of the voting member, the other may vote.

ARTICLE V: DUTIES OF THE OFFICERS

The *President* shall preside at all meetings at which he/she is present; shall exercise general supervision over the affairs and activities of the Association; shall serve as the primary liaison in person, in print, by phone or electronic format between the Association and government officials, external organizations, groups and individuals on matters of civic and community development. The President shall appoint committee chairpersons and special committees, and shall serve as member ex-officio on all standing committees except the Nominating Committee.

The *Past President* shall to assure continuity of Association objectives and initiatives by serving as an advisor. The Past President shall also serve as chairperson of the Nominating Committee, and shall present a slate of officers at the September Board of Directors Meeting, at which time the Board will approve a slate officers for the October General Meeting. The Past President may be appointed by the Board to oversee a special focus or task force and/or may serve as a committee chair for one of the standing committees as recognized by the bylaws. The Past President shall not otherwise have any specific powers, authority or representation of the Association or its activities.

The *Vice President* shall assist the President and shall, in the absence of the President, assume the duties and responsibilities of that office. The Vice President shall also be responsible for planning any General meeting programs.

The *Treasurer* shall collect all Patron Membership Dues and Association ~~and committee~~ donations and funds and keep an accurate account thereof; shall deposit all funds in the Association General Fund as described in Article IX. The funds shall be held in an FDIC insured bank; and shall make an accounting of receipts and disbursements at each quarterly Board meeting of the Association.

The *Secretary* shall keep the minutes of all meetings of the Association, which shall be an accurate and official record of all business conducted and shall be the custodian of Association records.

ARTICLE VI: COMMITTEES

The Eastmoor Blockwatch Committee (EBC): The Chairperson shall direct and oversee the neighborhood Blockwatch structure and conduct quarterly Blockwatch meetings, community safety issues and the neighborhood safety agenda. The Blockwatch Committee Chairperson shall serve as the primary liaison, in person, in print, by phone or electronic format between the Association and the city's police and fire departments, area Pride Center, and serve as a participating member of the Mid-Ohio Area Community Collaborative (MACC) board.

The Eastmoor Communications Committee (ECC): The Chairperson shall provide and oversee communications activities with respect to the Association website, Eastmoor electronic newsletter and other general communications materials aimed at promoting information within and outside the Eastmoor neighborhood. This committee shall meet as often as deemed necessary by the committee chairperson to ensure timely and accurate information is provided to the community.

Eastmoor Beautification Committee (EBC): The Chairperson shall provide and oversee community activities and education with respect to identifying, maintaining, and improving Eastmoor's common area landscapes, and shall have posted, on the ECA&B web page, all common areas that are scheduled for maintenance prior to the maintenance date. This committee shall meet as often as is deemed necessary by the committee chairperson to ensure smooth continuation of committee objectives.

Eastmoor Neighborhood Events Committee (ENEC): The Chairperson shall provide the opportunity for and oversee community, social and civic activities aimed at promoting and improving neighbor relations. Activities assigned to this committee shall include, but not be limited to, the Wine Tasting Event, The Social on the Circle, and the Fourth of July Parade.

Eastmoor Neighborhood Standards Committee (ENSC): The Chairperson shall oversee initiatives aimed at maintaining and improving the standard of living, quality of life, and aesthetic value of the community. This committee shall oversee the promotion of good citizen and good neighbor efforts and habits, particularly in the areas of welcoming new residents, code enforcement, recycling, and use of common areas.

Eastmoor Economic Development Committee (EEDC): The Chairperson shall oversee initiatives aimed at leading, advocating and locating development opportunities and efforts, grants, funding and ideas to benefit not only the immediate ECA&B territory, but also the larger residential and business communities between Bexley and Whitehall, from Livingston Avenue to the south of the railroad tracks to the north. This committee shall oversee the organization of residents, area groups, city leadership and the business community to promote and carry out ECA&B development initiatives, advocate for area needs, and identify and address conditions or decisions contrary to ECA&B initiatives.

Eastmoor Membership Committee (EMC): The Chairperson shall provide and oversee activities that promote Patron Membership. These activities may include but not be limited to:

- *Placing a Patron Membership form in each newsletter as space permits;
- *Making Patron Membership applications available at all ECA&B functions;

*Coordinating into the ECA&B's delivery system a method for the delivery of "New Neighbor Packets." These packets may include various items such as neighborhood business coupons, a welcome letter from the ECA&B President, a calendar of ECA&B activities, volunteer service availabilities such as committees, and other information that the committee deems useful to the new member and the Association.

The EMC shall meet as often as is deemed necessary by the committee chairperson to ensure smooth continuation of committee objectives.

All Committee Chairs shall provide a general expenses/income statement and status report at each quarterly Board of Directors Meeting.

The President may establish ad hoc committees as necessary.

All committees shall be funded by the Association General Fund, following the Association Financial Procedure referred to in Article X.

Article VII: Area Commission Statement

The ECA&B does not support the development of a formalized area commission at this time, but does continue to work in productive partnership with other independent civic associations to achieve common good.

Article VIII: Election of Officers

The officers of the Association shall be elected by ballot to serve as designated in Article IV. The term of office for officers shall commence on the first day of November and conclude on the final day of October of the following year as prescribed in Article IV.

Vacancies occurring among the officers of the Association shall be filled by appointment by the Board of Directors until the next October General Meeting. At that time, The Nominating Committee shall place a name(s) before the membership to be elected to complete the unexpired term.

A Nominating Committee, chaired by the Past President and consisting of at least two members of the Association appointed by the President, shall identify candidates eligible and willing to serve for each office of the Association. The Nominating Committee shall provide the slate of officer candidates to the Board (multiple candidates may be nominated for each available office) at least 30 days prior to the October General Meeting. Currently-serving officers may serve additional and/or consecutive terms. A majority vote of the Board of Directors shall confirm each of the candidates. The Nominating Committee shall identify an alternate candidate for any candidate unapproved by the Board of Directors before the October General Meeting. Additional candidate(s) may be nominated, by qualified member(s), from the floor at the October General Meeting.

The new officers shall be elected by a majority vote of the membership present at the October General Meeting. Candidates may be presented as individual offices or as a slate of officers. The vote may be taken by a raise of hands or by secret ballot by members present as described in Article I. No vote by proxy shall be permitted. If an officer candidate fails to gain a majority affirmative vote at

the October General Meeting, the Nominating Committee shall name, another member candidate to be approved by the Board at the next Board of Directors Meeting.

ARTICLE IX: General Meetings

Two General Meetings shall be held each year, one in April and one in October. unless the Secretary The membership shall be notified of the time and place of the General Meeting at least two weeks prior to the meeting date. The notification shall be by way of hand-delivered flyers to Eastmoor residents and electronic mail to all registered subscribers of the Eastmoor Electronic Newsletter. The President shall provide updates on the state of the Association's activities and committee chairs or their designated speakers shall provide committee updates.

The purpose of the General Meeting is:

- To provide an update of association activities, progress and current issues;
- To provide the outcome of previous issues;
- To present guest speakers who will provide information relevant to current community topics;
- To provide committee updates;
- To conduct officer elections (October)

Special Meetings: Special meetings of members may be called by the President or Board of Directors at such times as may be advisable. In good faith and best effort, notice by way of hand-delivered flyers to all residences in the Association area and electronic mail to all registered subscribers of the Eastmoor electronic Newsletter shall be given with no less than three days notice of the scheduled meeting.

Board of Directors Meetings: Board of Directors Meetings will be held each quarter with no less than four-scheduled meetings each year to conduct and discuss Association business. Members may be invited to these meetings and may provide a hands-on, solution-driven forum to address issues or concerns and possible methods for action/resolution. Only the Board of Directors may vote on issues at the Board of Directors Meetings.

Board of Directors Meetings will be conducted in the following manner:

- Call to order
- Presentation of the minutes of the previous meeting
- Presentation of reports of the President (Community Development), Vice President, Secretary, Treasurer, and all Standing/Special Committees
- Unfinished Business
- Business as listed on the Agenda
- Call for new business
- Adjournment

Article X: Finances

The fiscal year of the Association shall coincide with the calendar year. The Association shall maintain a checking account, in an FDIC insured bank for the purpose of making deposits and withdrawals. This account shall be known as the Association General Fund. The Association's General Fund is to be used primarily for the purpose of paying administrative and general expenses with respect to achieving the purposes of the Association as outlined in Article II with the approval of a majority of the officers, in person or by electronic means. These funds may be approved for use by the Association's Standing Committees.

The President, or the Vice President in his/her absence, may authorize lump sum disbursements not to exceed the sum of \$150.00, so long as the Association General Fund has a balance cover the expenditure. Lump sum disbursements of \$150.00 or more require the advance approval of the Board of Directors.

The Association General Fund and all credits and disbursements are subject to the Association Financial Procedure. The President shall appoint an ad hoc committee of at least two members to audit the financial records of the Association annually and at the end of each Treasurer's term in office.

All funds, either donated, earned, or patron memberships, shall be deposited in the Associations general fund to be used for the general benefit of the association.

Article XI: Quorum/Voting

A quorum at any Board of Directors meeting shall consist of a simple majority of the current Board of Directors.

A quorum at any General or special meeting of the Association for the purpose of transacting business shall consist of those members actually present.

Only adult members in the area as described in Article III who are present at meetings shall be entitled to vote; there shall be no proxy voting. No member shall have more than one vote.

Article XII: Amendments

SECTION 1: Any issue deemed to have significant impact on the Eastmoor neighborhood will be presented to the membership via the Association's electronic Newsletter and/or a hand-delivered flyer at least two weeks prior to the next General Meeting.

SECTION 2: At the next General or Special Meeting, the issue will again be presented to the Association members and a vote will be taken.

SECTION 3: The bylaws may be amended by a majority vote of members present at the General or Special meeting.