



*Brittany Hills Civic Association, Inc.*

Email: [bhca@BrittanyHills.net](mailto:bhca@BrittanyHills.net)

Website: [www.BrittanyHills.net](http://www.BrittanyHills.net)

Dear Neighbor,

Your Civic Association is working to make Brittany Hills a healthy, safe, and prosperous community. In order to reach our goals, we need the support of our fellow Brittany Hills residents. So here are some things you can do to help:

- **Commit to paying membership dues of \$60 per year** – When you contribute to the Operating Fund, you get full membership rights and privileges. See the enclosed Membership Comparison for details. Complete the enclosed Dues Commitment form and return it to the address indicated on the form.
- **Attend the BHCA General Meeting** – When you attend on the third (3<sup>rd</sup>) Thursday of each month, you get information about the activities and plans of the BHCA. Meeting locations will be announced.
- **Join a BHCA Committee** – When you volunteer your time, you get to help develop and deliver programs and services beneficial to the children, adults, and senior citizens of our community. Select one or more committees from the enclosed list.

Please join your fellow residents in supporting your BHCA!

Sincerely,

*Brittany Hills Civic Association, Inc.*



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<b>Membership Highlights</b> (from By-Laws effective 8/31/2006)	<b>Limited</b>	<b>General</b>	<b>Full</b>
<b>Annual Dues</b> (nonrefundable; paid in full by March 31 <sup>st</sup> )	\$0 / year	\$0 / year	\$60 / year
Currently lives in (but does not own) one of the 424 homes in the original Brittany Hills Turnkey III community		✓	
Currently lives in the expanded Brittany Hills community as defined by the North Central Area Commission (NCAC)	✓		
Currently owns one of the 424 homes in the original Brittany Hills Turnkey III community		✓	✓
May serve on one or more BHCA standing committee(s)	✓	✓	✓
May cast one vote per household on all matters concerning the development, funding, delivery, and termination of BHCA programs and events		✓	✓
Receives full or partial discount on advertised cost when participating in BHCA programs and events			✓
May cast one vote per household on all matters pertaining to the Brittany Hills community as defined by the NCAC	✓	✓	✓
May cast one vote per household in BHCA elections	✓	✓	✓
May cast one vote per household on all matters concerning BHCA operations			✓
Retains access rights and privileges associated with BHCA common property		✓	✓
Retains ownership rights and privileges associated with BHCA common property			✓
May cast one vote per household on all matters concerning the development, management, lease, and/or sale of property owned by the BHCA			✓
May serve on the BHCA Board of Directors in one of the three (3) at-large positions designated for the expanded Brittany Hills community	✓		
May serve on the BHCA Board of Directors as a member-at-large or Executive Officer (President, Vice-President, Secretary, Treasurer, Parliamentarian)			✓
May upgrade to Full membership upon payment of the BHCA membership dues		✓	

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*Brittany Hills Civic Association, Inc.*

Dues Commitment • Committee Sign-Up • Activity Survey • Vendor Notice

Send Payments to:  
BHCA  
1926 Brocton Road  
Columbus, OH 43219

Please fill in the information below and return this form with your cash, check, or money order made payable to *Brittany Hills Civic Association (or BHCA)*. For more information, visit the BHCA website at [www.BrittanyHills.net](http://www.BrittanyHills.net), or call (614) 475-5243.

Name

Address

City, State, Zip

Phone

Include in official BHCA correspondence?

Yes

No

E-mail Address

I would like to join the following committee(s):

1.

2.

3.

4.

Yes, I will pay dues to support the operations of my BHCA. Please bill me according to the frequency checked below. My initial payment is enclosed.

Signature:

I would like the BHCA property to be used for the following activities/events:

1.

2.

Annual dues = \$60

1 payment of \$60

Cash

Check

3 payments of \$20 per month

Money Order

I am interested in becoming a BHCA vendor for the following product(s) and/or service(s):

1.

2.

Total Enclosed

\$

*Brittany Hills Civic Association, Inc.*

**R E C E I P T**

Date:

From:

\$

Dollars

For membership dues

Cash

Check

Money Order

By: \_\_\_\_\_

*Save this receipt for your records. Your contribution may be tax deductible.*



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## Join a BHCA Committee!

Help improve Brittany Hills by joining one or more of the following committees.

Committee	Purpose / Function
<b>Beautification</b>	<ul style="list-style-type: none"><li>• Plan and maintain community flower gardens and decor of common spaces.</li></ul>
<b>Community Organizer</b>	<ul style="list-style-type: none"><li>• Act as liaison between the Board of Directors and your immediate neighbors.</li><li>• Attend general meetings and then meet with your neighbors to keep them informed and organized.</li></ul>
<b>Development</b>	<ul style="list-style-type: none"><li>• Manage development of BHCA programs.</li><li>• Research, recommend, and apply for grants to fund BHCA programs.</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• Plan and organize educational events for the community (i.e. seminars, home schooling, book clubs, computer literacy, etc.).</li></ul>
<b>Environmental</b>	<ul style="list-style-type: none"><li>• Work to ensure the community has proper signage, lighting, walkways, trash removal, street and sidewalk repair, etc.</li><li>• Ensures that the community is connected to the appropriate public and community improvement entities.</li></ul>
<b>Finance</b>	<ul style="list-style-type: none"><li>• Develop the BHCA annual operating budget.</li><li>• Monitor and report BHCA financial activities.</li></ul>
<b>Fundraising</b>	<ul style="list-style-type: none"><li>• Plan, and develop fundraising opportunities (i.e. car wash, raffles, yard sales, bake sales).</li><li>• Monitor fundraising activities.</li></ul>
<b>Men's Workgroup</b>	<ul style="list-style-type: none"><li>• Participate as community leader for the safety, security, and social development of the entire community.</li></ul>
<b>Publicity</b>	<ul style="list-style-type: none"><li>• Advertise the work of the BHCA as appropriate</li><li>• Develop promotional materials (i.e. newsletter, flyers, press releases, website, etc.)</li></ul>
<b>Safe Community</b>	<ul style="list-style-type: none"><li>• Plan, develop, and implement safety programs and opportunities for the community (i.e. meet with police liaison officer; develop block watch program; initiate a "We Call the Police" campaign to inform residents and non-residents that we are watching).</li><li>• Majority participation should be men of the BHCA.</li></ul>
<b>Social &amp; Recreational</b>	<ul style="list-style-type: none"><li>• Plan and manage social and recreational activities (i.e. fitness program, sporting events, holiday parties, family nights, entertainment, etc.)</li></ul>
<b>Youth</b>	<ul style="list-style-type: none"><li>• Develop and organize youth and young-adult workgroups to plan programs and opportunities for the young people of the community.</li></ul>

To join, send email to [bhca@BrittanyHills.net](mailto:bhca@BrittanyHills.net) or sign up at the next general meeting.



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## Committee Guidelines

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All BHCA committees operate at the discretion of the President and the Board of Directors.

BHCA has established a number of "Standing Committees" to accomplish the multitude of activities necessary to develop a successful community-based organization.

Each Committee will operate under the advisement of a member of the BHCA Board of Directors. The Board member or designee may be appointed as the Chairperson.

Each Committee should:

- Select a chairperson
- Select a member to record committee actions/decisions
- Establish a regular meeting schedule
- Develop an action plan to accomplish the goals of the committee
- Determine if additional members are needed
- Determine what resources will be needed
- Create a committee budget
- Present a brief written report to the Board of Directors on the second (2<sup>nd</sup>) Thursday of each month

### FROM THE BY-LAWS

#### **Committee Chairperson and Members**

All Committees shall have as its Chairperson a member of the Board of Directors. The Chairperson shall be a voting member of the Committee. Committee members may be appointed to or volunteer to serve on the Committee. Tenure on a committee is without time limits; however, members may be removed for cause. All removals must be documented and approved by the Board of Directors.

#### **Committee Reports**

The Chairman of each committee shall make a report to the Board of Directors in writing of committee meetings and activities prior to each regular monthly meeting of the Board of Directors.

#### **Authority**

Unless specifically authorized in writing by the Board of Directors, a committee chairperson or a committee shall have no authority to legally obligate the BHCA or incur any unauthorized expenditures on behalf of the BHCA. All expenditures must be reviewed by the Finance Committee and authorized by the Board of Directors



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## BHCA Fact Sheet

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### Legal Status

- August 1969 Filed for non-profit corporation (NPC) status
- 1976 NPC status canceled
- 1978 NPC status reinstated
- 1982 Articles of Incorporation amended
- 1987 NPC status canceled
- 2003 NPC status reinstated
- 2003 Trade name changed
  - Old name: Brittany Hills Homebuyers Association, Inc.
  - New name: Brittany Hills Civic Association, Inc.

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### Tax Status

- Tax-exempt under section 528 of the Internal Revenue Code (IRC)
- Must file tax return Form 1120-H each year in order to retain our tax-exempt status
- Not tax-exempt under IRC section 501(c)(3)

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### Property Status

- 1972 Community Center built at 2618 Bethesda Avenue
- 1973 Property owned by Columbus Metropolitan Housing Authority (CMHA)
- December 1992 CMHA leased building and surrounding property to Columbus Recreation and Parks for \$1.00 per year for 50 years
- September 2003 CMHA and Columbus Recreation and Parks mutually terminated lease  
Property ownership transferred from CMHA to BHCA
- July 2005 Applied for Real Property Tax Exemption and Remission
- September 2007 Property Tax Exemption granted beginning with tax year 2005
- August 2008 Community Center and surrounding land at 2618 Bethesda Avenue sold  
to Praise Temple Community Church  
BHCA retained ownership of land parcel on south side of Bethesda Avenue & Sunbury Road

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*Brittany Hills Civic Association, Inc.*

*2618 Bethesda Avenue  
Columbus, OH 43219-1400*

## **BRITTANY HILLS CIVIC ASSOCIATION, INC**

### **BY-LAWS**

**(As Revised & Adopted 2006)**

#### **Article I** **NAME**

The name of this organization shall be the Brittany Hills Civic Association, Inc. as changed from the Brittany Hills Homebuyers Association and hereinafter referred to as the BHCA.

#### **Article II** **PURPOSE & FUNCTION**

The BHCA's primary purpose is to act on behalf of the Brittany Hills community in the pursuit of programs, resources, benefits and all other endeavors to ensure a clean and safe environment for all residents. In addition, the BHCA is charged by the Brittany Hills community with the responsibility to maintain, manage, or ensure the management of the Brittany Hills Community Center, hereinafter known as the Brittany Hills Community/Family Education and Cultural Center, Inc. (BHC/FECC), (also referred to as the BHC Family Education & Cultural Center, or the 'Center') and the attached properties. The BHCA shall:

- ♦ Maintain a viable leadership structure to ensure consistent and appropriate management of the BHCA
- ♦ Facilitate the Brittany Hills community to understand their role and responsibilities as communal property owners
- ♦ Promote the BHCA to new members of the Brittany Hills community to facilitate their representation in the BHCA
- ♦ Develop and/or attract appropriate social, recreational, educational, child care, health care and financial development programming to operate in the Brittany Hills Community Center for the benefit of Brittany Hills and the community at large
- ♦ Hold regular meetings of the BHCA and to ensure consistent program and financial reporting to the Brittany Hills community
- ♦ Develop and disseminate a community newsletter at least quarterly

- ♦ Provide representation of the Brittany Hills community at city and/or county government meetings, i.e., City Council, and at other community civic association meetings when appropriate
- ♦ To review, negotiate, authorize, and/or enter in contractual agreements on behalf of the Brittany Hills community.
- ♦ Ensure the upkeep, safety, and continued development of the BHC/FECC

The Brittany Hills community shall elect a Board of Directors to coordinate, facilitate, and carryout these activities and to act on behalf of the Brittany Hills Civic Association and the Brittany Hills community.

### **Article III** **AUTHORITY**

The Brittany Hills Homebuyers' Association (renamed, the Brittany Hills Civic Association) was originally appointed in 1969 as part of the Federal Department of Health and Human Services' Turn-Key III Homeownership program and the Columbus Metropolitan Housing Authority (CMHA). The Brittany Hills Homebuyers' Association was charged with representing Brittany Hills community members with the Columbus Metropolitan Housing Authority regarding all aspects of the homeownership program, including acquiring, holding title, and acting as the enforcing agent for all common grounds, building, and facilities on behalf of the "occupants" of the Brittany Hills community. During this period, monthly membership dues were assessed by CMHA as part of each resident's monthly mortgage payment.

Upon the withdrawal of the CMHA in 2003, the BHCA acquired sole ownership of the 8.2 acres of common property comprising the BHC/FECC site located at 2618 Bethesda Avenue. BHCA has the authority to act on behalf of the Brittany Hills community which comprises all homes included in all three (3) phases of the 1968 Turn-Key III Homeownership Program. BHCA acts on behalf of the Brittany Hills community regarding all matters concerning the Brittany Hills community, the BHC/FECC and all other commonly held property.

BHCA has the authority and responsibility to manage and/or to ensure the management of the BHC/FECC on behalf of the Brittany Hills community. All programs and services provided through the BHC/FECC are open to the general public without regard to race, ethnicity, or national origin. Attendance in some programs may be provided based upon income.

### **Article IV** **MEMBERSHIP**

Membership in the Brittany Hills Civic Association comprises four categories, Brittany Hills Full Membership, Brittany Hills Partner Membership, General Membership, and Limited Membership.

All current owners of homes comprising the original Brittany Hills Turn-Key community are designated members of and represented by the Brittany Hills Civic Association. The Brittany Hills homeowners comprise three membership categories, The Brittany Hills Homeowner Full Members, Brittany Hills Partner Members and the Brittany Hills General Members. Upon satisfaction of membership requirements, both Full Member and General Member categories may cast one-vote per household as prescribed in Article X, Section Three.

Limited Members comprise those persons who reside in the communities outside the Brittany Hills boundaries but which have been designated as part of the Brittany Hills Civic Association by the North Central Area Commission of the City of Columbus. Members who have met the membership requirements for this category also cast one-vote per household.

Residents of Brittany Hills Civic Association who are renters and not the actual homeowner may join the Brittany Hill Civic Association in the Limited Membership category and shall abide by all the rules regulating said category, including maintaining the 'one vote per household' regulation.

### **Section One: Brittany Hills Full Membership**

In this category, the Full Member

- Is an original or current owner of one of the 424 homes of the original Brittany Hills Community sponsored through the Federal Department of Health and Human Services
- Is registered and pays monthly dues as designated by the Board of Directors. Dues may not be less than \$10.00 monthly or more than \$25.00 monthly unless determined by a majority vote of eligible members. Dues may be paid monthly, quarterly, bi-annually, or annually.
  - At least 30% of the allocated dues must be applied to the management of the BHC/FECC
- Is a voting member. Only members whose dues are current qualify as voting members.
- Upon meeting current membership requirements, retains voting privileges on all matters concerning the BHCA and its commonly held property, the BHC/FECC (2618 Bethesda Avenue) and land (parcels #010-156433-00 and #010-156434-00), including lease, sale, construction/remodeling, commercial financing of the property. Must be a qualifying dues paying member for at least three (3) consecutive months. Full members also have oversight responsibility on matters concerning the development, funding, installation, termination, etc. of social, recreational, and/or educational programming offered by and/or through the BHC/FECC.

- Retains ownership rights and all privileges associated with ownership of the BHC/FECC and all common property
- May be elected to the BHCA Board of Directors and Executive Committee

### **Section Two: Brittany Hills Partner Membership**

- Is the child or parent of a current owner of one of the original 425 homes, and who previously lived in the home, but who now resides outside of the Brittany Hills community
- Pays annual dues as determined by Board of Directors, of at least \$50.00 and no more than \$75.00 annually. Dues paid monthly, quarterly, bi-annually, or annually
  - At least 30% of the allocated dues must be applied to the management of the BHC/FECC
- Has no voting privileges, except those attributed to members of BHCA and BHC/FECC workgroups and committees
- **May not** vote on matters associated with the construction, destruction, sale, commercial financing, administration, etc. concerning the commonly held building, BHC/FECC (2618 Bethesda Avenue) or land (parcels #010-156433-00 and #010-156434-00)
- May participate in all BHCA and BHC/FECC activities, social gatherings, programs, etc. at same level as Full Membership
- **May not** be elected to the BHCA Board of Directors and Executive Committee

### **Section Three: Brittany Hills General Membership**

In this category, the General Member

- Is an original or current owner of one of the 424 homes of the original Brittany Hills Community sponsored through the Federal Department of Health and Human Services
- **Is not** currently a dues paying member of the BHCA
- Has elected to pay dues as a Limited Member of the BHCA
- Retains voting privileges only on matters concerning the BHCA community at large

- **May not** vote on matters associated with the construction, destruction, sale, commercial financing, administration, etc. concerning the commonly held building, BHC/FECC (2618 Bethesda Avenue) or land (parcels #010-156433-00 and #010-156434-00)
- Has oversight responsibility on matters concerning the development, funding, installation, termination, etc. of social, recreational, and/or educational programming offered in the BHC/FECC (2618 Bethesda Avenue) and land (parcels #010-156433-00 and #010-156434-00)
- **Retains limited** ownership rights or privileges associated with ownership of the BHC/FECC or common property
- **May not** be elected to the BHCA Board of Directors or Executive Committee
- **Becomes a Brittany Hills Homeowner Member upon meeting the requirements for Full Membership**

#### **Section Four: Limited Membership**

In this category, the member

- Is a resident of the Brittany Hills community as defined by the North Central Area Commission (NCAC) for the purpose of ensuring representation of all north central area neighborhoods
- Resides as a 'renter' in a Brittany Hills community home owned by an individual or company to whom they pay rent.
- Was not an original member of the Turn Key III Program
- Pays annual dues as determined by Board of Directors, of at least \$50.00 and no more than \$75.00 annually. Dues may be paid monthly, quarterly, bi-annually, or annually
  - At least 30% of the allocated dues must be applied to the management of the BHC/FECC
- **May vote** on all matters pertaining to the Brittany Hills community and all other communities defined by the NCAC as part of the Brittany Hills Civic Association (One vote per household applies.)
- **May not** vote on matters pertaining to the ownership and privileges associated with ownership, including construction, destruction, sale or commercial financing, of the commonly property comprised of the

BHC/FECC (2618 Bethesda Avenue) and land (parcels #010-156433-00 and #010-156434-00)

- **May be** elected to fill one of three (3) Board At-Large positions designated for the expanded Brittany Hills Civic Association communities as designated by NCAC
- **May not** hold an Executive Officer position

### **Section Five: Renters**

Residents of the Brittany Hills Community who are renters and not the actual homeowner may join the Brittany Hills Civic Association in the Limited Membership category and shall abide by all the rules regulating said category, including maintaining the 'one vote per household' regulation.

### **Section Six: Dues**

Each Brittany Hills community household (424 homes) shall pay a monthly membership fee set by the Board of Directors. All other BHCA members shall pay a monthly fee assessed annually or monthly and based on the fees paid by comparable neighborhood civic associations.

Members who fail to pay membership dues for three (3) consecutive months shall forfeit of all voting rights. Voting rights are reinstated upon reestablishing dues payments for three consecutive months.

All elected Board and Executive Committee members must be residents of the community and current dues payers for at least three (3) months prior to their election or appointment to the BHCA Board of Directors.

## **Article V** **ORGANIZATION**

The Organization is the Brittany Hills Civic Association which is comprised of the original 424 homes of the Federal Department of Health and Human Service's HUD Turn-Key Three Homeownership Program initiated in 1968 and all commonly held buildings and land (parcels #010-156433-00 and #010-156434-00). The BHCA also includes members of surrounding communities designated and defined by the North Central Area Commission (NCAC) through the City of Columbus. The surrounding communities included as part of the organization as Limited Members are not included in the ownership of the Brittany Hills Community Center and commonly held land (parcels #010-156-433-00 and #010-156434-00).

## Article VI **COMMON PROPERTY**

All lands (parcel numbers 010-156433-00 and 010-156434-00) and building (2618 Bethesda Avenue) included as part of the Brittany Hills community through the 1969 Federal Department of Health and Human Services' Turn-Key III Homeownership program to be owned and operated by the BHCA. All common property was managed and maintained by the Columbus Metropolitan Housing Authority (CMHA) from 1973 through 2003. The BHCA acquired sole ownership of all common property on October 7, 2003.

- ▶ Thirty percent of BHCA Full, Partner, and General membership dues help to support and maintain all commonly held property identified herein, or which may be acquired by the BHCA.
- ▶ BHCA is responsible for the management and maintenance, or the cause thereof, of all commonly held property identified herein, or which may be acquired at a subsequent date.
  - The administration of the BHCA and the management, maintenance, and/or oversight of the BHC/FECC and surrounding common property will be conducted by a Board of Directors not to exceed 17 members, of which five members shall comprise the Executive Committee. Three (3) seats shall be held as voting "At-Large" seats for representatives of communities designated by the NCAC. At-Large seats are Limited Membership seats and as such, may not vote on matters concerning the construction, destruction, sale, or commercial financing of BHCA owned property.
- ▶ The BHCA may not cause the construction, commercial financing, destruction, sale, or otherwise to relinquish ownership of any commonly held buildings or land without the written consent (written vote) or show-of-hand vote of at least three-fourth of the members qualified as "Full

Members" of the association present at the general or special meeting in which the vote is taken.

## Article VII **BOARD OF DIRECTORS**

The Board's membership should strive to be representative of the cultural, racial, and ethnic diversity of the Brittany Hills community. The Board of Directors acts as the 'management body' for the BHCA and has oversight responsibility for the BHC/FECC.

**Section One: Board Composition**

The affairs of the BHCA shall be managed by a Board of Directors elected by and from the members of the Brittany Hills and extended community. The Board of Directors should consist of not less than 13 and no more than 17 members. Three (3) seats may be held by members representing homes outside of the original Brittany Hills community (424 homes). The Board of Directors shall elect officers of the BHCA, including a President, Vice President, Secretary, Treasurer, and a Parliamentarian. All Executive Committee members must be residents from the Brittany Hills Community (424 homes) and must be ratified by a majority of votes cast by the total voting membership present at the designated place and time of the elections. The officers will comprise the Executive Committee of the BHCA and as such will carry out such functions and duties as are prescribed by these By-Laws, by the Board of Directors, and as appropriate, by the BHCA.

The number of Directors may be changed by amendment of the By-Laws of the BHCA.

**Section Two: Term of Office**

The Board of Directors shall be elected at the August Annual Meeting of the BHCA. At the first annual meeting following the ratification of these revised By-Laws, the Brittany Hills community shall elect up to 17 members of the Board of Directors to serve terms as follows:

- ✓ One-third of those elected will serve a one (1) year term through September 2006
- ✓ One-third of those elected will serve a two (2) year term through September 2007
- ✓ One-third of those elected will serve a three (3) year term through September 2008

Beginning with 2006 elections members will be elected to three-year terms.

Board members elected during the 2005 elections may be elected to designated terms of office or they may be randomly assigned to a designated term of office. This action is only applicable to the 2005 elections.

President	Vice President	Secretary	Treasurer	Parliamentarian
<b>BOARD MEMBERS</b>				
1	2	3	4	5
1	2	3	1	2
6	7	8	9	10
3	1	2	3	1
11	12	13	14	15
2	3	1	2	3
16	17			
1	2			
<b>At-Large</b>	<b>At-Large</b>	<b>AT-Large</b>		

### **Section Three: Term Limits**

Board members may be elected to a maximum of three (3) consecutive terms. Those members having served three consecutive terms must sit out one (1) year prior to re-election to the Board of Directors.

### **Section Four: Election or Appointment to Vacant or Vacated Positions**

Persons elected or appointed to complete a vacant or vacated Board position must count that term as a term served if there is at least two (2) years remaining on the term. Persons completing these terms may be elected to two (2) more consecutive terms. Vacant or vacated Board terms of a year or less remaining will not be counted and the person elected or appointed may, upon completing the term, be re-elected to three (3) consecutive terms. All appointments to vacant or vacated positions must be ratified by a majority vote of the BHCA voting members present at the general meeting following their appointment.

### **Section Five: Removal, Resignation, and other Vacant Positions**

Any Board Member may be removed from the Board, for cause (i.e., failure to perform duties as outline herein, falsification of records, illegal activity, etc.), by majority vote of the Board of Directors and ratified by a majority vote of BHCA members present at any annual or quarterly meeting or any special meeting called for such purpose, provided that the Board Member has been given an opportunity to be heard at such meeting. In the event of death, resignation or removal of a Board Member, his successor shall be elected by the remaining members of the Board and shall serve for the unexpired term of his predecessor (*See Section Four, Article VI*). All appointments to vacant or vacated positions must be ratified by a majority vote of the BHCA voting members present at the general meeting following their appointment.

### **Section Six: Election of the Executive Committee**

At the first regular Board meeting after each annual meeting, the Board of Directors shall elect a slate of officers to fill or replace any vacant, vacated, or expired Executive Committee positions (President, Vice-President, Secretary, Treasurer, or Parliamentarian) from among the board members. This slate of officers must be ratified by a majority vote of BHCA voting members present at the September General Meeting.

### **Section Seven: Compensation**

No compensation shall be paid to the Board of Directors or committee members for their services. However, any Board Member may be reimbursed for actual expenses incurred in the performance of his or her duties, as long as such expenses receive approval of the Board and are within the scope of the approved BHCA budget. Board members who become paid staff of the BHC/FECC must resign as a member of the Board of Directors.

### **Section Eight: Ad Hoc/Resource Members**

The Board of Directors may appoint individuals to the Board and/or Standing Committees as resource persons to the BHCA. These individuals may come from any community, organization, association, etc. that the BHCA deems necessary to assist the accomplishment of its program goals and objectives. Ad Hoc and Resource Members have no voting privileges.

## **Section Nine: Duties of the Board Members**

BHCA Board members shall attend all board meetings, general meetings, and special meetings as indicated herein. Board members develop, implement, and evaluate plans and strategies for the management and ongoing development of the BHCA, the BHC/FECC and common lands, and all other commonly held assets. Board members must be knowledgeable about the needs of the BHCA and the community and be able to participate in the governing of the BHCA to address the needs as identified.

## **Article VIII** **EXECUTIVE COMMITTEE**

The Officers (President, Vice-President, Secretary, Treasurer, and Parliamentarian) of the BHCA comprise the Executive Committee. The Executive Committee acts as the “management body” for the Board of Directors.

Election of the Executive Committee: *(See Article VI, Section Six.)*

## **Section One: Duties of the Officers**

### **President**

The President shall preside at all meetings, regular and special, as provided in these By-Laws, or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-President, Secretary, Treasurer, and Parliamentarian. The President shall ensure that all orders and resolutions of the Board and the general membership are carried out.

The President, along with other designated officers and/or persons approved by the Board of Directors, shall sign all leases, mortgages, deeds or other written instruments; and shall cosign with the Treasurer, all checks and promissory notes. The President shall act as the Ex-Officio member to all standing committees, sub-committees or special committees of the BHCA. The President shall exercise such authority and perform such duties as the Board of Directors may assign.

### **Vice-President**

In the absence or temporary disability of the President, the Vice-President shall preside at all meetings and shall act in his/her stead. In the case of death or permanent disability of the President, the Vice-President shall assume the Presidency until the completion of the unexpired term of office. The vacant Vice-President position may be filled by the Board at the next official Board meeting and ratified at the next general meeting as proscribed in *Article VI, Section Six*. The Vice-President shall perform other duties as requested by the President and/or the Board of Directors.

### **Secretary**

The Secretary shall keep accurate minutes of all meetings of the Board of Directors and all general meetings. Meeting minutes shall be maintained and

disseminated in accordance with *Article X, Section Four*. This will include a record of all votes taken on all Board and/or BHCA actions. The Secretary shall also keep the corporate seal of the BHCA and affix it on all papers requiring said seal; develop and send notice of all Board and general meetings; serve as custodian of all records and official papers, care for and conduct correspondence; maintain an accurate list of all members of the Board and the BHCA and their attendance; work with the President and Vice-President to develop the agenda for all board meetings, general meetings and Annual Meetings; and perform such duties as may be required by the Board of Directors.

### **Treasurer**

The Treasurer shall work with the BHCA Finance Committee to complete the following: develop an operating budget for the BHCA; maintain an accurate accounting of all BHCA financial records; review and provide records of the BHCA's financial status to the Board of Directors at each regularly scheduled Board meeting, at each regularly scheduled general meeting, and upon the request of the President and/or the Board of Directors; maintain all BHCA bank accounts; and receive and deposit in the appropriate bank accounts all funds of the BHCA. The Treasurer shall co-sign with the President, and/or other appointed designees approved by the Board of Directors, all checks and promissory notes of the BHCA. The Treasurer shall keep proper records of accounts and shall prepare an annual budget and statement of income and expenditures of the BHCA for distribution to the general membership at the Annual Meeting.

### **Parliamentarian**

The Parliamentarian shall attend all regularly scheduled board meetings, general meetings, and Annual meetings. The Parliamentarian shall maintain order and resolve all disputes regarding procedures and other matters affecting the BHCA, the Board, and Committee deliberations. The Parliamentarian shall be versed in "Roberts Rules of Order" and the BHCA By-Laws and be able to apply its rules and guidelines to BHCA procedures.

### **Section Two: Term Limits**

Executive Committee members may be elected to a term of two years and may serve a maximum of three (3) consecutive terms. Those members having served three consecutive terms must sit out one (1) year prior to re-election to the Executive Committee in the same position. Members, having served the maximum period in one position, may be re-elected to a different position without the one (1) year waiting period. All Executive Committee appointments must be ratified by a majority vote of the BHCA voting members present at the general meeting following their appointment.

### **Section Three: Election or Appointment to Vacant or Vacated Positions**

Vacant or vacated Executive Committee positions may be filled as follows:

#### **Vacant or Vacated Executive Committee positions**

The Board President may appoint a current member of the Board to fill any vacant or vacated Executive Committee position. The appointment must be ratified by a majority

vote of Board Members present and by the majority vote of voting members present at the next general meeting following the appointment.

**Vacant or Vacated Board Member positions**

The Board of Directors may appoint any qualified Full Member of the BHCA to fill any vacant or vacated Board Member seat. Appointments must be ratified by a majority vote of voting members present at the next general meeting following the appointment.

**Vacant or Vacated Board President position**

A vacant or vacated President’s position shall be filled by the Vice-President (*See Duties of Vice-President*).

**Term Served**

Persons appointed to complete a vacant or vacated Board position must count that term as a term served if there is at least one (2) year remaining on the term. Persons completing these terms may be elected to two (2) more consecutive terms. Vacant or vacated Board terms of a year or less remaining will not be counted as a term served and the person elected or appointed may, upon completing the term, be re-elected to three (3) consecutive terms.

**Section Four: Removal, Resignation, and other Vacant Positions**

Any Executive Committee Member may be removed from the Board, for cause, (i.e., failure to perform duties as outline herein, falsification of records, illegal activity, etc.) by majority vote of the BHCA voting members present at any annual or quarterly meeting or any special meeting called for such purpose, provided that the Executive Committee Member has been given an opportunity to be heard at such meeting. In the event of death, resignation or removal of an Executive Committee Member, his/her successor shall be appointed by the remaining members of the Board, as designated in Section three above, and shall serve for the unexpired term of his/her predecessor. All appointments to vacant or vacated positions must be ratified by a majority vote of the BHCA voting members present at the general meeting following their appointment.

**Section Five: Multiple Offices**

No person shall simultaneously hold more than one Executive Committee office or other offices required by these By-Laws.

**Section Six: Compensation**

Executive Committee members may not be compensated for activities performed on behalf of the BHCA except as may be determined by the Board of Directors in accordance with the approved BHCA budget.

**Article IX**  
**NOMINATION AND ELECTION OF THE BOARD**

**Section One: Nomination**

Nominations for election to the Board of Directors (other than for the filling of vacancies under *Articles VI and VII*) shall be made by the Nominating Committee; provided,

however, that nominations may also be made from the floor at the annual meeting by motions properly made and seconded; or by a petition which states the name of the person nominated and is signed by members representing at least ten (10) votes, and is filed with the Secretary not later than the day prior to the annual meeting. Persons nominated must be qualified members of the BHCA, and unless otherwise approved by the BHCA, must be residents of the Brittany Hills Community or those communities assigned to the Brittany Hills Civic Association by NCAC.

### **Section Two: Election**

Election of the Board of Directors shall be in accordance with Article V and by secret written ballot. The ballots shall be prepared by the Nominating Committee. Cumulative voting is not permitted (that is, a voter who refrains from voting with respect to one or more vacancies may not on that account cast extra votes with respect to another vacancy). The persons receiving the largest number of votes shall be elected. Eligible voters may cast an absentee ballot.

## **Article X** **POWER AND DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall have and exercise all powers, duties, and authority necessary for the administration of the affairs and to carryout the purposes of the BHCA, excepting only those acts and things as are required by law, by the Articles of Incorporation, or by these By-Laws to be exercised and done by the members or their officers.

### **Section One: Powers**

The Board shall have the power to:

1. adopt and publish such rules and regulations as are appropriate in the exercise of its powers and duties, including but not limited to rules and regulations governing the amount and payment of dues, use of common areas and facilities, the conduct of the BHCA members and their guests thereon, and the establishment of penalties for violation of such rules and regulations;
2. act as, or maintain oversight for responsibility for, the management and fiduciary agent of both the BHCA and the BHC/FECC with full legal authority to carry out the business of said entities;
3. appoint or designate officers, agents, and employees, and make such delegations of authority as in its judgment are in the best interest of the BHCA; and
4. declare the office of a member of the Board of Directors to be vacant in the event such member shall be absent from at least three consecutive regular meetings of the Board of Directors.

5. hire or cause the hire of the Executive Director of the BHC/FECC

### **Section Two: Duties**

It shall be the duty of the Board of Directors to:

1. cause to be kept a complete record of all its acts and the BHCA affairs, and to present a statement thereof to the members at the general meetings, annual meetings, or at any special meetings when such statement is requested in writing by members representing at least one-fifth of the voting members of the BHCA;
2. cause to be prepared an annual audit of the BHCA books to be made at the completion of each fiscal year;
3. cause to be supervised all officers, agents and employees of the BHCA, and see that their duties are properly performed;
4. procure and maintain adequate liability and hazard insurance on any property owned by the BHCA;
5. cause such officers or employees having fiscal responsibilities to be bonded as the Board may deem appropriate;
6. develop the official job description, benefit package, performance evaluation and disciplinary/hiring/firing protocol for an Executive Director of the BHC/FECC; and
7. cause to be performed the duties and functions listed in these Articles of Incorporation.

## **Article XI** **MEETINGS OF THE BHCA**

The President and Board of Directors shall ensure that appropriate notice of regular and special meetings is disseminated to all members of the BHCA community, that an agenda is presented or developed, and that appropriate minutes are maintained for distribution to and approval by the BHCA.

### **Section One: Monthly Meetings**

The BHCA shall hold at least one meeting monthly. The meetings should be held on the same day and time monthly and should be communicated to the membership annually and as appropriate, through the BHCA newsletter, by special notice, through the BHCA web site, or through other official BHCA publications and or means as designated by the Board of Directors.

## **Section Two: Annual Meeting**

The BHCA shall hold an Annual Meeting in August of each year. The Annual Meeting will be held for the purpose of conducting such business as may be necessary or appropriate and to hold elections for the appointment of new members of the Board of Directors. The date, time, and location of the Annual Meeting shall be communicated to the membership annually and as appropriate, through the BHCA newsletter, by special notice, through the BHCA web site, or through other official BHCA publications and or means as designated by the Board of Directors.

## **Section Three: Special Meetings**

Special meetings of the BHCA may be called by the Board President or his/her designee with the written concurrence of at least two (2) other officers of the Board. Special meetings shall also be called by the Board President or his/her designee upon the written request of at least ten (10) members of the Board or the BHCA membership.

## **Section Four: Notice of Meetings**

Written notice of each annual, quarterly or special meeting of the members shall be given by, or at the direction of, the Secretary by mailing a copy of such notice 7 days, but not more than 15 days before annual meeting or quarterly meeting or at least seven days (when possible) before a special meetings, addressed to each members at the member's address shown on the records of the BHCA. Such notice shall specify the place, date, and hour of the meeting, the purpose of such meeting. No business shall be transacted at any special meeting other than that stated in the notice unless by consent of at least one-half of the members present at the meeting. Notice of meetings shall also be disseminated by email and listed on the BHCA web site.

## **Section Five: Quorum**

A quorum at any meeting shall consist of members entitled to cast votes, which represent at least a majority of the members present. If such a quorum is not present, those present shall have the power to reschedule the meeting to another time without notice other than an announcement at the meeting. Agenda items may be discussed, but not official business, i.e., voting, signing documents, authorizing expenditures, etc. until a quorum is present.

## **Section Six: Voting**

Each eligible household may cast one vote in all BHCA voting procedures. Multiple family members from one household present at any general meeting may cast only one vote for the family using whatever voting method being used at the meeting, i.e., a show of hands or a verbal response. Households voting in the Annual Elections must sign-in to receive the ballot. Only one ballot per household will be allotted. When necessary, due to illness or injury a household may request absentee voting privileges. Approval of absentee voting will be at the discretion of the Board of Directors and the Nominating Committee.

## **Section Seven: Agenda and Minutes**

An agenda shall be prepared for every meeting. Minutes shall be taken at all meetings. Minutes of previous meetings must be reviewed and approved by a majority vote of the voting members present.

**Article XII**  
**MEETINGS OF THE BOARD OF DIRECTORS**

The President and Secretary shall ensure that appropriate notice of regular and special meetings is disseminated to all members of the Board of Directors, that an agenda is presented or developed, and that appropriate minutes are maintained for distribution to and approval by the BHCA.

**Section One: Regular Meetings**

Regular meetings of the Board of Directors shall be held monthly at such time and hours as may be fixed from time to time by resolution of the Board. Notice of time and place of the meeting shall be mailed to each Director no later than seven days before the meeting. Notification of the meetings may also be made via email and posting on the BHCA web site.

**Section Two: Special and Emergency Meetings**

Special meetings of the Board of Directors shall be held when called by the President of the Board or by any two Directors, after not less than three days notice to each Director. Emergency meetings may be called by the President at his/her discretion to address issues that need immediate attention, after not less than 24-hours notice to each Director.

**Section Three: Quorum**

A simple majority of the Board shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Board members present at a duly held meeting shall be regarded as an act of the Board.

**Section Four: Telephone Polls**

Telephone polling of the members may be implemented to acquire votes or actions on items needing immediate attention. Telephone polling should be the exception and should only occur when absolutely necessary. The decision to conduct a telephone poll of the Board must be approved by at least three members of the Board prior to initiating the calls.

**Section Five: Action taken without a Meeting**

Any action, which could be otherwise taken at a Board meeting, may be taken in the absence of a meeting, by obtaining the written approval of the majority plus one of all Directors. Any action so approved shall have the same effect as though taken at a meeting of the Board of Directors.

**Article XIII**  
**BRITTANY HILLS COMMUNITY/FAMILY EDUCATION AND CULTURAL CENTER, INC**  
**(BHC/FECC)**

The BHCA through the Board of Directors shall have oversight responsibility for the management and operation of the BHC/FECC. However, the BHC/FECC shall operate

as a separate entity of the BHCA, maintaining its own management structure including staffing, advisory committee, budget, and programming. BHC/FECC has applied for and received incorporation status through the State of Ohio. As an incorporated entity, the BHC/FECC shall operate autonomously from but be responsible to the BHCA and as such, shall

- ▶ apply for 501c3 status
- ▶ establish an internal management structure
- ▶ establish an Advisory Committee or Group to include at least one-third membership from the BHCA Board of Directors
- ▶ seek and manage appropriate operations and program grants
- ▶ maintain its own budget, with appropriate income and expenditure categories
- ▶ submit an annual budget report to the BHCA for their review and approval
- ▶ hire, promote, and or fire all administrative, support, or program personnel (Board members who become paid staff of the BHC/FECC must resign as a member of the Board of Directors).
- ▶ enter into program partnerships with other entities and/or organizations at the discretion of the BHC/FECC director and management staff
- ▶ conduct all other business, necessary for the day-to-day and ongoing operation of the BHC/FECC
- ▶ meet with the BHCA quarterly to report the activities and plans of the BHC/FECC

#### **Article XIV** **COMMITTEES**

The President or his/her designee shall serve as the Ex-Officio member of all BHCA committees. As an Ex-Officio member, the President has no voting power. All decisions and actions of the committee must be presented to and ratified by the Board of Directors. Each committee must appoint a secretary to maintain the minutes and records of the Committee, membership of the committee, dates of meetings and any expenses incurred by the Committee on behalf of the BHCA.

Standing Committees established by the Board of Directors are as follows, but are not limited to those listed herein.

- ◆ **Beautification Committee**  
Plans and maintains community flower gardens and common spaces

- ◆ **Community Organizers Committee**  
Works as liaisons between the Board of Directors and their immediate neighbors; brings neighborhood issues to the attention of the Board of Directors; and attends all general meetings then meets with neighbors to keep them informed and organized
- ◆ **Development Committee**  
Conducts program and other grant finding; suggests grants to apply for, manages grant development and application process
- ◆ **Education Committee**  
Plans and organizes educational events for the community (i.e., computer skills development; on-line learning; Book clubs, African-American history seminars, Home Schooling, etc.)
- ◆ **Environmental Committee**  
Works to ensure community has the proper signage, lighting, walkways, trash removal, street and sidewalk repair, etc. Ensures that the community is connected to the appropriate public and community improvement entities
- ◆ **Finance Committee**  
Works with the BHCA Treasurer to plan and develop a BHCA operating budget; makes spending recommendations; monitors and reports BHCA budget expenditures, bookkeeping and auditing processes
- ◆ **Fund Raising Committee**  
Plans, develops and has oversight of fundraising opportunities, i.e., car wash, raffles, yard sale, entertainment, card parties, galas, etc.
- ◆ **Publicity and Newsletter Committee**  
Develops the BHCA Newsletters, fliers, and announcements; advertises the work of the BHCA, develops articles and other media promotion of the BHCA as appropriate.
- ◆ **Men's Work Group**  
Participates as community leaders for the safety, security and social development of the entire BHCA community
- ◆ **Safe Community Committee**  
The majority membership of this committee should be the men of BHCA who will plan, develop, and implement safety programs and opportunities for the community, i.e., meet with the area police liaison officer; develop a block watch program; initiate a "We CALL THE POLICE" or similar campaign to inform the community that we are watching and we will call the police.

- ◆ **Social and Recreational Committee**  
Plans social and recreational activities for the benefit of the community, i.e., holiday parties, sporting competitions, skating parties, etc.
- ◆ **Youth Committee**  
Develops programs for area youth, sporting competitions, educational competitions, etc.
- ◆ **Nominating Committee**  
The Nominating Committee shall consist of a chairperson, who shall be a member of the Board of Directors, and two or more members of the BHCA, none of whom are Directors. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting, to serve from the close of such annual meeting and such appointment shall be announced at each Annual Meeting. The Nominating Committee shall make as many nominations for elections to the Board of Directors, as it shall in its discretion determine, but not less than the number of vacancies to be filled.

**Section One: Other Committees**

The Board may establish other committees, permanent or temporary, which it deems necessary or desirable to carryout the purposes of the BHCA.

**Section Two: Committee Chairperson and Members**

All Committees shall have as its Chairperson a member of the Board of Directors. The Chairperson shall be a voting member of the Committee. Committee members may be appointed to or volunteer to serve on the Committee. Tenure on a committee is without time limits; however, members may be removed for cause. All removals must be documented and approved by the Board of Directors.

**Section Three: Committee Reports**

The Chairman of each committee shall make a report to the Board of Directors in writing of committee meetings and activities prior to each regular monthly meeting of the Board of Directors.

**Section Four: Authority**

Unless specifically authorized in writing by the Board of Directors, a committee chairperson or a committee shall have no authority to legally obligate the BHCA or incur any unauthorized expenditures on behalf of the BHCA. All committee expenditures must be reviewed by the Finance Committee and authorized by the Board of Directors

**Article XV**  
**SUSPENSION OF RIGHTS**

The Board of Directors may suspend, by a majority vote of the membership, voting rights during any period in which the member shall be in default in the payment of any dues or assessments imposed by the BHCA, or if found guilty of criminal activity . Such

rights may also be suspended, after notice and hearing, for a period not to exceed sixty days, for violation of the BHCA rules and regulations.

**Article XVI**  
**BOOKS AND RECORDS**

The books, records and papers of the BHCA shall at all times, during reasonable business hours, be subject to inspection by any voting members of the BHCA.

**Article XVII**  
**REINVESTMENT OF FUNDS/INCOME**

All funds and/or income generated from BHCA membership dues, public and/or private grant awards, public and/or private donations, sale and/or lease of all common property owned and operated, or caused to be operated by the BHCA or the BHC/FECC shall be reinvested into said common property (land and physical structures) as identified herein and know as parcels 010-156433-00 and 010-156434-00. Funds and/or income generated as identified **shall not** be paid, given, or awarded to any member of the BHCA Board of Directors, Brittany Hills community resident, BHCA member, or BHCA committee member for any reason with the exception of the reimbursement of Board approved expenses incurred in the execution of activities on behalf of the BHCA and/or BHC/FECC and approved by the Board of Directors. All expense reimbursement requests must be submitted on an approved request form and submitted along with supporting receipts and documentation to the BHCA Treasurer or the BHC/FECC financial manager. Expense reimbursement payments must be made in accordance with standard accounts payable procedures.

**Article XVIII**  
**FISCAL YEAR**

The BHCA shall begin on July 1 and end on June 30 each calendar year.

**Article XIX**  
**AMENDMENTS**

Amendment(s) to these By-Laws may be introduced and discussed at any annual meeting or special meeting of the BHCA; provided that copies of any proposed amendment(s) shall be mailed to all members with the notice of the meeting at which such amendment(s) will be introduced. A vote on adopting such amendment(s) shall be taken at the first BHCA meeting held at least two weeks subsequent to the meeting at which the amendment(s) was introduced. The amendment(s) shall be adopted by a vote of a majority of the voting members of the BHCA.

~~Article XVIII~~  
ADOPTED

XX Corrected  
8-31-06  
[Signature]

The foregoing represents a revision of the 1969 and 1975 approved By-Laws. These revised By-Laws were agreed and adopted on this date 8/31/06. Subsequent revisions must be approved at each August Annual meeting of the BHCA.

[Signature]  
President

8-31-06  
Date

[Signature]  
Vice-President

8-31-06  
Date

[Signature]  
Secretary

8-31-06  
Date

[Signature]  
Treasurer

8-31-06  
Date

[Signature]  
Member

8-31-06  
Date

[Signature]  
Member

8/31/06  
Date

Copies of these By-Laws are to be distributed to all members of the BHCA and maintained as part of the official records by the Secretary and the BHCA Administrative Offices

The By-Laws shall be amended to include the following amendment as adopted by the General Membership at the Annual Meeting held on August 21, 2008.

### **By-Laws Amendment**

#### **Article X, Section Three: Defunct Board of Directors**

The Board of Directors of the Brittany Hills Civic Association shall be considered to be defunct should its membership fall below the number needed to comprise an Executive Committee (President, Vice President, Secretary, Treasurer, and Parliamentarian). If this should occur, the seated President must act to appoint eligible community members to hold vacant positions until the next annual election. While the Board is considered Defunct, the remaining Board of Directors may not enter into any binding contracts, services, or legal agreements, without the expressed consent of the majority of eligible voting members attending the General Meeting where such contracts, services, or legal agreements are discussed.



# Online!

The Official Website of the Brittany Hills Civic Association:

[www.BrittanyHills.net](http://www.BrittanyHills.net)

## Features

Civic Association History • Board of Directors  
Calendar of Programs & Events • Discussion Boards  
Member Profiles • Meeting Info • Newsletter  
Document & Forms Download  
Links to City Government & Services

Keep one for yourself!



Give one to your neighbor!



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