



# BYLAWS

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## *NORTHLAND COMMUNITY COUNCIL*

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*Growth through Cooperation*

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# BYLAWS

of the

## Northland Community Council, Inc.

### ARTICLE I. NAME AND LOCATION

#### *Section 1: Name*

The name of the organization is the NORTHLAND COMMUNITY COUNCIL, INC. AN OHIO NON-PROFIT CORPORATION. (NORTHLAND COMMUNITY COUNCIL, INC. will be alternatively referred to herein as NCC or the Council.)

#### *Section 2: Location and Mailing Address of Council*

The principal office of the Council is located in the city of Columbus, Franklin County, Ohio. The mailing address of the Corporation is P.O. Box 297836, COLUMBUS, OHIO 43229

### ARTICLE II. PURPOSE OF THE CORPORATION

#### *Section 1: Purpose*

The purposes for which the NORTHLAND COMMUNITY COUNCIL, INC. exists are as follows:

- To promote and foster the development and improvement of the NCC Service Area as defined in Article III of these Bylaws; to promote and foster good will and mutual understanding among the residents and member organizations of the Service Area; and to engage in such activities that shall raise the standard of civic responsibility and community welfare through the joint action of the members of the Council.
- To coordinate the efforts and activities of civic associations, homeowners associations and other organizations within said Service Area and to represent and communicate the interests of the residents and member organizations to government officials, councils and boards.
- To promote and assist in the formation of civic associations and other voluntary civic organizations in the NCC Service Area where none currently exist, and to encourage participation by residents of the NCC Service Area in their respective civic organizations.
- To promote the general welfare, proper growth and desirable development of the NCC Service Area, and the specific welfare of its members and its residents.
- To engage in all other activities for which persons, unincorporated associations, or corporations may lawfully join together in a corporation not-for-profit.
- To have and exercise all the rights and powers conferred on non-profit corporations under the Ohio Non-Profit Corporation law, as such law is now in effect or may at any time hereafter be amended.
- To do all other acts necessary or expedient for the administration of the affairs of the purpose of this corporation.

#### *Section 2: Central Ohio Region*

In recognition that the issues the Council addresses may affect the entire Central Ohio region, the Council acknowledges its obligation and responsibility to work for the betterment, improvement, and general good of the Central Ohio region.

## **ARTICLE III. GEOGRAPHIC BOUNDARIES OF THE COUNCIL**

### ***Section 1: Service Area***

The Council was formed in and has traditionally served those member organizations and the residents of the NORTHLAND AREA, defined in NCC's Articles of Incorporation as "the northeastern area of the City of Columbus," and the Council hereby reaffirms its commitment to serve the members of NCC, the residents and other organizations of the Northland area and its Service Area.

### ***Section 2: Right to Change Geographic Boundaries***

The Council reserves the right to propose to change the geographic boundaries of its Service Area by majority vote of the Council, and to seek the endorsement of the City of Columbus and/or other governing agencies for such a change.

### ***Section 3: Geographic Boundaries***

The geographic boundaries of the Service Area of the Council, as may be amended pursuant to Section 2 of this Article, are as follows:

- NORTHERN BOUNDARY is I-270 east to Shrock Road to Alum Creek, Alum Creek south to I-270, I-270 east to Westerville Road, Westerville Road south to Alum Creek, Alum Creek south to S.R. 161, S.R. 161 east to Sunbury Road, Sunbury Road north to the Columbus/Blendon Township line, east along the Columbus line to Big Walnut Creek, Big Walnut Creek north to Central College Road, Central College Road east to the New Albany line on the eastern boundary.
- EASTERN BOUNDARY is the New Albany city limit line from Central College Road on the north to Morse Road on the south.
- SOUTHERN BOUNDARY is Morse Road west to Conrail track, south to Ferris, excluded township land north of Ferris Road as of 1988, west to Karl Road, south to Cooke Road and west to the Penn railroad Tracks.
- WESTERN BOUNDARY is Penn Railroad tracks, north to Worthington City limits and parallel to its eastern boundary north to I-270

(Reference to all roads or streets means to the center line of said road or street.)

## **ARTICLE IV. MEMBERSHIP**

### ***Section 1: Membership Defined***

Membership in the Council shall be open to all civic associations, homeowners associations, civic groups, service clubs or other organizations that subscribe to the basic purpose of NCC as set forth in Section 7 of this article and are located within the Service Area.

### ***Section 2: Regular Membership Defined***

Organizations which meet all of the criteria for membership set forth elsewhere in this Article, including those for Regular membership, and which are now or become members of the Council, shall be referred to as Regular members. All Regular members shall have equal privileges and obligations with respect to Council membership.

### ***Section 3: Associate Membership Defined***

Associate membership shall be open to other types of organizations, such as commercial, church or social associations. Associate members shall be non-voting and ineligible to participate in committees, but shall otherwise enjoy and be subject to the rights and responsibilities of Regular members.

***Section 4: Associate Members Are Entitled To One Non-Voting Representative at Meetings***

Associate membership entitles the associate member organization to have one (1) non-voting representative in attendance at Northland Community Council meetings, and at the direction of the President or Council may have representatives serve on various committees or undertake other assignments.

***Section 5: Roster of Membership***

A current roster of membership for all Regular and Associate members shall be maintained by the Secretary of NCC. The Secretary shall update the roster as required, shall maintain an historical record of changes in the roster, and shall make the current roster available to members of the Council.

***Section 6: Application for Membership***

Eligible organizations may apply for membership by written application to the Council signed by at least two officers of the organization.

Upon receiving a formal application, and a copy of the charter, constitution and/or bylaws of the applicant, the President shall direct the Executive Committee to review the qualifications of the applicant.

The Executive Committee shall thereafter make recommendations to the full Council on the applicant's acceptability for membership in and its conformance to the purposes of the Council.

***Section 7: Criteria***

The primary criteria for judging any applicant organization shall be that its purpose shall be consistent with those of NCC and that it is willing to uphold the Bylaws of NCC.

No organization may be admitted to membership in the Council which excludes from its own membership any person or group of people on the basis of race, creed, religion, gender or sexual orientation.

It shall be a qualification for Regular membership that the applicant shall be a non-profit, non-denominational, non-sectarian, fully organized and chartered civic association, homeowners association, civic group, or service club located in the NCC Service Area as defined in Article II. The prospective Regular member organization should be primarily composed of members and officers who are volunteers, who are non-compensated for their service to the organization, and who do not have a commercial and/or financial interest in their organization or the Council.

Organizations which do not meet one or more of the criteria for Regular membership but which otherwise meet the criteria in this section may apply and be considered for Associate membership.

***Section 8: Majority Approval Needed***

An application for admission to membership in the Council must be approved by majority vote of the Council.

Upon approval of the Council and the payment of dues, the applicant organization shall be admitted to membership and shall have and assume the rights, privileges and responsibilities applicable thereto.

**ARTICLE V. REPRESENTATION AND VOTING**

***Section 1: Representation***

Each general member shall designate two (2) representatives, and at least one (1) alternate representative, to represent its interest and cast its votes on all matters before Council.

***Section 2: Designation of Representatives and Alternates***

Each member organization shall designate its representatives and alternates by written resolution of the member organization, or by letter from the president of the general member, filed in writing with the Secretary of Council.

It is solely up to and the responsibility of the member organization to determine the voting order of their primary representatives and alternates, and in the written notice or letter, shall designate the order in which the alternates replace the primary representatives.

The general member may change its representatives and alternates at will, but the change shall not become effective until the Secretary of Council receives written notice of the change.

***Section 3: Representative May Vote for Only One Member***

A voting representative or alternate shall not cast a vote for more than one member organization.

***Section 4: Each General Member Shall Be Entitled To Two Votes***

Each general member organization of Northland Community Council shall be entitled to cast a total of two votes. The primary representatives or alternates must be present to separately cast the members' votes.

***Section 5: Officers Not Entitled To Vote Unless the Officer Is the Designated Representative or Alternate of a Member***

Officers of Council are not permitted to cast a vote on any matter before Council or vote in the yearly election of officers, unless, and only if, the officer is a designated representative or alternate of a general member.

***Section 6: Representatives Must Be Present To Vote***

At a regularly scheduled or special meeting, each designated representative or alternate must be in attendance to separately cast each general member's two votes.

If only one representative or alternate is present then the organization can have but one vote.

***Section 7: Conflict of Interest***

No officer, committee member, or representative of NCC shall represent NCC on matters for which said representation creates a conflict of interest. In the event a conflict of interest exists, the officer, committee member, or a representative shall request that a substitute be appointed to represent NCC on said matter. If a substitute cannot be appointed for reasons beyond the control of the officer, committee member, or representative, he or she shall abstain from voting on said matter as an officer, committee member, or representative of NCC.

**ARTICLE VI. DUES, ASSESSMENTS AND OTHER RESPONSIBILITIES OF MEMBERSHIP**

***Section 1: Annual Dues***

Annual general membership dues, as determined by Council, shall be paid by each member organization.

Annual associate membership dues, as determined by Council, shall be paid by associate members and handled in a like manner as the general dues.

***Section 2: Budget***

A budget Committee composed of at least three members of the Northland Community Council shall be appointed by the President at the regular March meeting. The Budget Committee shall determine and recommend the dues for the year to the Northland Community at the regular April meeting.

The Northland Community Council shall approve the final dues at the regular April meeting by majority vote of the Council.

***Section 3: Notice of Dues***

Notice of the annual dues shall be sent to each member organization not present at the April meeting prior to the May meeting. Dues are to be paid by each member organization on or before the regular June meeting.

Organizations not having paid their dues by the regular August meeting shall be sent written notice of their delinquency and informed that they will lose their voting rights and may be expelled from Council for their failure to pay dues. Notices shall be sent to the general member's representative and president.

Dues for newly admitted member organizations shall be prorated for a partial year of membership. Said proration shall be based upon a twelve-month year commencing in March, and shall include the month during which membership was accepted by NCC.

Dues are not refundable at any time.

***Section 4: Loss of Voting Privileges; Reinstatement***

If a member fails to pay its annual dues and/or assessments by the September regular meeting, it shall forfeit its voting privileges effective at that meeting. The member's voting privileges shall be immediately reinstated upon payment of all amounts which are delinquent, or may be reinstated during or subsequent to the September meeting by majority vote of the Council.

A general member having had no designated representative in attendance for three (3) consecutive regular Council meetings will forfeit voting privileges effective immediately thereafter, and will no longer be considered a member "in good standing" for the purpose of determining quorum or for other purposes. Thereafter, the attendance of any one or more of the member's designated representatives at both of two (2) consecutive regular meetings will result in reinstatement of the member's voting privileges effective at the second meeting.

***Section 5: Expulsion of Member Organizations for Cause; Reinstatement***

A member organization not having paid its dues, assessments or other charges for a period of six (6) months after said payment becomes due may be considered for expulsion from the Council.

A general member which has lost voting privileges due to lack of attendance as provided in Section 4 of this article shall, upon continued lack of attendance for an additional three (3) consecutive regular Council meetings, be considered for expulsion from the Council.

Prior to a member organization being considered for expulsion, the Council shall direct the Secretary to send written notice to the organization's representatives and president, informing the member that they will be considered for expulsion at the next or a subsequent regular meeting of the Council. The Council may, at the next or a subsequent regular meeting, and after due consideration of the reasons, if known, for the failure of the organization to meet its responsibilities, expel the delinquent member by majority vote of the Council. Failure of the Council to take up the question of expulsion of a delinquent member at any meeting shall not prevent the Council from doing so at any subsequent meeting so long as the member remains delinquent.

An expelled member may be reinstated upon the terms applied to new membership applicants to the Council.

***Section 6: Special Assessments***

Special assessments may be voted on by member organizations of the Northland Community Council for specifically stated purposes, and may be used for those purposes only. Members shall receive a 30 day notice of a vote for such assessment. Failure to pay such an assessment by a member organization shall deprive said organization of only such specific privileges as the assessment provides, except that the Council reserves the right to expel said organization as set forth in Section 3, of this article.

***Section 7: Banquet Assessment***

Northland Community Council has an annual installation of officers banquet, for which the member organizations have been assessed a fee. The Council shall set the annual banquet assessment, after report of the Banquet Committee, at its January meeting.

Organizations that fail to pay the banquet assessment may be expelled from Council as set forth herein. However, prior to the expulsion, Council should consider the finances and reasons for the organization's failure to pay the assessment.

***Section 8: Expenditures***

Expenditures other than from the approved budget in excess of Fifty Dollars (\$50.00) shall be approved by Council at a regular scheduled meeting. Expenditures of an amount less than \$50.00 shall need the approval of at least two officers of the Northland Community Council, Inc.

## **ARTICLE VII. MEETINGS**

### ***Section 1: Regular Monthly Meetings***

Regular Council meetings shall be held twelve times a year, on a usual day and at a time and place approved by the Council.

The Executive Committee may agree to change such regular meeting date, time and/or place on a temporary basis as may become necessary because of availability of meeting space, special needs for a particular meeting, etc., but should ensure that adequate and timely notice is given all members of the change prior to the meeting.

The regular meeting date, time and/or place of the Council may be changed on a permanent basis upon majority approval of the Council. A motion for such a change may be made by any member in good standing. A permanent change approved by the Council will be effective no sooner than the second month following the Council's approval to provide for adequate and timely notice to all members.

### ***Section 2: Quorum***

At least one representative from at least 33 and 1/3% (one third) of general members in good standing must be present to constitute a quorum at all regular or special meetings.

### ***Section 3: Matters Decided By Majority Vote of Representatives Present***

Except on matters in these Bylaws requiring a different percentage or number of votes, all matters or motions which are properly before Council for vote, shall be adopted by majority vote of those designated representatives or alternates present at the meeting and entitled to vote.

Throughout this document, reference is made to matters which require majority vote of Council. Said reference means that matters or motions properly before Council for vote must receive more than Fifty percent (50%) of the affirmative votes of the designated representatives, or alternates taking the place of the designated representatives, present and entitled to vote.

On any matter pertaining to zoning, graphics, traffic, or other such matters which may require representation by NCC or one of its members, NCC shall not take a position in opposition to a member organization if said matter solely or directly impacts or affects the said member organization unless said opposition is approved by a 2/3 affirmative vote of the designated representatives, or alternates taking the place of the designated representatives, present and entitled to vote.

### ***Section 4: Order of Business or Agenda***

The order of business or agenda at regular meetings shall consist of no less than the following items: Call to Order, Secretary's Minutes, Treasurer's Report, Old Business, New Business, and Adjournment. The order of these items is to be at the discretion of the President.

The order of business or agenda adopted and followed by Council may be changed at a regular meeting by majority vote of Council.

### ***Section 5: Robert's Rules of Order***

The rules contained in *Robert's Rules of Order, Revised* or any revision of said *Rules* as hereafter revised, shall govern at regular and special Northland Community Council meetings in all cases to which they are applicable and in which they are not inconsistent with these revised Bylaws, or with any special rules of procedure or other regulations hereafter adopted by Council.

### ***Section 6: Special Meetings***

Special Northland Community Council meetings may be called by the President, or at the written request of any two general members.

When two member organizations deem it necessary that a special meeting be called, they shall give written notice to the President of their demand for a special meeting and the purpose or purposes for which the special meeting is to be called.

Upon receiving notification that two member organizations request a special meeting, the President shall call a special meeting by directing the Secretary to send written notification to each general member's representative and president.

The special meeting shall be held within twenty-one (21) days of receipt by the President of the written notice from the two member organizations.

The Secretary, in the written notification to the members, shall give the time and place of the meeting, giving at least three (3) days notice of the time of the special meeting and shall state the purpose or purposes for which the special meeting is being held.

The business of the special meeting shall be limited to purpose or purposes as stated in the notice of the meeting.

## **ARTICLE VIII. OFFICERS**

### ***Section 1: Officers***

The officers of the Northland Community Council shall be a President, Vice President, Secretary, Treasurer, and Past President.

### ***Section 2: Executive Board***

The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer and Past President.

Executive Board meetings shall be called by the President and may conduct such business as the Board determines. All actions taken by the Executive Board shall be reported to Council at the next regular meeting.

### ***Section 3: Eligibility for Office***

Any person to be eligible for office must be a duly elected representative, trustee or officer of the member organization or a duly appointed representative or alternate to NCC and must be available for one year for their elected duties on Council by agreement of their organization.

### ***Section 4: Nominating Committee***

A Nominating Committee shall be appointed by the Northland Community Council President at the regular November meeting. This Committee shall submit a report containing their nominations at the regular January meeting.

On the night of the election, nominations may be submitted from the floor by any representative or alternate of a general member.

### ***Section 5: Voting Procedure***

All officers shall be elected annually at the regular February meeting. Council shall adopt the manner in which the member organizations cast their ballots for officers, except that voting on contested offices shall be by secret ballot unless waived by all candidates and members present.

The nominee receiving the plurality of the votes cast (meaning in a contest of more than two alternatives, the candidate receiving the greatest number of votes) by the eligible representatives present and voting shall be elected.

Officers shall be filled in the order of President, Vice President, Secretary, and Treasurer by separate ballots.

Defeated candidates may be nominated for other offices. No member organization may have more than two representatives holding office.

Each general member shall be entitled to a maximum of two votes. The designated representatives or alternates must be in attendance to separately cast each of the general members' votes.

**Section 6: Term of Office and Limitations**

Officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Inauguration of the newly elected officers shall be at the March meeting or at the annual inauguration dinner.

**Section 7: Vacancies in Office**

Vacancies in the office of President shall be filled by the Vice President. Vacancies in the office of Vice President, Secretary, and Treasurer shall be filled by an election held at the next regular meeting under the same rules governing regular elections. Vacancies shall be filled for the unexpired term of that office.

**Section 8: Removal of Officers**

An officer may be removed from office by approval of eighty-five percent (85%) of all representatives or alternates present and voting.

**Section 9: Duties of Officers**

**Subsection 1: President**

The President shall be the chief executive officer of Council and shall preside at all regular or special meetings of the Northland Community Council. The President shall also chair the Executive Board. As chief executive officer the President shall exercise general supervision over the affairs of Council and over the other officers of Council seeing that each officer performs their duties as outlined in these Bylaws.

The President shall appoint the chairpersons of all committees, and shall be a member *ex officio* of all committees except the Nominating Committee.

The President shall be responsible for arranging regular and special meetings of Council, arranging the agenda for said meetings, and for notifying each representative and member organization of the time and place of Council's meetings. The President shall be helped in this responsibility and may delegate authority to the Secretary of Council.

The President may issue invitations to any guests to attend any regular or special meeting of Council and shall be responsible for all correspondence to or for Council.

The President shall have the prerogative of delegating duties to officers or representatives of Council and shall give a monthly report of his actions and the correspondence of Council at each meeting.

Each year at the next regular meeting following the election of officers of NCC, the President shall submit to the members a proposed Annual Plan, which Annual Plan shall describe the President's goals, objectives, and planned programs and activities for NCC during the President's term. The President shall solicit the advice and opinions of members of NCC relative to the proposed Annual Plan. Not later than the next proceeding regular meeting of the NCC, or a special meeting called for that purpose, the President shall submit to the members of NCC a final Annual Plan incorporating member comments as deemed appropriate by the President. Said Annual Plan shall be consistent with the purposes of NCC as described in Article II, and shall serve as the President's basic agenda during his or her term.

The President shall give a monthly report to Council and shall inform and bring to the attention of Council all matters within the President's knowledge that reasonably affects Council or its members.

Council shall have the right to assign duties to the president in addition to those enumerated herein and may order the President to take or refrain from certain action. Council reserves the right to reverse or take action different than the action of the President by vote at a regular meeting or a special meeting called for such purpose.

**Subsection 2: Vice President**

The Vice President shall assist the President and shall perform duties as required by the President or by Council. In the absence of the President, or if the President is unable from any cause to act, the Vice President shall preside at all regular or special meetings of Council and shall perform all duties of the absent President. The Vice President shall inform Council of any action taken on behalf of the President.

**Subsection 3: Secretary**

The Secretary shall keep an accurate record of the minutes of all meeting of Council and the Executive Board and shall report said minutes of Council to all member organizations on a monthly basis.

The Secretary shall also keep a record of all documents, records and other papers of Council, be responsible for handling all correspondence of Council or the President, issue all required notices, carry into execution all orders, votes, and resolutions not otherwise committed.

The secretary shall prepare minutes of each meeting and may read said minutes, if requested to do so by any representative, at regular meetings of Council.

It shall be the duty of the Secretary to keep a record of all organizations that are members of Council, to determine their voting status as members, and to keep a record of the representatives, alternates, and president of each member organization. The Secretary may maintain and supply any and all forms necessary to carry out the duties of Secretary.

The Secretary, with permission of Council, may delegate certain duties to assistants and shall perform such other duties as required by the President or Council.

**Subsection 4: Treasurer**

It shall be the duty of the Treasurer to collect, keep, and expend monies on the approval of the Northland Community Council, and to keep an accurate record of the finances.

An Audit Committee of at least three members, excluding the Treasurer, shall be appointed by the President to perform an audit in March of each year. The results of the audit shall be reported at the next scheduled regular meeting. The Treasurer shall communicate the status of any delinquent account to the Secretary, President and Council. The Treasurer should give a monthly report of the income and expenditures of NCC, the status of any bank account, the status of any member's account and shall give an annual report at the regular April meeting of Council.

**Subsection 5: Past President**

The Past President shall assist the President and Council as requested. The Past President shall have the same voting rights as any other officer at Executive Board meetings. The immediate Past President shall serve in said office for a period of no longer than one (1) year. If the office of Past President becomes vacant, the position shall not be filled until a new President is elected.

**Subsection 6: Compensation Of Officers And Others**

Neither the officers, representatives, nor other persons associated with Council shall receive any salary or other compensation for their services rendered to Council, except that upon approval of Council they may be reimbursed for actual expenses incurred or paid on behalf of Council. Officers or representatives, upon Council's prior approval and after full disclosure of any conflicts to Council, may be paid the reasonable value of their professional or trade services, or as a vendor of supplies or other items to Council.

**ARTICLE IX. COMMITTEES**

***Section 1: Standing Committees***

The following committees shall be standing committees of NCC:

- Development
- Neighborhood Services.

Committee meetings shall be held at least once per month unless there is no business to come before the committee. Reports of the committee shall be given by the chairperson at regular Council meetings.

***Section 2: Special Committees***

Special committees of Council shall be the Budget Committee, Banquet Committee, Membership Committee, Social Committee, Nominating Committee, Audit Committee, and Bylaw Committee. Other special committees may be established by Council.

***Section 3: Other Committees***

Such other committees, standing or special, may be appointed by the President or Council, as they shall from time to time deem necessary to carry out the work of Council.

***Section 4: Representation and Voting At Committee Meetings***

Each member organization should be represented on all standing committees. Each member organization is entitled to one vote at any standing committee meeting.

***Section 5: Committee Guidelines***

Each standing committee shall establish rules and procedures to govern its deliberations and actions. Said rules and procedures shall become effective and may be modified only by majority vote of Council at a regular NCC meeting. Rules and procedures of all standing committees shall be kept on file by the NCC Secretary and the committee chairperson, and shall be available to representatives of member organizations upon request.

At all times said committee shall comply with Article VII, Section 3, Paragraph 3, provided the affected member organization (as described in Article VII) participates in committee deliberations.

***Section 6: Committee Meeting Schedule and Procedure***

The chairperson of each committee shall set the time and place of each committee meeting giving due consideration to the wishes of other committee members.

**ARTICLE X. NOTIFICATION OF ISSUES**

NCC officers or representatives who are members of a Board or Commission which addresses matters of potential importance to a member organization of NCC shall diligently attempt to inform a member organization president or representative about any matter before said Board or Commission which may impact said member organization. Nothing in this Article X shall require an officer or representative to violate any rules, regulations, or other confidentiality requirements to which he or she may be subject as a member of said Board or Commission.

**ARTICLE XI. AMENDMENTS TO ARTICLES OF INCORPORATION AND BYLAWS**

The Articles of Incorporation and Bylaws of Northland Community Council may be amended at any regular meeting of the Northland Community Council by a two-thirds vote of all representatives or alternates in attendance and voting, provided that the amendment or amendments have been submitted in writing at the previous regular meeting.

Any amendment which is substantial in content shall be committed to the Bylaw Committee. The Bylaw Committee shall diligently and timely review said amendment for form and content; deliberate upon its content if necessary; and report said amendment, as may be amended by the Committee, to Council.

## APPENDIX A: *Amendment History*

This Amendment History of the **Bylaws of the Northland Community Council, Inc.** is not an official part of the Bylaws, but is attached to the Bylaws as a convenience for Council officers and members. It should be updated as the provisions of the Bylaws are amended by Council.

Date of Amendment	Description of Amendment
March 1995	Revision date of source document (apparently retyped from fax some time subsequent to this date)
1999?	Article I, Section 3, "Geographic Boundaries": NCC Service Area expanded to include West Albany and other communities outside "original" Northland (Planning Area 6).
February 7, 2006	Deleted provision of Article VIII, Section 3 which prohibited the service of the president of an NCC member organization as the president of NCC.
October 2, 2007	Add attendance requirements for member organizations to maintain voting privileges and Council membership in Article VI; add mechanism to change meeting date/location and remove specific meeting location in Article VII; change quorum requirement from majority to 33 1/3% of member organizations in Article VII.
April 1, 2008	Reduced number of alternative names for the Council; included references to homeowners associations as well as civic associations as applicable; amended Article II to include the formation of new voluntary associations and encouragement of citizen involvement among the organization's purposes; better defined privileges of Regular and Associate membership; removed requirement that all members and officers of Council member organizations be non-compensated volunteers.

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## APPENDIX B: *Dates and Duties*

This list of dates and duties described in the **Bylaws of the Northland Community Council, Inc.** is not an official part of the Bylaws, but is attached to the Bylaws as a convenience for Council officers and members. It should be updated as the provisions of the Bylaws are amended by Council.

Unless otherwise indicated, reference to a calendar month refers to the date of the regular scheduled meeting of the Council during that month. Unless otherwise indicated, all actions are performed by a majority vote of Council as described in the Bylaws.

<b>Date</b>	<b>Duties</b>
January	<ul style="list-style-type: none"> <li>▪ Expulsion of delinquent members</li> <li>▪ Report of Banquet Committee</li> <li>▪ Approval of amount of banquet assessment</li> <li>▪ Report of Nominating Committee</li> </ul>
February	<ul style="list-style-type: none"> <li>▪ Election of officers</li> <li>▪ (date determined by Council) Awards banquet/ inauguration of officers</li> </ul>
March	<ul style="list-style-type: none"> <li>▪ (1st) Beginning of membership year for dues proration</li> <li>▪ Inauguration of officers (if not at banquet)</li> <li>▪ Presentation of preliminary Annual Plan (President)</li> <li>▪ Appointment of Audit Committee (President)</li> <li>▪ Appointment of Budget Committee (President)</li> <li>▪ (15<sup>th</sup>) Beginning of fiscal year</li> </ul>
April	<ul style="list-style-type: none"> <li>▪ Presentation of final Annual Plan (President)</li> <li>▪ Report of Audit Committee</li> <li>▪ Report of Budget Committee and dues recommendation</li> <li>▪ Approval of annual budget and of annual dues amount</li> </ul>
May	<ul style="list-style-type: none"> <li>▪ (prior to) Written notice to members of annual dues amount (Secretary)</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ (prior to) Dues to be paid by member organizations</li> </ul>
July	
August	<ul style="list-style-type: none"> <li>▪ (subsequent to) Written notice to members of delinquent annual dues (Secretary)</li> </ul>
September	<ul style="list-style-type: none"> <li>▪ Loss of voting privileges by members with delinquent annual dues</li> </ul>
October	
November	<ul style="list-style-type: none"> <li>▪ Appointment of Nominating Committee (President)</li> </ul>
December	<ul style="list-style-type: none"> <li>▪ Written notice to delinquent members of pending expulsion (Secretary)</li> </ul>