

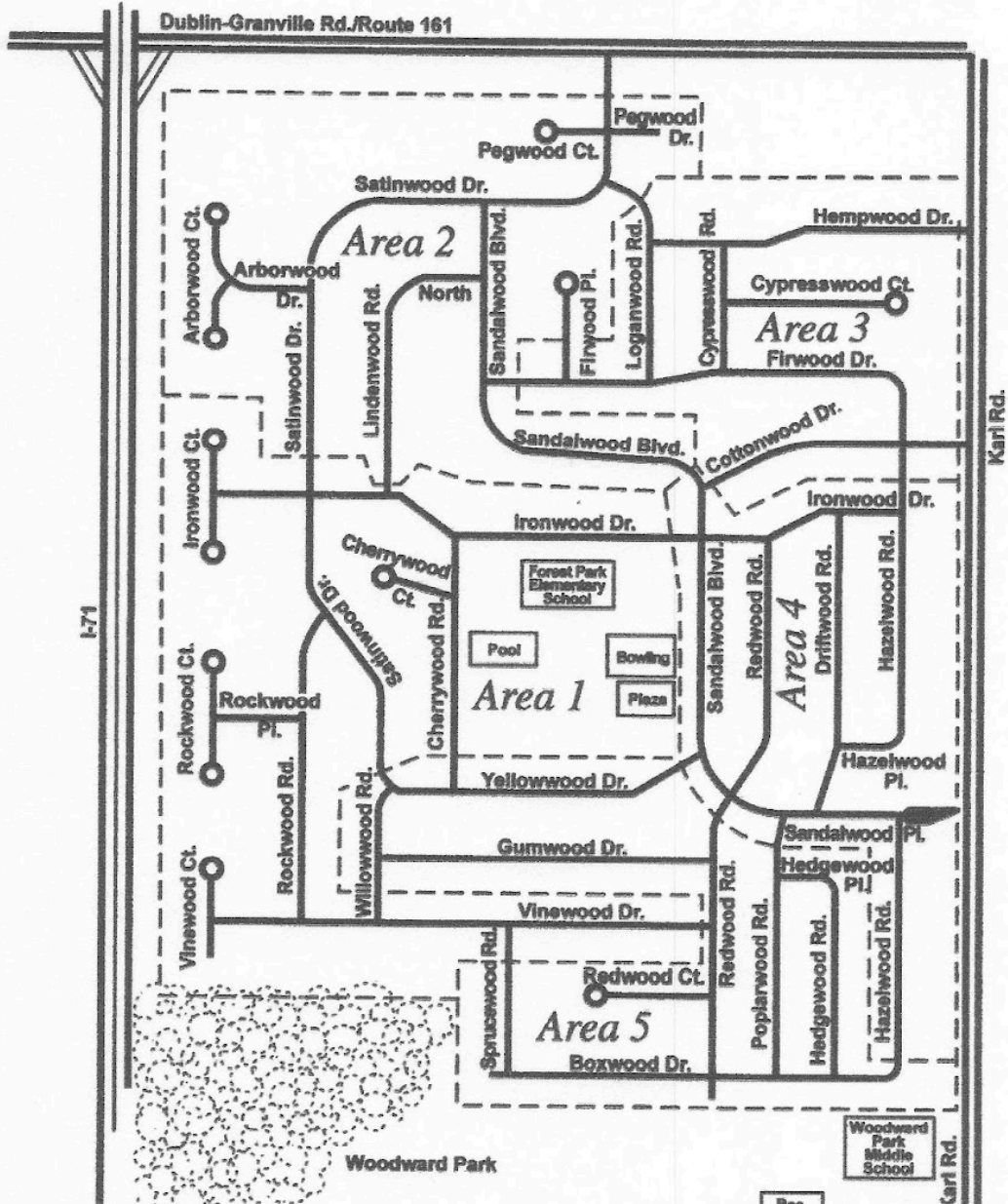
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CIVIC ASSOCIATION



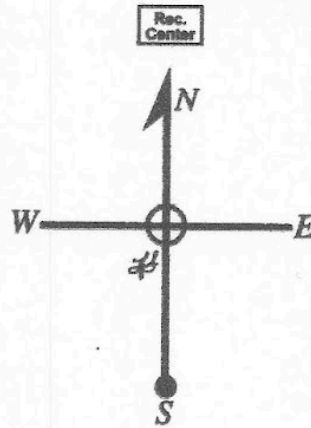
CONSTITUTION AND BYLAWS

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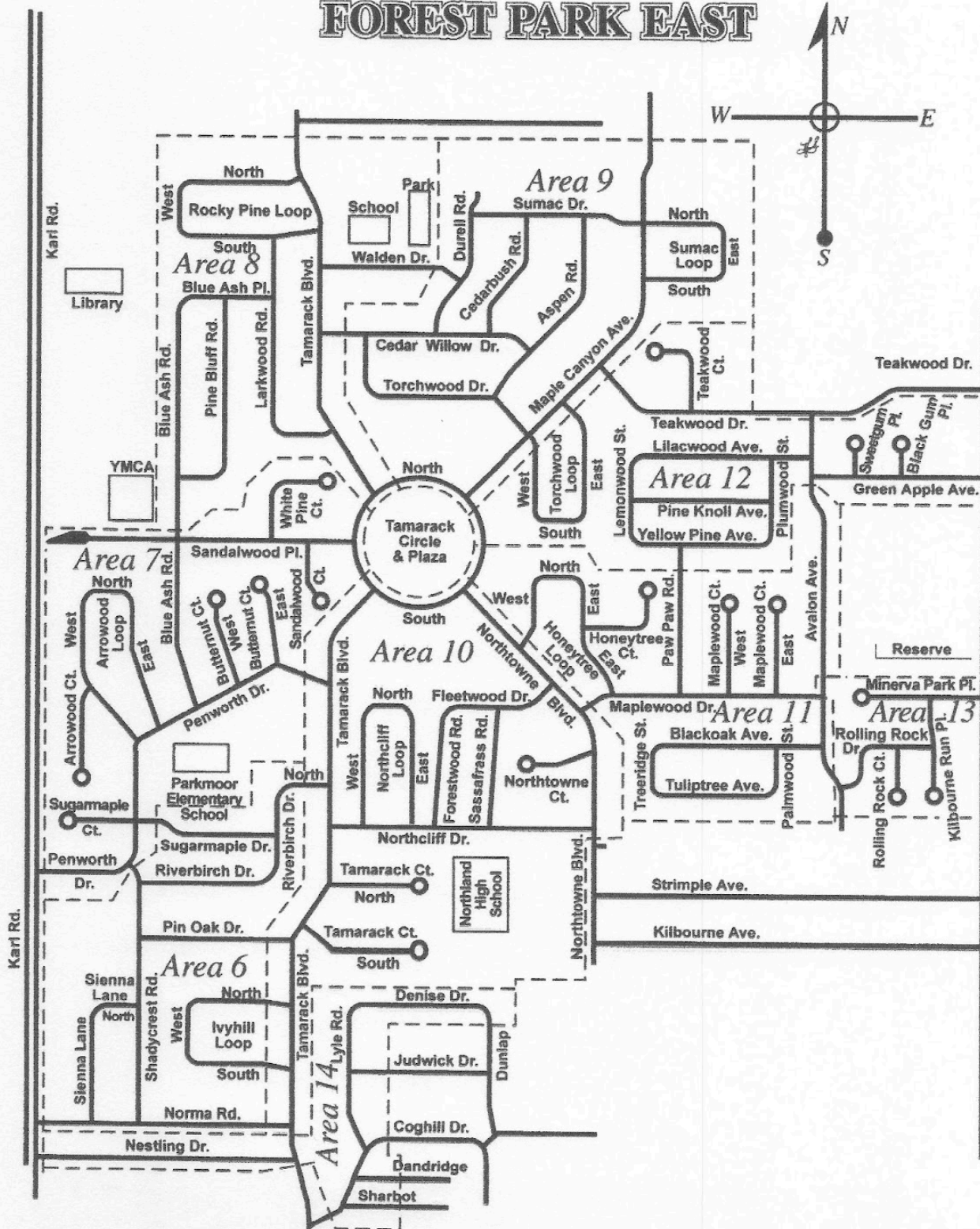
FOREST PARK CIVIC ASSOCIATION
Columbus, Ohio



FOREST PARK WEST



FOREST PARK EAST



CONSTITUTION OF THE FOREST PARK CIVIC ASSOCIATION

Amended November 2024

Article I - Definitions

As used in this Constitution the following terms shall have the meanings set forth below:

- A. "Forest Park" shall mean Forest Park subdivision and Forest Park East subdivision, as further described and delineated in Exhibits I.A. and I.B., attached hereto and incorporated herein. Expand the area included in the Forest Park East subdivision and modify Exhibit I.B. as follows: add to the Forest Park Civic Association area the tract of land bounded on the east by Cleveland Avenue, on the south by the easement for Minerva Avenue, on the west by Avalon Avenue and on the north by the southern edge of the Columbus Board of Education property if it were extended to Cleveland Avenue. See the modified Exhibit I.B.
- B. "Community" shall mean Forest Park and surrounding areas with similar social, economic, and cultural characteristics.
- C. "Resident Homeowner" shall mean any person or persons occupying a residence in Forest Park, which residence is owned by same. For purposes of voting, Resident Homeowner shall be considered one person, and shall be represented by one person who shall be at least 18 years of age.
- D. "Business, Institution or other Non-Residential Establishment" (hereinafter sometimes referred to as "Business") shall include, but not be limited to, retail establishments; medical or other professional practices using the property for the sole purpose of operating a business; schools; churches; nursing homes; and other land/building uses which comply with zoning requirements and which are non-residential in nature. For purposes of voting, each Business shall be represented by one person who shall be at least 18 years of age.
- E. "Residential Rental Unit" shall mean any residential property not regularly occupied by the owner of the property but by one or more parties other than the owner in exchange for rent or other consideration, including but not limited to apartments, duplexes and rented single family homes.
- F. "Residential Landlord" shall mean any individual who owns one or more Residential Rental Units on a lot or lots platted in the Forest Park Subdivision. For voting purposes, each Residential Landlord shall be considered one person, shall be entitled to one vote regardless of the number of Residential Rental Units or other property owned within Forest Park, and shall be represented by one person who shall be at least 18 years of age.
- G. "Life Member" shall mean any individual, or an individual and their legal spouse, who has attained Life Member status in accordance with Article III.F. The right to Life Membership shall be vested with said individual until their death, or until the death of said individual and their legal spouse.
- H. "Voting Membership" or "Voting Member" shall mean all members of the FPCA who, by virtue of their member classification, are entitled to vote.
- I. "Referendum" shall mean by petition circulated to the membership and specifying the purpose of the petition, which petition shall be signed by greater than fifty percent (50%) of the Voting Membership of the FPCA.

Article II - Name and Purpose

- A. The name of the organization shall be the Forest Park Civic Association (hereinafter sometimes referred to as "FPCA").
- B. The purpose of FPCA shall be:
 - 1. to promote the general welfare of Forest Park and the Community,
 - 2. to promote mutual good will and understanding among Forest Park residents and businesses, and

3. to serve the interests of its membership, provided said service does not conflict with Purpose 1 or Purpose 2, above.

C. Activities of FPCA:

1. The Forest Park Civic Association is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3).
3. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

D. Dissolution Provisions:

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article III - Membership

Membership in the FPCA shall be attained by means of one of the following member classifications, and shall not be assignable or transferable except as may be approved by the Board:

- A. Regular Member. Subsequent to full payment of dues in accordance with Article VI, any Resident Homeowner living in Forest Park may become a Regular Member of the FPCA upon agreeing to be bound by its Constitution and Bylaws. Regular Members shall be entitled to all rights of membership in the FPCA, including voting rights.
- B. Associate Member. Subsequent to full payment of dues in accordance with Article VI, any resident of Forest Park or, at the discretion of the Board, any resident of the Community may become an Associate Member of the FPCA upon agreeing to be bound by its Constitution and Bylaws. Associate Members shall be entitled to all rights of membership in the FPCA, except the right to vote or to become elected or appointed to the Board.
- C. Regular Business Member. Subsequent to full payment of dues in accordance with Article VI, any owner, manager, director, proprietor or operator of a Business, Institution, or other Non-Residential Establishment located in Forest Park may become a Regular Business Member of the FPCA upon agreeing to be bound by its Constitution and Bylaws. Regular Business Members shall be entitled to all rights of membership in the FPCA, including voting rights, except as may be limited by this constitution.
- D. Associate Business Member. Subsequent to full payment of dues in accordance with Article VI, any owner, manager, director, proprietor or operator of a Business, Institution, or other Non-Residential Establishment located outside the boundaries of Forest Park may become an Associate Business Member of the FPCA upon agreeing to be bound by its Constitution and Bylaws. Associate Business Members shall be entitled to all rights of membership in the FPCA except the right to vote, the right to become elected or appointed to the Board, and the right to request Supplemental Security services.
- E. Residential Landlord Member. Subsequent to full payment of dues in accordance with Article VI, any Residential Landlord may become a Residential Landlord Member of the FPCA upon agreeing to be bound by its Constitution and Bylaws. Residential Landlord Members shall be entitled to all rights of membership in the FPCA, including voting rights, except as may be limited by this Constitution.

- F. Life Member. Subsequent to full payment of Life Member Dues in lump sum, anyone qualifying for Regular or Associate membership in the FPCA shall become a Life Member. Life Members shall have all rights of membership granted to Regular Members, including the right to vote, except said right to vote shall exist only if the Life Member resides in Forest Park. A Life Member shall not be required to pay Annual Dues, and shall be entitled to all benefits of Supplemental Security.

Article IV - Meetings

- A. General Membership Meetings. A General Membership Meeting (hereinafter sometimes referred to as "Regular Meeting") of members of the FPCA shall be held in Columbus, Ohio during January, April, July, and October of each year.
- B. Special Meetings. Special Meetings of the members of the FPCA shall be called by the President, at the request of at least ten (10) members of the Board or at the request of at least thirty (30) Voting Members of the FPCA. Written notice indicating the subject matter shall be delivered to Voting Members at least seven (7) days before the date of said Special Meeting. The Special Meeting shall be held within twenty-one (21) days after receipt of said request by the President.
- C. Board Meetings. Regularly scheduled Board meetings shall be held not less than ten (10) times per year, preferably on a monthly basis, in accordance with the Bylaws as prescribed by the Board. Unscheduled Board meetings may be called at any time by the President, or by not less than five (5) members of the Board, to address matters of urgency.
- D. Quorum. At all General Membership Meetings, for which members have received at least a thirty (30) day written notice, the members of the FPCA who are present at the meetings shall constitute a quorum. At all Special meetings twelve percent (12%) of the Voting Members shall constitute a quorum.

Article V - Voting

- A. There shall be one (1) vote for each Regular Member, one (1) vote for each Regular Business Member and one (1) vote for each Residential Landlord Member on any matter before the membership of the FPCA. In the event a member of FPCA is a member of two or more Voting Member classifications, that member shall be entitled to only one (1) vote.
- B. The Board shall prescribe the method of voting.
- C. All questions shall be decided by majority vote, unless otherwise specified herein or otherwise required under Article XII.

Article VI - Dues

- A. Dues of the Forest Park Civic Association shall be on a fiscal year basis commencing April 1 and ending March 31 of the following year. Collection of dues shall be in accordance with the By-Laws. Payment of dues shall be a prerequisite to the attainment of any rights of membership.
- B. Dues for membership in the Forest Park Civic Association shall be determined by the Board.

Article VII - Board of Trustees

- A. The Board of Trustees (the "Board") shall be comprised of duly elected or appointed Officers and Representatives elected or appointed in accordance with the Constitution and Bylaws of the FPCA. Representation on the Board shall be in accordance with this Article VII.
- B. Each Officer and Representative on the Board shall have the right to vote on matters before the Board, except no one person on the Board may be entitled to more than one vote. Unless otherwise specified herein, any Board member may hold dual positions as an Officer and a Representative, but no Board Member may hold more than one (1) Representative position. Notwithstanding the foregoing, the President shall not serve in any other position on the Board.
- C. Officers and representatives of the Board shall be:
1. Officers

One (1) President

One (1) Vice President

One (1) Treasurer

One (1) Public Relations Officer

One (1) Secretary

One (1) Forester Editor, and

One (1) Past President, whose term shall automatically commence upon expiration of their term as president.

One (1) Supplemental Security Officer

One (1) Civic Action Officer

Officers shall be elected, appointed or installed as required herein, for a term of one (1) year, commencing and expiring upon adjournment of the respective January General Membership Meeting. There shall be no limit to the number of consecutive terms an officer may serve on the Board. All officers shall be Regular Members of the FPCA.

2. Representatives

One (1) Business Representative who shall be a Business Member of the FPCA representing all Business Members.

One (1) Residential Landlord Representative, who shall be a Residential Landlord Member and/or a resident member of the FPCA, representing all Residential Landlord Members.

Fourteen (14) Area Representatives, one each representing Regular, Life and Associate Members of the FPCA from Areas 1 through 14 of Forest Park as shown on Exhibits I.A. and I.B. Residency by each Area Representative in their respective area of representation is preferred but not required.

Representatives shall be elected to two (2)-year terms, commencing and expiring upon adjournment of the respective January General Membership Meeting. Terms shall be staggered such that six (6) Area Representatives become elected during even years, and six (6) Area Representatives become elected during odd years. The term for the Business Representative shall commence during odd years. The term for the Residential Landlord Representative shall commence during even years.

- D. Officers and Representatives shall be elected at the General Membership Meeting held during January, or as soon as possible thereafter at a Special Meeting. Notwithstanding anything to the contrary herein, Officers and Representatives shall remain in office until their successors are elected and qualified. All vacancies on the Board shall be filled by majority vote of the Board. Consideration should be given to any unsuccessful candidates for Officer or Representative positions.

Article VIII - Duties of Officers

- A. President. The President shall preside at all General Membership, Special and Board Meetings, sign the records thereof, and perform generally those duties usually performed by presidents of like associations, and such other and further duties as shall be from time to time required by the membership or the Board. The President shall see that all Officers, Representatives and committees carry out their duties as prescribed by the Constitution and Bylaws.
- B. Vice President. The Vice President shall perform all duties of the President in the President's absence. The Vice President shall succeed the President if the President resigns or is removed from office. The Vice President shall serve as chief delegate from the FPCA to the Northland Community Council.
- C. Treasurer. The Treasurer shall receive and have charge of all monies and securities belonging to the FPCA and shall disburse, or otherwise deal with same as shall be ordered by the Board. The Treasurer shall keep an accurate account of all monies received and disbursed and shall generally perform such duties as may be required of the Treasurer by the members or the Board. The Treasurer shall make a

financial report at every Board and General Membership Meeting. The Treasurer shall open their books for inspection and examination by the Board, or its designees, upon request by the Board. The Treasurer shall serve as Chairman of the finance committee.

The Treasurer shall, within one week after election to the position, and before the transference of funds and property by their predecessor, furnish a fidelity bond for the sum of Ten Thousand Dollars (\$10,000) with a surety qualified to do business in Ohio under Ohio Insurance laws. Payment for said bond shall be from the operating funds of the FPCA.

- D. Public Relations Officer. The Public Relations Officer shall be responsible for publicizing the endeavors and activities of the Forest Park Civic Association. Duties may include writing, disseminating and obtaining press releases, issuing notices and flyers to the membership when required by the Board, handling correspondence and notices, and generally performing such other duties as may be required by the President, Board, or membership.
- E. Secretary. The Secretary shall keep the minutes of all General Membership, Special and Board Meetings and make a proper record of same, which shall be attested by them. The Secretary shall maintain a correct and current roster of the membership of FPCA; and generally shall perform such other duties as may be required by the President, Board, or membership.
- F. Supplemental Security Officer. The supplemental security officer shall determine the schedule for the supplemental security officers (Columbus off-duty Police Officers) patrolling of Forest Park; have the responsibility of certifying the accuracy of the payments to off-duty police officers; report to the Forest Park membership, VIA the Forester, matters concerning the safety and security of the membership including incidents and expenses incurred; report to the Forest Park Board, matters concerning the safety and security of the membership including incidents and expenses incurred.
- G. Civic Action Officer. The Civic Action Officer shall be responsible for fielding and directly assisting (when necessary) with residents' complaints about Columbus City Code violations and street parking violations occurring within Forest Park; reporting to the Board on the type and frequency of complaints; and maintaining frequent communication and follow-up with both the Columbus Code Enforcement Officer and the Police Precinct assigned to the area which includes Forest Park. Residents' complaints about matters occurring in the immediate vicinity of Forest Park shall also be given consideration according to the judgment of the Board.

Article IX - Supplemental Security Fund

There shall be created a Supplemental Security Fund (the "Fund") which shall be administered by the Board and overseen by the Treasurer, who shall receive, disburse, and generally account for all monies of the Fund in accordance with this Constitution. The purpose of the Fund shall be to hire off-duty Police Officers to patrol and protect Forest Park as a supplement to regular police patrols. Revenues to the Fund shall be provided from revenues received by Supplemental Security Dues and, at the discretion of the Board, from other FPCA revenue sources. The Fund shall be included in the FPCA budget. The FPCA may, from time to time at the discretion of the Board, borrow monies from the Fund to pay for unanticipated general operating shortfalls; however, all monies borrowed from the Fund shall be reimbursed as soon as possible.

Article X - Annual Budget

Each year, no later than the October Board meeting, the President shall submit the budget, as prepared by the finance committee (see By-Law XII) and the Board shall approve a budget which shall serve as a guideline for programs and activity spending by the FPCA. The budget shall be for the period of April 1 through March 31 of the next calendar year. Budget detail and format shall be at the discretion of the Board; however, the budget shall include an estimate of gross revenues identifying all expended revenue sources and their respective amounts, and a reasonable breakdown of programs and activities for which monies will be expended.

Article XI - Order of Business

Unless suspended by a majority vote of the members present at any meeting, the order of business shall be as follows:

Reading of the minutes of the last preceding meeting.
Reading reports and statements.
Unfinished business.
New and miscellaneous business.
Election of officers and trustees, if applicable.
Installation of officers and trustees, if applicable.
Adjournment.

Article XII - Amendments

- A. This Constitution may be amended at a General Membership Meeting or Special Meeting following fifteen (15) day prior written notice containing such proposed amendment. Notices required hereunder shall be given to the Voting Membership. Amendments may be proposed by:
1. an affirmative vote of not less than two-thirds (2/3) of the Board, or
 2. written request by at least five percent (5%) of the Voting Membership.
- B. Amendments approved under this Article XII shall become effective sixty (60) days after said approval unless defeated by Referendum by the Voting Membership within said sixty (60) days. Amendments defeated by Referendum shall become null and void and shall not be called to question by the FPCA for one (1) year.

Article XIII - Committees

The Board or the President may create such committees as are necessary to fulfill the purpose of the FPCA. The Board may delegate to any such committee the necessary power to accomplish its purpose and may define the extent to which said powers may be used.

Article XIV - Northland Community Council

- A. Membership. The FPCA shall hold membership in Northland Community council (“NCC”) and shall actively participate in its activities and endeavors to the extent that said activities and endeavors do not conflict with the purpose of the FPCA. Annual membership to NCC shall be paid as invoiced and any special assessment will be paid if approved by the Board.
- B. Representation. In addition to the chief delegate to NCC established in Article VIII, the President shall appoint additional delegates or alternate delegates to the NCC as may be required by the NCC Constitution and Bylaws. Said additional delegates shall be members of the Board, if possible. Except for the chief delegate, all delegates shall be approved by the Board.
- C. Termination of NCC Membership. Membership in NCC may be terminated for cause by an affirmative vote of not less than two-thirds (2/3) of the Board, subject to confirmation by a majority of the Voting Members of the FPCA at the next scheduled General Membership Meeting or Special Meeting.

Article XV - The Forester

- A. Definition and Scope. The *Forester* shall be a neighborhood newspaper published by the Forest Park Civic Association. The *Forester* shall be the official news source of the FPCA. Notices of meetings and activities of the FPCA appearing in the *Forester* shall be considered a means of official notification to the membership on all matters. The *Forester* shall be delivered to the membership by methods set forth by the Board.
- B. Editor. The Editor of the *Forester* shall be appointed by the President and confirmed by majority vote of the Board.
- C. Duties of the Editor. The Editor shall be responsible for the preparation, publication, and regular, periodic distribution of the *Forester*, which distribution may be as scheduled by the Board. The Editor may appoint as many persons as necessary to assist in the fulfillment of their duties. All such appointees shall serve at the pleasure of the Editor and shall be directly responsible to them.

Article XVI - Powers

All of the capacity of the FPCA shall be vested in, and all of its power and authority shall be exercised by the Board which shall manage and conduct the affairs of the FPCA except as otherwise provided by the laws of the state of Ohio, the Articles of Incorporation, or this Constitution.

Article XVII - Bylaws

The Board shall adopt such Bylaws and rules for the conduct of its meetings and for the management of the affairs of the FPCA as it may deem proper, and which are not inconsistent with this Constitution, the Articles of Incorporation or the laws of the state of Ohio.

Article XVIII - Rules of Order

The latest edition of *Robert's Rules of Order Revised* shall be the parliamentary standard of the FPCA on all points not otherwise addressed in this Constitution or in the Bylaws.

Article XIX - Removal of Officers, Representatives and Members

Officers and Representatives may be removed from office for malfeasance or misfeasance by the affirmative vote of at least two-thirds (2/3) of the Board or by the affirmative vote of at least two-thirds (2/3) of the Voting Members attending a General Membership Meeting or a Special Meeting. Removal of the President from office by a vote of the Board must be confirmed by a majority vote of all votes cast by the membership at a General Membership or Special Meeting of the membership. In the event the President is voted out of office by the Board, The President shall be suspended from office until said removal is confirmed or denied by the Voting Membership. A Member may be removed from membership in the FPCA for failure to abide by the Constitution and Bylaws of the FPCA by a two-thirds affirmative vote of the Board.

Incorporates prior amendments approved by the membership October 1979, January 1991, April 1993, April 1995, July 1995, April 1998, October 1999, October 2003, July 2004, January 2005, January 2017, January 2022, November 2024.

FOREST PARK CIVIC ASSOCIATION BYLAWS BOARD OF TRUSTEES

Revised – November 2024

AUTHORITY – These Bylaws are adopted under the authority granted by Article XVII of the FPCA Constitution.

RATIFICATION – Any action taken by the Board of Trustees (the "Board") prior to the adoption of these Bylaws is hereby ratified.

BYLAW I MEETINGS

The Board shall hold not less than ten (10) Regularly Scheduled meetings each year, preferably on a monthly basis, at a time and place designated by the President. Unscheduled meetings may be called by the President or by any five (5) members of the Board. A minimum of seven (7) days notice shall be given preceding all Regularly Scheduled meetings.

BYLAW II QUORUM

Fifty percent (50%) of the members of the Board shall constitute a quorum at all Regularly Scheduled and Unscheduled meetings. At all Unscheduled meetings, a two-thirds (2/3) affirmative vote shall be required for a decision on any question.

BYLAW III ATTENDANCE

Unexcused absences from three (3) consecutive meetings by a member of the Board can be considered an automatic resignation. After two (2) unexcused absences and at the direction of the President, the individual Board member will be notified in writing by the Secretary of this Bylaw provision, after which time the third consecutive unexcused absence will be considered a resignation.

BYLAW IV PRESIDENT

The President shall have the right to vote on all questions before the Board. In absence of the President and Vice President, the duties of this office shall pass to the next succeeding Officer in the order listed in Article VIII of the Constitution. The President shall be authorized to co-sign checks drawn on the accounts of the FPCA.

In addition to the duties described in Article VIII of the Constitution, the President shall ...

- A. Require an annual audit of the Treasurer's records.
- B. Ascertain whether or not the Treasurer has obtained Liability insurance coverage for FPCA.
- C. Ensure the Treasurer has obtained a bond.
- D. Serve as Alternate Delegate to Northland Community Council (NCC), and appoint FPCA representatives to the NCC as delineated in Bylaw X and notify NCC of their names, addresses and FPCA positions.
- E. Appoint the editor for the *Forester* as per Article XV of the Constitution.
- F. Appoint committee chairpersons as described in Bylaw XII.
- G. Prepare a list of proposed events for their term of office and present said proposed events to the Board.
- H. Serve as a member of the Finance committee as stated in Bylaw XIII.
- I. Ascertain incorporation status of FPCA to establish need, if any, of updating incorporation papers, naming a statutory agent or any other requirement of the law.

Each year the Board shall establish an expenditure approval authority limit for the President. This expenditure authority shall permit the President to approve the expenditures of FPCA funds up to the limit imposed, without prior approval of the Board. The President must report any such expenditures with justification, to the Board at the next Regularly Scheduled meeting following the date of the approval of

the expenditure. Expenditure of funds under this clause shall be made in the usual manner by the Treasurer.

BYLAW V VICE PRESIDENT

The Vice President shall perform those duties prescribed in Article VIII of the Constitution.

BYLAW VI TREASURER

The Treasurer shall be the chairperson of the Finance Committee as described in Bylaw XIII. All expenditures shall be by check which shall be signed by the Treasurer, and countersigned or otherwise authorized in writing by the President or Vice President. Expenditures shall be in accordance with the approved budget. Expenditures which have not been included in the budget must have prior approval of the Board.

BYLAW VII PUBLIC RELATIONS OFFICER

The Public Relations Officer shall perform those duties prescribed in Article VIII of the Constitution.

BYLAW VIII SECRETARY

In the absence of the Secretary, duties of that office shall be performed by any member of the Board designated by the presiding officer.

BYLAW IX REPRESENTATIVES

A. An Area Representative shall be responsible for the accumulation and or dissemination of information concerning FPCA activities and programs to all members, and to non-member residents when desirable, living in the district which they represent. They shall appoint block captains to assist in the fulfillment of duties.

B. Block captains shall be responsible for the area to which they have been assigned and shall perform such duties as ...

1. Welcoming new residents on behalf of FPCA and inviting them to join the Association.
2. Distributing appropriate materials.
3. Canvassing residents on questions of FPCA concern.
4. Passing petitions for signatures on matters sponsored or endorsed by FPCA.
5. Organizing their area for the membership drive.
6. Performing such other duties as assigned by members or the Board.

C. The Business Representative shall be responsible for the accumulation and or dissemination of information concerning FPCA activities and programs to all Business Members and Associate Business Members. The Business Representative shall be responsible for coordinating or organizing the membership drive with respect to Business Members and Associate Business Members, in cooperation with the Chairperson of the Membership committee (if applicable).

D. The Residential Landlord Representative shall be responsible for the accumulation and dissemination of information concerning FPCA activities and programs to all Residential Landlord Members; for reporting and representing the concerns of Residential Landlord Members to the Board; and for coordinating and organizing the membership drive with respect to Residential Landlord Members, in cooperation with the Chairperson of the Membership Committee (if applicable).

BYLAW X NORTHLAND COMMUNITY COUNCIL (NCC)

A. Representation The FPCA Vice-President shall serve as chief delegate to NCC. The President shall appoint one other member of FPCA to serve as a regular delegate to NCC. The President shall serve as an alternate delegate. At their discretion, the President may appoint a fourth delegate from the FPCA membership at large. In selection of delegates, the President shall endeavor to supply active representation for FPCA and talents needed by NCC to assist and strengthen its function. It is suggested the President appoint at least one hold-over delegate to serve an additional year. The chief delegate and regular delegate shall be expected to attend as many meetings of NCC as possible with

the chief delegate being responsible for assuring that FPCA is represented at all NCC meetings by no less than one delegate and preferably by two delegates.

- B. Voting** The FPCA is entitled to two (2) votes on NCC questions as cast by each of the two official delegates. If possible, the delegates should ascertain the opinion of the Board before voting on NCC questions. The FPCA Board shall establish the general policies on NCC matters and the voting of the delegates shall reflect these policies.
- C. Reporting** The delegates shall report activities of NCC to the FPCA Board at each Regularly Scheduled meeting and shall inform the Board how they voted on NCC questions.

BYLAW XI THE FORESTER

- A. Editor** The editor shall be responsible to the Board on all matters pertaining to the publication, news policy and circulation of the *Forester*. Further duties of the editor, in addition to those described in Article XIII of the Constitution shall be ...
 - 1. To maintain a complete file of previous issues of the *Forester* which shall be passed from editor to editor.
 - 2. To record, in writing, the complete process of assembling, printing and distributing the *Forester*.
 - 3. To maintain a list of all staff members with their names, duties, addresses and telephone numbers.
 - 4. To maintain a property record of all items owned by FPCA and used to produce the *Forester*. A copy of this list shall be available to the Board.
- B. Advertising Manager** The editor shall appoint an advertising manager, with approval of the Board, who shall serve at the pleasure of the editor and/or Board. The advertising manager shall ...
 - 1. Be responsible for procuring advertisers for the *Forester*, establishing advertising rates (with concurrence of the Board) and collecting advertising fees. All monies collected shall be given to the Treasurer as soon as practical after receipt.
 - 2. Maintain a current list of all advertisers with the rates they are charged.
 - 3. Maintain a financial record of all advertising accounts.
- C. Advertising Policy** All political advertisements or announcements of candidacies for political office shall be prohibited from publication in the *Forester*.
- D. Circulation Manager** The editor may appoint a circulation manager, with approval of the Board who shall serve at the pleasure of the editor and/or Board. The circulation manager shall ...
 - 1. Be responsible for procuring distributors and scheduling and supervising the delivery of the *Forester* as established by the Board.
 - 2. Maintain a complete file of delivery procedures and a list of the distributors. A copy of this information shall be given to the editor.
 - 3. Be authorized to negotiate a fee for the delivery of the *Forester* at rates established by the Board.
- E. Additional Staff** The editor should consider developing the following staff, to serve at their pleasure, to aid in the fulfillment of duties.
 - 1. Assistant to the editor
 - 2. School reporters

BYLAW XII COMMITTEES

Chairpersons of committees may be appointed by the President for a term expiring upon adjournment of the January General Membership Meeting. These chairpersons will preferably, but not necessarily, be selected from FPCA members on the Board, except for those committees where a non-Board member is prohibited. Each chairperson shall prepare plans for the year's activities and estimate budget requirements.

They shall coordinate plans with the President and the estimated budget with the Finance Committee chairperson in a time appropriate with planned activities. Names of all sub-committee chairpersons will be provided to the President for information and disseminated to the members of the Board and other committees. The committee chairperson shall be responsible to the President and/or the Board on all matters pertaining to the activities of their committees. Committee chairpersons shall attend meetings of the Board when requested by the President. Committees shall include, but shall not be limited to, the following ...

A. Civic Action Committee This committee shall be responsible for coordinating activities concerning community problems. Current status of zoning violations, deed restriction violations, property owners' complaints, area protection programs, etc. shall be maintained. Civic association action plans will be formulated as required and presented to the Board for evaluation and guidance. This committee will carry out action plans as authorized by the FPCA general membership and/or the Board.

The chairperson of this committee must be a member of the Board. The chairperson may appoint an assistant and other committee members as deemed necessary to conduct committee business. All committee members must be members of the FPCA.

B. Social Activities Committee This committee shall be responsible for planning, scheduling and coordinating all social events of the FPCA as authorized by the Board. The chairperson of this committee may establish the following sub-committees ...

1. Adult and Family Activities This committee shall be responsible for social activities, planned for adult or family participation such as pool parties, dances, card socials, picnics, holiday events, golf outing, flea markets, etc.

2. Youth and Children's Activities This committee shall be responsible for social activities planned such as teen pool parties, teen dances, queen contests, Easter egg hunts, Christmas parade, etc.

3. Program This committee shall be responsible for planning, scheduling and coordinating the programs for general meetings of the FPCA. It shall also be responsible for arranging, procuring and serving refreshments at general meetings.

C. Membership Committee This committee shall be responsible for conducting the membership drive, collecting membership dues, and preparing a complete membership record to be submitted to the secretary within a reasonable time after the official end of the membership drive. The membership drive shall be conducted at a time established by the Board.

D. Publicity Committee The Public Relations Officer shall serve a chairperson of this committee. The editor of the Forester and one of the NCC representatives who will be assigned by the President, shall serve as members of this committee. The Public Relations Officer may name as many other members to this committee as necessary to assist in the fulfillment of duties. This committee shall be responsible for planning and coordinating a publicity program for the activities and endeavors of the FPCA and shall assist other committees in planning publicity for committee activities.

E. Supplemental Security/Crime Awareness This committee shall be responsible for coordinating and reporting to the Board as required activities relating to Supplemental Security and any other program or project relating to Crime Awareness.

BYLAW XIII FINANCE COMMITTEE

The Treasurer shall be the chairperson of the finance committee. In addition to the Treasurer, other members of this committee should consist of the President, Immediate Past President and the chairperson of the social activities committee. This committee shall be responsible for establishing the annual FPCA budget in accordance with Article X of the Constitution. An estimated annual budget shall be submitted for approval of the Board no later than the Regularly Scheduled June meeting. The final annual budget shall be in effect for one year commencing on April 1 of that year. This budget shall serve as a guide for the expenditure of funds. Changes may be made in the budget after its approval provided such changes are approved by the Board.

BYLAW XIV NOMINATING COMMITTEE

The nominating committee shall consist of seven (7) members, one of whom shall be designated as chairperson by the President. Three (3) members of this committee shall be nominated and elected by the association at its General Membership meeting in October from members who are not Officers or Representatives. The remaining four (4) members of this committee, at least one of whom shall be a past President if available, shall be appointed by the President within one week following the October General Membership meeting. Any vacancy on this committee shall be filled by presidential appointment with Board approval.

Nominations should include one or more candidates to each of the officer and representative positions to be filled. No member shall occupy the same elective office for more than two consecutive terms. The consent of all the candidates to serve shall be secured previous to the nominations. The chairperson shall present a list of nominees to the President on or before December 15. If the committee cannot complete nominations for each position by December 15, the chairperson will notify the Board, through the President, who shall take necessary steps to insure a slate of candidates for the January General Membership meeting. The President shall include the list of candidates for all positions in the notice for the January General Membership meeting. Nominations from the floor shall be in order at the January General Membership meeting.

BYLAW XV VOTING PROCEDURES

To ensure one vote for each Regular and Business member as prescribed by Article V of the Constitution, voting procedures which assure membership may be used at any General Membership or Special meeting of the FPCA if deemed necessary by the Board.

BYLAW XVI GENERAL DUTIES

Any Officer or Representative shall accept any additional duties which may be assigned by the President or the Board and shall assume responsibility for the discharge of such duties. Care shall be exercised that any one Board member is not over-burdened with assignments and no assignment shall be given in absentia.

BYLAW XVII AMENDMENTS

These Bylaws shall remain in effect until amended or rescinded by the Board. These Bylaws may be amended or rescinded by the following procedures: Amendments may be proposed by an affirmative vote of a majority of the members of the Board at a Regularly Scheduled Board meeting. The proposed amendment shall be voted upon at the next Regularly Scheduled meeting of the Board that is held at least twenty-eight (28) days after the date of proposal. Proposed amendments shall receive an affirmative vote of at least a two-thirds (2/3) majority of the Board. An approved amendment shall be effective immediately.

BYLAW XVIII MEETING PROCEDURES

All FPCA meetings will be conducted in accordance with current *Robert's Rules of Order Revised*.

BYLAW XIX ELECTION OF REPRESENTATIVES

In accordance with Article VII, Paragraph C.2. of the FPCA Constitution, Area Representatives shall be elected to terms which commence upon adjournment of the January General Meeting during years which correspond to the following:

<u>Representative for:</u>	<u>To Be Elected January of:</u>
Area 1	Odd Year
Area 2	Even Year
Area 3	Odd Year
Area 4	Even Year
Area 5	Odd Year
Area 6	Even Year
Area 7	Odd Year
Area 8	Even Year
Area 9	Odd Year

Area 10	Even Year
Area 11	Odd Year
Area 12	Even Year
Area 13	Odd Year
Area 14	Even Year
Businesses	Odd Year
Rental Property	Even Year

BYLAW XX CONDUCT POLICIES FOR VOLUNTEERS

A copy of the Conduct Policies for members in leadership positions and volunteers will be made available at the annual swearing in ceremony at the January General Meeting or upon request. A volunteer's understanding of and compliance with the stated policies and rules is expected.