

Bylaws Huber Ridge Area Association, Incorporated

Article I Organization

Section 1. Name: The name of this Association is the Huber Ridge Area Association, Inc., also known as HRAA, herein termed “the Association.”

Section 2. Fiscal Year: The Association fiscal year is January 1 through December 31.

Article II Object and Boundaries

Section 1. Object: The object of the Association shall be to foster and advance the public interest in the Huber Ridge Area and the territory immediately adjacent there to, located in Blendon Township; to encourage and promote the general welfare of the community; to provide a forum for its members to respond to issues of common concern; to promote public improvement and safety with the community; and to encourage social activities and unity among members of the community.

Section 2. Association Boundaries: The Huber Ridge Area is located primarily within the Northeast Corner of Interstate 270 in Blendon Township, Franklin County, Ohio. The boundaries of the Association are North and East to Interstate 270 and extending North and East of Interstate 270 to include areas known as Batavia Road, Batavia Court, and Bader Road and Bader Court; South to State Route 161 (Dublin-Granville Road); Southwest to land owned by the Water Company and Grace Church; and West to State Route 3 (Westerville Road).

Article III Membership

Section 1. Eligibility: Resident households, property owners and business owners CONDUCTING BUSINESS within the Association boundaries are eligible for membership in the Association.

Section 2: Dues: Dues are set for members as defined in Section 1 above. One payment shall cover all members of a resident household including minors or a property owner or a business owner. A non-resident property owner is considered a business owner.

Dues are \$15.00 for any 12 month period beginning with the date of payment.

Section 3: Membership: A member in good standing is one who is current in their annual Association dues. Resident households with membership in good standing of the Association shall be eligible for one vote in any matter before the association. Additionally, only members in good standing can serve in any of its elective or appointive positions. A member in good standing who is a non-resident property owner or a business owner is allowed one (1) vote. Minors of resident members, although not voting, shall enjoy all the privileges of membership including service on committees and full participation in association activities.

Article IV Officers

Section 1. Officers: The officers of the Association shall be President, Vice President, Immediate Past President, Secretary, AND Treasurer.

Section 2. Terms of Office: The term of office is one (1) year.

Section 3. Nomination/Election: At the November General meeting a nominating committee composed of not less than three (3) members shall be elected by the members present. At the December General meeting, the Nominating Committee shall present a slate of candidates willing to be elected to each office with the exception of the Immediate Past President. The slate of officers shall be published in the newsletter, if possible, prior to the Annual meeting.

Nominations from the floor will be accepted.

The election of Officers in January will be by voice vote unless there is more than one candidate for an office, then that officer is to be elected by a paper ballot.

Section 4. Vacancies: A vacancy in any office with the exception of the Immediate Past President shall be filled by appointment of President with approval of the Executive Committee.

Article V Duties of Officers

Section 1. President: The President shall preside at the General meetings and Executive Committee meetings of the Association; shall appoint committees except the Nominating Committee and working groups; shall coordinate the work of the officers and committees in order that the Association’s purpose may be promoted; and perform such other duties as may be prescribed in the bylaws and standing rules.

Section 2. Vice-President: The Vice-President shall assume the duties of the President in his/her absence. The Vice-President shall be responsible for scheduling and coordinating activities and programs for the HRAA in order that the Association’s purpose may be promoted; and perform such other duties as may be prescribed in the bylaws and standing rules.

Section 3. Secretary: The Secretary shall prepare the agenda, record the minutes and maintain the records including attendance for all meetings of the Association and the Executive Committee. The Secretary will post minutes online if possible and perform such other duties as may be delegated to him/her.

Section 4. Treasurer: The Treasurer shall have custody of all funds and securities of the Association; keep a full and accurate account of receipts and expenditures; and make disbursements in accordance with the approved budget as authorized by the Executive Committee.

The payment of expenses shall be disbursed by check or debit card drawn on the Association’s bank account(s) duly signed by the Treasurer or the President. Reimbursement to family members is prohibited by the signee.

The Treasurer shall present a detailed financial statement including all assets at every meeting of the association and at other times when requested by the Executive Committee. At the Annual meeting of members, the Treasurer shall present a statement of income and expenditures and a balance sheet containing a summary of the assets as of the close of the Association’s fiscal year.

The Treasurer’s accounts shall be examined annually either by a certified public accountant or by a committee of no less than three (3) members appointed by the President. The audit findings are to be reported to the Executive Committee prior to the Annual Meeting.

Remove Section

Section 6. Immediate Past President: The Immediate Past President is the individual who held the office of President prior to the incumbent. The term of this office is for one year. His/Her duties shall consist primarily of advising and assisting the President. He/She serves on the Executive Committee with full voting privileges.

Article VI: Committees

Section 1. The Executive Committee: The Executive Committee shall consist of the Officers and Coordinators of the Standing Committees. It shall have general supervision over the affairs of the Association, make recommendations to the membership, and perform such other duties as defined in the Bylaws and Standing Rules.

The Executive Committee shall plan meet face to face on a regular basis to transact necessary business and shall present reports at each General meeting. Online meetings can be called in lieu of face to face meetings as business dictates.

Special meetings of the Executive Committee may be called by a majority of the Executive Committee members.

Quorum for the transaction of business shall be a majority of elected officers.

Section 2. Standing Committees: The Standing Committees of the Association are Herald Newsletter, Block Watch, Newsletter Distribution, Historical, Membership, Beautification, Communications and Kiosk. Each Committee is to report its work at the General Meetings.

- A. Newsletter Editor: The newsletter editor shall be responsible for publishing the Association newsletter; managing advertising and maintaining the records of advertisers and archived newsletters.
- B. Block Watch: It shall be the duty of this committee to develop and maintain the Block Watch program; to establish a phone, mail or email communication system with all volunteers, to maintain communications with the liaison from the Blendon Township Police Department; and to provide educational programs for the members of the Huber Ridge Area. The Block Watch program is to encompass teams of Area and Street Representatives who are the link of communication between the residents of their street and the Association who provide newsworthy information to the Block Watch Coordinator.
- C. Historical: It shall be the duty of this committee to prepare an historical accounting of the activities of the Association. This committee will also collect and maintain historical items relating to the Association and the Huber Ridge area.
- D. Membership/Welcome: It shall be the duty of this committee to actively pursue new members; collect dues and transfer them to the Treasurer; maintain a record of membership; notify members of their due dates; and perform such other duties as will promote membership.
- E. Newsletter Distribution: It shall be the duty of this committee to develop and maintain a network of volunteers who assure timely distribution of the newsletter to all residents and to advertisers, landlords and other identified parties of the Huber Ridge area.
- F. Beautification: It shall be the duty of the committee to maintain the landscaping around the Huber Ridge Area identification signs and kiosks; and to identify and carry-out such projects which will enhance the visual appearance of the Huber Ridge Area community.
- G. Kiosks: It shall be the duty of this committee to follow the schedule of the association to post timely notices in the kiosks.

Article VII Meetings

Section 1. General meetings: General meetings of the Association shall be monthly as established by the Executive Committee. Changes in established dates can be made by approval of the membership and after publishing the change in available HRAA methods of communication. Quorum for the transaction of business at any General Association meeting shall consist of 10 households.

Article VIII Parliamentary Authority

Section 1. Robert’s Rules of Order Revised shall govern the Association in all cases in which they are not in conflict with the Bylaws and any special rules of order the Association may adopt.

Article IX Amendments

Section 1. Amendments to the bylaws may be proposed by the Executive Committee or by petition signed by at least three (3) members in good standing of the Association.

Section 2. These bylaws may be amended at any General meeting of the Association by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous General meeting.

Section 3. Amendments to the Association bylaws take effect immediately upon passage unless otherwise stated in that amendment.