

CONSTITUTION OF THE
SHARON WOODS CIVIC ASSOCIATION
Ratified June, 2019

ARTICLE I – NAME

The name of the organization shall be “Sharon Woods Civic Association.”

ARTICLE II – GEOGRAPHICAL AREA

The Association’s geographical area will be bounded on the south by Highway 161, on the north by Schrock Road, on the west by Endicott/Karl Rd, and on the east by Maple Canyon Ave. Columbus, Ohio 43229. According to the Auditor’s web site includes Karl Meadows, Sharon Woods, Lakewood Park, Skywae Heights.

(Note: Endicott is the next street west of Karl which is Devonshire. This means all of Karl Rd and part of Endicott is SWCA)

ARTICLE III – PURPOSE

The Association shall be organized as a not for profit corporation and operated exclusively for the civic betterment of that geographical area so named in Article II.

ARTICE IV – MEMBERSHIP

Membership in the Association shall be open to: (1) families residing in, (2) businesses operating in, or surrounding the geographical area, and (3) community groups organized in the Association’s geographical area.

ARTICLE V – BOARD OF TRUSTEES

There shall be a Board composed of at least twelve Trustees who shall be elected to serve for a minimum of two years. The Board of Trustees shall be empowered to conduct the business and affairs of the Association between General or Special Membership Meetings, provided however, that any such action or resolution may be modified or rescinded by an affirmative 2/3 vote of the members present at any general or special membership meeting, and further that in no event shall the Executive Board have the power to modify or change any action or resolution of the Membership.

ARTICLE VI – EXECUTIVE BOARD

The Executive Board of the Association shall be a President, Vice-President, a Secretary and a Treasurer.

ARTICLE VII – COMMITTEE'S

The President, with the advice of the other Trustees, shall appoint all committee chairpersons and shall be an ex-officio member of all such committees.

ARTICLE VIII – MEETINGS

Sec. 1, General Membership Meetings

There shall be at least one meeting annually of the Association.

Sec. 2, Special Meetings

Special meetings may be called by the President or a petition of any ten members of the Association.

ARTICLE IX – PARLIAMENTARY AUTHORITY

In the case where the SWCA Rules of Order do not specify procedures or authority, Robert’s Rules of Order will be followed.

ARTICLE X – AMENDMENTS TO CONSTITUTION

This Constitution can only be amended at any General Membership Meeting of the Association by an affirmative vote of 2/3 of the members present at such meeting.

ARTICLE XI – DISSOLUTION

In the event of the dissolution of the Association, no Association property shall go to the personal benefit of any member, but rather all such property shall go to the benefit of an organization or organizations, not for profit, devoted to civic betterment and located in Columbus, Ohio, as shall be determined by the Board of Trustees.

RULES OF ORDER OF THE SHARON WOODS CIVIC ASSOCIATION

SECTION I – MEETING FREQUENCY AND DATES

General Membership Meetings

The date of the annual General Membership Meeting shall be determined by the President and written notice shall be given to the members at least two weeks in advance. A spring date for the annual membership meeting is encouraged to foster interest in the annual spring membership drive.

Special Membership Meetings

The date of any Special Membership Meetings shall be determined by the Board of Trustees, and written notice stating the purpose for such Special Meeting shall be given to the members at least one week in advance.

Board of Trustees Meetings

The dates of all Board of Trustees Meeting shall be determined by the Board, and written or verbal notice shall be given to the Trustees in advance. Special Board of Trustees meetings may be held at the call of the President or at the request of any two Trustees. For all special Board of Trustees meetings or regularly scheduled meetings which have been rescheduled, verbal notice will be given at least two days in advance.

SECTION II – ORDER OF BUSINESS

General and Special Membership Meeting

1. Present minutes of last general or special membership meeting
2. Financial report
3. Old Business
4. New Business
5. For the good of the order
6. Adjournment

Board of Trustees Meetings

The order of business at a Board of Trustees meeting, unless dispensed with or modified by a majority vote, shall be as follows:

1. Present minutes of previous meeting and acting thereon
2. Financial Report.
3. Reports of Executive Board and Committees
4. Unfinished business
5. Elections (when applicable)
6. New or miscellaneous business
7. For the good of the order
8. Adjournment

SECTION III – ELECTIONS

Voting at General and Special Membership Meetings

At General and Special Membership Meetings, each family which has paid current annual dues and is present at the meeting, will be entitled to two votes. Votes may only be cast by adults age 18 and over. No person may vote more than once. Business and community groups will have no voting privileges. Two-thirds of the votes able to be cast shall constitute a majority.

Voting at Board of Trustees Meetings – See Section V, Board of Trustees

SECTION IV – DUES

The annual membership dues shall be determined by a quorum vote of the Board of Trustees & Executive Board each year and will be collected primarily during the Spring Membership Drive or at any time during the year.

SECTION V – BOARD OF TRUSTEES

Member in Good Standing

Each member of the Board of Trustees must be a member in good standing of the SWCA by having paid current dues and by residing in the geographical area as stated in the Constitution, Article II.

Duties:

Minimum duties of a Trustee are:

1. Attend minimum of 8 General and Special Membership Meetings
2. Attend Board of Trustees meetings
3. Take an active part in the Association
4. Volunteer or be appointed to be chair of at least one committee

Nominations

There shall be a Nominating Committee appointed each year by the President to present to the Board of Trustees a list of candidates for the office of Trustee.

Election

Election of trustees shall be by 2/3 affirmative vote of the members present at the General Meeting.

Term

Trustees so elected shall serve a minimum two (2) years commencing January 1.

Voting Rights

At each Board of Trustees meeting, each Trustee shall have one vote except the President. (See President, Voting Rights, under Section VI Executive Board for more details.)

Removal of Trustee

Any trustee who fails to perform the duties as specified above may be removed from the position of Trustee, by a quorum of the remaining Trustees.

Vacancies

Vacancies occurring during any year shall be filled through appointment by the President with the approval of a quorum of the Board of Trustees. A Trustee so appointed shall serve the unexpired term of his predecessor.

SECTION VI – EXECUTIVE BOARD

The Executive Board of the Association shall be a President, a Vice President, a Secretary and a Treasurer (the latter two offices may be held simultaneously by the same person.)

Election of Executive Board

The Executive Board shall be elected by ballot by a quorum of the Trustees members present and currently serving prior to January 1.

Term

Each Executive Board member shall serve a minimum 2 year term commencing January 1.

The President

Responsibilities

The President shall preside at all meetings of the Association and the Board of Trustees.

The President will appoint committee chairpersons, and will perform all the duties usually associated with such office, or which may be required of him/her by the membership and/or the Board of Trustees.

Parliamentarian

The President shall have NO voting rights at General or Special Membership Meetings, and NO voting rights at Board of Trustees meetings except in the breaking of a tie.

Advisory Capacity

At the end of the President's term, upon the consent of the new President, he/she may act in an advisory capacity to the new President. He/she will have no voting rights in this capacity unless he/she stays on as an active trustee.

Vice President

Responsibilities

It shall be the duty of the Vice President to perform all the duties of the President in case of the latter's absence or disability.

Voting

The Vice President has full voting rights unless he/she is assuming the position of President, in which case their voting rights will be the same as the President's would be.

Secretary

Responsibilities

It shall be the duty of the Secretary to keep an accurate record of the proceedings of both the General or Special Membership Meetings and the Board of Trustees meetings, and present minutes. In the case of absence or disability of both the President and Vice President, the Secretary shall perform all the duties of the President.

Voting

The Secretary has full voting rights, unless they are assuming the position of President, in which case his/her voting rights will be the same as the President's would be.

Treasurer
Responsibilities

It shall be the duty of the Treasurer to receive and safely keep all money belonging to the Association and to disburse the same under the direction of the Executive Board. The Treasurer shall keep an accurate account of the finances of the Association in books, and shall hold the same open for annual audit and examination by the Executive Board or any special committee appointed for that purpose, and call present abstracts from the same at all meetings or as otherwise required by the Membership or the Executive Board. In the case of absence or disability of the President, Vice President, and Secretary, the Treasurer shall perform all the duties of the President.

Voting

The Treasurer has full voting rights, unless he/she is assuming the position of President, in which case their voting rights will be the same as the President's would be.

SECTION VII – COMMITTEES

The President, with the advice of the Trustees, shall appoint all committees and shall be an ex-officio member. The President may require committees to report to him, to the Executive Board, or to the Membership, except the Nominating committee which shall report to the Board of Trustees.

SECTION VIII – SWCA REPRESENTATION

The President, with the approval of the Board of Trustees, shall appoint two (2) representatives and two (2) alternates who shall represent the Association on the Northland Community Council. Each of the representatives shall have one (1) vote for a total of two (2) NCC votes.

The President, with the approval of the Board of Trustees, shall also appoint one (1) representative and one (1) alternate to the NCC Development Committee. There will be 1 vote allowed at this meeting.

SECTION IX – ASSOCIATION NEWS (THE GATEPOST)

The President, with the approval of the Board of Trustees, shall appoint an Association News Editor whose responsibility shall consist of editing and publishing THE GATEPOST. The Gatepost is to be distributed to all residents in the Association area at least 4 times during the year. The Editor shall also have the responsibility of preparing news articles on the activities of the Association for release to the news media after approval of the Executive Board.

THE GATEPOST Editor may also select an Associate Editor and others as necessary, with the approval of the President, to assist him/her in their duties.

SECTION X – POLITICAL CANDIDATES

At no time will the Association support a political candidate. Candidates may attend general or special membership meetings, but not for the purpose of recruiting support as a speak at such meetings. However, the Association can sponsor candidate night for all candidates to speak.

As an individual, a trustee may support and volunteer his/her time to a candidate, but only as an individual, not as a spokesperson or representative of the Association.

SECTION XI – ANNUAL YEAR

The Fiscal year of the Association shall commence each July 1.

SECTION XII – AMENDMENTS TO RULES OF ORDER

The Rules of Order may be amended by a quorum vote of the Board of Trustees.

End