

**Regulations and Bylaws**  
**of the**  
**Evanston Community Council**

Implemented November 14, 1968

Amended April 20, 2008

**Article I: Name**

1.01 The name of this organization shall be the Evanston Community Council (aka ECC or Council) of Cincinnati

**Article II: Purposes**

2.01 The objective of the Evanston Community Council is dedicated to the well-being of all residents of the neighborhood of Evanston in the city of Cincinnati, OH. As such, the Council will promote the development of the community through education, business, and spirituality.

2.02 The Council is organized exclusively for religious, educational, business, and scientific purposes, including, for such purposes, the making of distributions to organizations which qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). No part of the net earnings of the Council shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the purposes set forth above. No substantial part of the activities of the Council shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Council shall not participate in or campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Bylaws, the Council shall not carry-on other activities not permitted to be carried on.

a) By a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future provision of any future United States Internal Revenue Law) OR

b) By a corporation, contributions to which are deductible under Section 170 (c) (3) if the Internal Revenue Code of 1954 (or the corresponding provision of any future provision of any future United States Internal Revenue Law)

**Article III: Definition of Boundaries**

3.01 For purposes of these Regulations as well as matters attendant to by the Council on behalf of the neighborhood, Evanston shall be defined as including Census Tracts 38, 39, 40 and 41. Said boundaries shall be those as illustrated in Evanston: Existing Conditions Study and Community Plan

published by the Evanston Community Council of Cincinnati and the City Planning Commission of Cincinnati (1973), Census Tracts 38, 39, and 40 per revised U.S Census (2000).

**Article IV: Membership**

4.01 Anyone who lives, works, worships, or owns property and who subscribes to the goals and purposes of the Council may become a member upon payment of dues which may be established from time to time at the recommendations of the Executive Board and ratification by the Council. No one is barred from Community Council membership by reason of race, sex, sexual or affectional preference, religion, or national origin.

4.02 Each registered member shall be entitled to one (1) vote on each matter submitted to a vote of the members.

4.03 Annual dues for each member shall be for the calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>, effective February 1, 2008 and according to classifications:

1) Individual Membership	\$5.00
2) Family Membership (all eligible residents related by Family or marriage living at same location)	\$10.00
3) Organization, Church	\$50.00
4) Corporation	\$100.00
5) Lifetime Membership	\$100.00

**Article V: Meetings**

5.01 The Council shall meet on the third (3<sup>rd</sup>) Thursday of each month and place determined by the President. There is no regularly scheduled meeting in July.

5.02 For the purposes of electing officers, the annual meeting of the Council shall be considered to be the one held on the third (3<sup>rd</sup>) Thursday of September, bi-annually, beginning January 1991.

5.03 Special meetings of the members may be called by the President, the Executive Board, or not less than one-tenth (1/10) of the members having voting rights.

5.04 Every effort will be made to notify all interested parties and registered members of all meetings, whether regular or special, either by direct mailing, pamphlets, newsletters, web site or announcements at regularly scheduled meetings not less than five (5) days before on which the meeting is to be held.

5.05 The Executive Board shall determine the order of business for all meetings.

5.06 Seven (7) registered members are necessary to establish a quorum at meetings of the Council. Included in the seven may be Executive Board members.

5.07 Meetings shall be conducted in accordance with these rules and Robert's Rules of Order, revised.

**Article VI: Executive Board**

6.01 The affairs of the Council shall be managed by its Executive Board.

6.02 The members of the Executive Board members shall be five (5), including the 1) President 2) Vice President 3) Secretary 4) Financial Secretary and 5) Treasurer by virtue of having been elected to their respective offices. Block Club Presidents, or their authorized representatives, company representatives, and committee chairperson shall attend regular Executive Board Committee meetings in an ex-officio (non-voting) capacity. The above have indefinite terms.

6.03 Regular meetings of the Executive Board shall be held on the second (2<sup>nd</sup>) Wednesday of each month at a time and place designated by those calling the meeting.

6.04 1) Special meetings of the Executive Board may be called by or at the request of the President or any three (3) Board officers and shall be held at a time and place designated by those calling the meeting.

2) Three (3) Executive Board officers are necessary for a quorum of any special Executive Board meetings.

6.05 A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board.

6.06 The act of the majority of the Board present at a meeting at which a quorum is present shall be the act of the Executive Board, unless the act of a greater number is required by law or by these Regulations.

6.07 1) Any Board Officer may be removed from the Executive Board by an affirmative vote of the majority of the members of the Council with voting powers. Such action may be taken at any regular meeting, or any special meeting and which due notice of the proposed removal shall have been duly given to members together with or as a part of a notice of the meeting.

2) Such removal may be accomplished with just cause, but the members involved shall be given an opportunity to be presented and to be heard at the meeting at which his or her removal is considered.

3) The removal of a Board member may be initiated at a regular meeting of the members by a motion made at the meeting or at a special meeting by a petition signed and submitted to the secretary by not less than twenty-five (25%) of the voting members.

4) More than one (1) Board Members may be considered for removal under a single motion or by a single petition for removal. But the vote on the motion or petition for removal shall be separate as to each Board member.

5) If any officer is absent, for more than (3) three consecutive Executive Board or Council meetings, without giving advance notice of cause, a letter of intent will be sent "certified" to the person

or person, after which they will have three (3) days to reply to the contact person in the letter. If no response, persons will be brought before the next Council meeting for a removal vote. Notification of voting results shall be sent within one week to said person and the surrendering of all documents, council supplies, etc. will be requested within seven (7) days.

6.08 Any vacancy occurring in the Executive Board shall be filled by the Executive Board. The members selected to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

6.09 No member of the Executive Board shall receive a salary of for his or her services but, by resolution of the Executive Board, reasonable expenses may be allowed for conducting official board business.

### **Article VII: Officers**

7.01 The officers of the Council shall be a President, Vice President, Secretary, Financial Secretary and Treasurer. All officers shall be residents of Evanston in the City of Cincinnati, Ohio.

7.02 The term of office for each officer shall be for two (2) years.

7.03 Nominations and elections of officers shall be in accordance with Robert's Rule of Order, revised, except that member of the Nominating Committee shall be appointed by the membership of the Council and not by the President, and the president shall not be a member of the Nominating Committee even in an ex-official capacity.

7.04 The President shall preside at all meetings of the council, shall appoint all committee chairs, shall act for and in behalf of the membership of the council, shall act as an ex-official member of all committees with the exception of the Nominating Committee and shall act as official spoke person for the council. The President shall have the authority to sign checks up to fifty dollars (\$50.00) in the name of the Council without previous approval from the Executive Board.

7.05 The Vice President shall assist the President and assume the duties of the President in his or her absence or disability, and shall oversee all parliamentary procedures, records and committees.

7.06 A) The secretary shall record the minutes of all meetings and see that an accurate list is kept of all the names and addresses of all registered members, block club presidents and board members.

B) The Financial Secretary shall audit and record all liabilities, keep record of all income and present a report of bills to be paid to the Treasurer. He or she shall also prepare the voucher(s) and warrant(s) for the Treasurer once bills have been approved for payment by the Executive Board.

7.07 The Treasurer shall assume responsibilities for the money of the Council and shall report the income and expenses, recorded and reported to him or her by the Financial Secretary, of the Council at each meeting of the Executive Board and membership. The Treasurer shall also be responsible for the compilation and publication of an annual written financial report to the Council memberships. Special project accounts shall be set up with the consent of Council with special signee when necessary.

7.08 A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Executive Board for the unexpired portion of the terms.

**Article VIII: Committees**

8.01 The following committees are established as standing committees:

**\*Beautification \*Education \*Housing \*Safety \*Seniors \*Youth \*EvanstonNow! \*Business \*Leadership  
\*Spirituality**

8.02 All standing committee shall have no less than three (3) members.

8.03 Each officer shall be responsible for chairing at least one (1) of the standing Committees.

8.04 Special committees may be appointed from time to time as necessary by the Executive Board. You must be an active member of the Council to chair a special committee.

**Article IX: Elections**

9.01 Nominations

1) Any member may introduce a motion to have a nominating committee selected. This committee will have its own chair.

2) The committee’s purpose is to present the Council with a list of candidates, for each office. Names for the list may be suggested to the committee by any member. The committee should study the candidates and should find out if they are willing to serve.

3) Nominations from the floor may only be given at the meeting of which the nominating committee presents its slate. Nominations from the floor need not be seconded, but they do not hold unless they are.

4) Nominations may be closed by the chair or a motion from a member. Nominations may be re-opened by a motion from any member. It is not debatable and requires a majority vote.

5) Nominees must be an active member for one year prior to running for elections. An active member means to have attended at least eight (8) Council meetings within the calendar year to be considered.

9.02 Requirements for Voting

1) Only active members in good standing may vote. This means having membership at least ninety (90) days prior to elections.

2) Information to request absentee ballots will be given at Council meetings prior to election. Ballots can only be acquitted by members in good standing.

9.03 Voting results

1) After all votes are tallied, results given, questions answered, ballots must be placed in a sealed container, endorsed by two (2) persons, and maintained by the chair of the committee.

2) If needed, a recount of ballots may be asked for by a candidate within ten (10) days of the elections. Three new counters will be asked for.

3) All ballots must be destroyed.

9.04 Installation of Officers – elect shall be held on the third Thursday of January beginning January 1991.

**Article X: Finance Procedures**

10.01 The Executive Board may authorize any officer or officers, agent, or agents of the Council, in addition to the officers so authorized by these Regulations, to enter any contract or execute and deliver any instrument in the name of and on behalf of the Council, such authority may be general or may be confined to specific instances.

10.02 1) All checks, drafts or orders for the payment of money, notes, or other evidence of indebtedness issues in the name of the Council shall be signed by such officer or officers, agent or agents of the Council, and in such manner as shall from time to time to determine by resolution of the Executive Board. In absence of such determination by the Executive Board, such instruments shall be signed by the Treasurer and counter signed by the President of the Council.

2) Special project accounts must be registered with the Treasurer and periodic reports made documenting accounts in May and November of each year. Active accounts shall be monitored not less than quarterly. All accounts shall be audited annually. An audit committee shall audit all accounts annually in January of each year.

10.03 All funds of the Council shall be deposited from time to time to the credit of the Council in such banks, trust companies, or their depositories as the Executive Board may select. Special accounts must be identified under separate bank Accounts and signee may serve for the duration of the project as long as signee are active members of the Council.

10.04 The Executive Board may accept on behalf of the Council any contribution, gift, bequest or devise for nay purpose of the Council.

10.05 The fiscal year of the Council shall be calendar year.

**Article X1: Books and Records**

11.01 The Council shall keep correct and complete books of records of account and shall also keep minutes of the proceedings of its members, Executive Board and Committees and shall keep at the principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Council may be inspected by any member and his or her agent or attorney for any proper purpose at any reasonable time.

**Article XII: Indemnification**

12.01 Each Director and Officer of the Council now or hereafter serving as such shall be Indemnified by the Council against any and all claims and liabilities to which he or she has or shall become subject by

reason of serving, or having served as such director or officer, or by reason of any action alleged to have been taken, committed, or neglected by him or her as such director or officer, and the Council shall reimburse each such person or all legal expenses reasonably incurred by him or her in connection with any such claim or liability, provided, however, that no such person shall be indemnified against or be reimbursed for, any expenses incurred in connection with any claim or liability arising out of his or her own willfulness, conduct or gross negligence.

**Article XIII: Dissolution**

13.01 Upon the dissolution of the Council, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Council, dispose of all the assets of the Council exclusively for the purposes of the Council in such manner or to such organization or organizations and operated exclusively for charitable, educational, religious or scientific purpose as shall as the time quality as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Hamilton County having appropriate jurisdiction exclusively for such purposes.

**Article XIV: Amendments**

14.01 These Regulations may be amended by a two-thirds (2/3) affirmative vote of the members present at a regular or special meeting of the Council; two (2) weeks' notice of the Amendment having been given.

14.02 If any clause, sentence, paragraph, section, article or portion of these Regulations are for any reason adjudged invalid by a court having jurisdiction, such judgement shall not affect, impair or invalidate the remainder of these Regulations but shall be confined in its operation to the clause, sentence, paragraph, section, article or portion of these Regulations directly involved in the controversy in which the judgment is rendered.

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