

WOODSTREAM EAST CIVIC ASSOCIATION CONSTITUTION and BYLAWS

Article I NAME AND PURPOSE

Section 1 The name of the association shall be the Woodstream East Civic Association. Hereafter referred to as W.E.C.A.

Section 2 The purpose of the W.E.C.A. shall be to encourage and promote the general welfare of the community of Woodstream East.

Section 3 There shall be no restrictions on membership on the basis of race, color, religion, national origin, sex, occupation, or physical disability.

Section 4 The geographical area of the W.E.C.A. shall be houses located on the following properties: Lots 1 - 112. These lots are located on the following streets East of Sunbury Road, located in the City of Columbus, Franklin County, Ohio: Woodstream Dr., Woodstream Ct., Whisper Cove Ct., Stillbreeze Ct., Pleasant Woods Ct., Twig Ct., Big Walnutview Dr., and Big Walnutview Ct.

Article II MEMBERSHIP

Section 1 Any person who is the recorded owner of a lot in the subdivision may become a member of the W.E.C.A. by payment of dues and by their agreement to be bound by the Bylaws of the W.E.C.A. Each residence shall be entitled to one (1) vote at all general membership meetings.

Section 2 The owner may appoint a person who is residing at the residence to represent the owner's full interest in membership privileges. The recorded owner must submit in writing to the president the request for transfer of all membership privileges. The Board has the responsibility to accept or reject any and all requests for transfer of membership without cause. Said ruling must be made within 60 days of the request.

Article III DUES

Section 1 Dues of the Association shall be \$20.00 per fiscal year (May 1 thru April 30) for each member. Said payment shall designate the member as being in good standing with the W.E.C.A. and is non-refundable. Dues are payable on or before May 1 of each year. Once each year, dues shall be reviewed and adjusted as deemed necessary.

Article IV PRIVILEGES OF VOTING MEMBERS

Section 1 Voting and office holding privileges shall be restricted to members who have complied with Articles II and III and are a current resident.

Article V GENERAL MEMBERSHIP MEETINGS

Section 1 There shall be at least one general membership meeting yearly. All members shall be given at least fifteen (15) days notice of such meetings.

Section 2 Ten (10) percent of the voting general membership shall constitute a quorum for the transaction of official business.

Article VI THE BOARD

Section 1 The Board of the W.E.C.A. shall consist of the following members: Offices as defined in Section 2 and Representatives as described in Section 3. All Board members must be a recorded lot owner in Woodstream East. All Board members serve on a volunteer basis and without compensation.

Section 2 Offices

President: The president shall preside at all meetings of the Board; shall see the orders and resolutions of the Board are carried out; shall sign all written instruments and shall co-sign all checks and promissory notes that are drawn upon the W.E.C.A. treasury in excess of ten dollars (\$10.00). The President shall be responsible for arranging and issuing all notices of all general membership and board meetings. The President shall handle the correspondence/complaints directed to the Association. Correspondence shall be handled at the President's discretion. The President will only vote in case of a tie and on all amendments.

Vice President of Community Affairs: (Community Affairs-VP) The Community Affairs-VP shall be the first in line to assume the duties of the president in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required by the Board. The VP-Community Affairs shall be responsible for placing signs, posters, and/or publish fliers as needed in the community. The Community Affairs-VP will be in charge of internal community affairs, i.e., garage sale advertisements, BlockWatch, Welcoming Committee, Easter Egg Hunt, Halloween Party, block parties, etc.

Vice President of Community Relations: (Community Relations-VP) The Community Relations-VP shall attend the Association's relations to the community at large, i.e. to represent the W.E.C.A. on the Northland Community Council (NCC), and shall keep the board informed of happenings at the council meetings. The Community Relations-VP will also present School District updates to the Board.

Vice President of Media: (Media-VP) It will be the duty of the Media-VP for the production of the civic newsletter including getting articles from other members, organizing, typing, proof-reading, editing, printing, and distributing. The newsletter must be produced a minimum of once a quarter. The Media-VP is responsible for keeping the membership directory of Woodstream East.

Vice President of Community Physical Environment: (Environment-VP) It will be the duty of the Environment-VP coordinate the improvement of the Woodstream East physical environment including the common areas, recycling, curb tree, mulching, and lawn service.

Secretary/Treasurer: The secretary/treasurer shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; server notice of meeting of the Board and of the members; and shall perform such other duties as required by the Board. The secretary/treasurer shall receive and deposit in appropriate bank accounts all monies of the W.E.C.A. and shall disburse such funds as directed by resolution of the Board; shall sign all checks and promissory notes of the W.E.C.A.; keep proper accounts; shall prepare a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members who request them; and keep appropriate current records showing the members of the W.E.C.A. together with their addresses.

Section 3 Representatives. Representatives are to serve on a geographic basis in accordance with a section plan approved by the Board. Representative must serve from the section of their residence unless no Representative residing in the section is willing to serve. Representatives are responsible for collecting membership dues from their respective districts and getting the money to the Secretary/Treasurer. At that time, the President will appoint a representative. If after the appointment, a resident from the section volunteers to be the representative, they may request a ruling from the Board.

Section 4 The Board shall have the authority and power to pass resolution as it deems necessary to promote civic unity and improvement.

Section 5 It shall be the duty of the Board to manage the affairs of the W.E.C.A. to the best of their ability and to arrange for the general membership meeting and any other meetings it deems necessary. Minutes of all Board meeting shall be made available upon request to all members of the Board within fifteen (15) days after such meetings are held.

Section 6 Expenditure of the funds of the W.E.C.A. shall be at the discretion of the Board in furtherance of the business of the W.E.C.A.

Section 7 The Board shall meet at least six(6) times each year, by under no circumstances shall more than two(2) calendar months elapse between two such meetings. Sixty (60) percent of the Board shall constitute a quorum to transact business.

Section 8 No Board member, while involved in any act or activity on behalf of W.E.C.A., shall be held personally responsible for any damage or injury.

Section 9 Any Representative who misses two (2) consecutive meetings of the Board without notifying the President shall be excused from the Board. This provision shall be exercised at the discretion of the President. At all meetings of the Board written proxies shall be accepted by the President for any Representative unable to attend said meetings. Representatives shall be permitted to appoint an alternate, who at all meetings shall act for and as if the Representative were present, provided such alternate has a written proxy signed by the Representative. Officers may be removed for cause with the concurrence of three-fourths of the entire Board. Interim Officers, from offices vacated by removal or resignation, shall be appointed by the President until the annual election of Officers and Representatives. A pre-term vacancy in the office of the President shall be filled upon a majority vote from the remaining Board members. Representatives may be removed for cause only by re-election in said district.

Article VII BOOKS AND RECORDS

Section 1 The books, records, and papers of the W.E.C.A. shall, during reasonable hours, be available for inspection by any member. Copies of the bylaws of the W.E.C.A. and minutes of all meetings shall be available at a reasonable cost by written request to the P.O. Box of the W.E.C.A.

Article VIII ELECTIONS

Section 1 The elections for the Officers and Representatives will be at the annual meeting held during the month of April. The new officers and Representatives will take office seven days following the election. A member of the W.E.C.A. who wants to run for either the position of officer or Representative must notify the board at least 30 days prior to the elections. However, nominations can be made from the floor.

Article IX AMENDMENTS

Section 1 These Bylaws may be amended at any meeting of the Board after written notice of the proposed amendment has been sent to each voting member not less than seven(7) days prior to such meeting. A two-thirds(2/3) majority of the Board present shall be sufficient to approve any amendment.

Article X PARLIAMENTARY PROCEDURES

Section 1 Robert's Rules of Order shall be considered authority and shall govern on all matters involving parliamentary procedure.

Large Print copies of the constitution and bylaws available upon request. Revised 4/17/93