

## **Bylaws of the Columbia Tusculum Community Council**

Updated and adopted on June 20, 2016, based on last revised By-laws of October 26, 1989.

Article VII updated and adopted on November 16, 2020

### **Article I – Name:**

1. The name of this organization shall be the Columbia Tusculum Community Council (hereafter called the Council), a not for profit corporation under the laws of the State of Ohio and a 501 (c) (3) organization.
2. The Columbia Tusculum area is defined as generally bounded on the west by Delta Avenue south of Kleybolte Avenue, and those streets having access only to Delta Avenue; on the north by the south side of Kroger Avenue, Vineyard Place, the south side of Grandin up to and including Catawba Valley Drive and Tusculum Avenue including streets only with access from Tusculum; on the east by Alms Park and Wortman Avenue; and on the south by Eastern Avenue, Airport Road, Wilmer Avenue and the Ohio River. See attached map.

### **Article II – Purpose**

The purpose of this Council generally shall be to:

1. Promote good relations among individuals, groups and businesses in the Columbia Tusculum area as above defined;
2. Stimulate interest, growth and development of the community;
3. Promote discussion of and action on matters of community interest;
4. Bring educational, economic and cultural opportunities to the citizens of the community and encourage participation in these activities;
5. Act as a focal point for attracting, soliciting and distributing funding needed for the betterment of the community;
6. Assist and cooperate with other organizations and institutions in the community;
7. Assign a community representative to the Board of the Carnegie Center.
8. Generally to have and exercise all rights and powers conferred on a not-for-profit corporation under the laws of Ohio, or which may hereafter be conferred, including the power to contract, rent or sell personal or real property.

### **Article III – Membership**

1. Membership in the Council is open to all residents and property owners in the Columbia Tusculum area as defined above.
2. The principle owners or operators of businesses or manufacturing establishments located in the Columbia Tusculum area are also eligible to be members of the council.
3. By a simple majority vote of the Steering Team, Associate Membership may be extended to interested and qualified persons beyond the presently defined community area, when they can offer desirable and qualified assistance to the pursuit of the objectives of the Council.
4. An attendance book shall be circulated at each meeting of the Council, and shall be signed by all persons present.

5. Only those members who have attended three meetings or who have contributed six or more voluntary hours to an approved Council event in the preceding twelve months shall have voting privileges. The volunteer hours must be submitted in a timely fashion to allow for proper determination of voting privileges.
6. If a member with voting privileges is absent from a meeting, they can submit their absentee vote via by sending it to [ctcc@columbiatusculum.org](mailto:ctcc@columbiatusculum.org) by 5pm the day of the meeting.
7. Any group of at least five members who are residents within Columbia Tusculum and within the City of Cincinnati ("Neighborhood Residents ") may present to the Steering Team a petition requiring special vote at which only Neighborhood Residents may vote, to determine whether persons other than Neighborhood Residents shall continue to have voting privileges or be eligible to hold office. Such special vote shall be held at the next regular Community Council meeting, after receipt of the petition.

#### **Article IV – Dues**

There shall be no dues. Voluntary contributions will be accepted.

#### **Article V – Steering Team**

1. The Steering Team shall be composed of duly elected officers of the Council and the three Directors-at-Large.
2. Duties: The Steering Team shall determine the agenda for Council meetings, and shall run the business of Council in the interim between regular meetings.
3. Vacancies on the Steering Team shall be filled as needed by vote of Council members at their next regular meeting after the vacancy occurs.
4. The Steering Team shall meet within ten days prior to each regular Council meeting and at other times as deemed advisable or necessary by the President.
5. The Steering Team shall have all the powers necessary to transact any business not herein reserved to the general membership.
6. All actions of the Steering Team, except emergency measures, shall become effective only after ratification by the members at the next succeeding monthly meeting, or at a special meeting called for that purpose.
7. Emergency measures shall be effective immediately when enacted by the Steering Team, provided that:
  - a) the Committee shall determine by two-thirds majority that immediate action is necessary; and,
  - b) such emergency measures shall be approved by a two-thirds majority of the Committee members.
8. A quorum of the Steering Team is defined as four of seven of its members.
9. Meetings of the Steering Team shall be opened to the Chairpersons of Special Committees; however, they shall have no vote at such meetings.

#### **Article VI – Meetings:**

1. The Annual Meeting of the Council shall be held on the third Monday of November of each year.
2. Regular meetings of the Council shall be held on the third Monday of the month at 7:00 pm.
3. Special meetings may be called by the Steering Team at their discretion.
4. Council meeting time and place will be communicated by [The Columbia Tusculum e-newsletter](#) and the Council website. Notification of an emergency meeting may be made by email address or telephone to members listed in the attendance book for the last six months. Member email addresses will only be used for communication of council business, and not made available for general community use.

5. Any member may be removed from a meeting when that member's conduct interferes with Council deliberations.
6. Expenditures in excess of \$150.00 not previously budgeted will require Steering Team approval prior to presentation and vote by Council Members.
7. Summary of Council Meeting minutes will be available upon request.

#### **Article VII – Officers:**

The Officers of the Council shall consist of President, Vice President, Secretary, Treasurer, and three Directors-at-Large. This group shall comprise the Steering Team

Only active voting members of the Council shall be qualified to be officers. They shall be elected to serve for one year. Any vacancies shall be filled as set forth in Article V hereof.

Officer responsibilities are as follows:

##### Duties and responsibilities of the President:

1. Preside at meetings of the Council and the Steering Team.
2. Appoint committee chairs. Appointments shall be ratified by the rest of the Steering Team.
3. Represent CTCC outside of the Council.
4. Provide overall guidance and direction to CTCC activities.

##### Duties and responsibilities of the Vice-President:

1. Assist the President as needed.
2. Assume the duties of the President in his/her absence
3. May coordinate activities of any standing committees.

##### Duties and responsibilities of the Secretary:

1. Assure maintenance of correspondence records.
2. Record the minutes of Council and Steering Team meetings and prepare them for publication.
3. Assure that all communications to other organizations and individuals will be sent, as directed by the Steering Team or the Council.
4. Maintain official files and records of its officers and chairs of committees or task forces.

##### Duties and responsibilities of the Treasurer:

1. Receive all moneys of the CTCC and keep an accurate record of all receipts and expenditures.
2. Pay out funds authorized by the Steering Team.
3. Sign checks. When the Treasurer is not available, the President and Vice-President will be authorized to sign checks.
4. Present and distribute a financial report at each meeting of the Council, Steering Team, and at other times, as requested by the Steering Team.

##### Duties and responsibilities of Directors-at-Large:

1. Represent the concerns and interests of residents in various sections of our community.
2. Serve as a link between the Steering Team and the community.
3. Encourage involvement of neighbors in the well-being of our community.

Officers and Directors-at-Large will serve in any one elective role no more than three consecutive years. No Officer or Director will serve more than six consecutive years on the Steering Team.

#### **Article VIII – Elections:**

The Officers of the Council shall be elected annually through the following procedure:

In February of each year, the Steering Team shall ask for nominees (a person can nominate themselves) to the Steering Team.

1. At the March Council meeting, council shall recognize a slate of nominees for the following year. Names of the candidates shall be sent to all residents of Columbia Tusculum by The Columbia Tusculum e-newsletter before the May meeting.
2. At the April Council meeting, further nominations may be made from the floor by any Council member. Elections will then take place by written ballot, unless there are no more candidates than there are offices. Those elected to office shall assume their duties as of May 1.

**Article IX – Committees:**

1. The Editor and staff of The Columbia Tusculum e-newsletter shall be considered a Standing Committee of the Council.
2. Special Committees may be appointed by the Steering Team from time to time. Such committees shall serve until the work assigned to them is completed.
3. Special Committee responsibilities shall include program or project proposals; project clearance with other committees; program completion; project evaluation; and recommendations to Steering Teams and to the general membership.

**Article X – Amendments:**

1. Amendments to these By-Laws shall be approved by the Steering Team, prior to presentation at any regular meeting.
2. They may be voted upon by members at the next regularly scheduled Council meeting, provided members have been notified of the amendment(s) by a meeting agenda notice.
3. Two-thirds vote of those members present is required for adoption.

**Article XI – Order of Business:**

The order of business for meetings of the Columbia Tusculum Community Council shall be:

1. Call to Order
2. Reports from Police and Fire Departments
3. Treasurer's Report
4. Reports of Standing and Special Committees, including financial reports
5. Old Business
6. New Business
7. Open Forum
8. Adjournment

Guest speakers shall be offered the opportunity to appear early on the agenda, if they so desire.

**Article XII – Quorum:**

At least eight members of those present and qualified to vote at any regular meeting will constitute a quorum for the transaction of business at a meeting.

**Article XIII:**

1. These By-Laws shall at no time conflict with the laws of the City of Cincinnati, the State of Ohio, or the Constitution of the United States of America.
2. No person shall be denied membership in the Council or be denied employment by said Council on account of race, sex, creed, handicap or sexual preference.
3. In case of dispute about any provisions of these By-Laws, the official interpretation shall be made by the President, Vice President, and Treasurer together.

4. Roberts Rules of Order Revised shall govern this Council where applicable and not inconsistent with these By-Laws.

## **Columbia Tusculum Neighborhood Map**



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✕ Airport