

CODE OF REGULATIONS
WEST PARK-FOREST RIDGE CIVIC ASSOCIATION, INC

ARTICLE I (NAME)

The name of the organization shall be "West Park-Forest Ridge Civic Association, Inc." It is a non-profit organization.

ARTICLE II (PURPOSES)

The purposes for which the organization is formed are:

1. To provide a forum for exchange of information and the discussion of problems relating to West Park-Forest Ridge areas.
2. To seek initiation of or repeal of or amendment to legislation, ordinances, or regulations deemed to be in the best interest of the West Park-Forest Ridge area in particular, and North Olmsted generally.
3. To actively suggest and implement any programs of action to improve the standards of our community.
4. To do any and all things necessary or appropriate in connection with or incidental to the accomplishment of any of the foregoing purposes.

ARTICLE III (MEMBERSHIP)

Any person is qualified for membership in the association who is an adult resident of the streets comprising the West Park-Forest Ridge subdivisions; to wit, West Park Drive, Willet Circle, Willet Drive, Evergreen Drive, North Park Drive west of West Park Drive, Douglas Drive, Alden Drive, Berkshire Drive, Devon Drive, Hampton Drive, and Tudor Drive.

Any person who holds title to parcels in the above area but does not reside in such area is also eligible.

ARTICLE IV (MEETINGS)

There shall be an annual meeting of the membership for the election of trustees and officers, and for the transaction of other business at a place in North Olmsted to be designated at least seven days in advance by notice to the members.

Special meetings may be held at such times and places as ordered by a majority of the trustees or a call signed by 10% of the members, presented to the trustees at least ten days in advance of the date of the meeting. Notice of special meetings must be given at least seven days in advance of the meeting, stating business to be discussed.

Only such business as is announced in the notice of a special meeting may be discussed or voted on at that time.

ARTICLE V (QUORUM)

At all meetings, 10% of all voting members shall constitute a quorum, for transaction of business. A majority of votes cast shall be controlling.

ARTICLE VI (PROXIES)

Any voting member may be represented and vote at a general meeting or a special meeting by a proxy appointed by an instrument in writing subscribed by the voting member and submitted to the secretary at or before the start of such meeting.

ARTICLE VII (VOTING)

Each active paid-up membership shall have two votes which represents the sole owner or co-owners, such as husband and wife. Co-owners shall be entitled to cast one vote each, in person or by proxy, at all meetings. No vote may be cast unless dues are current and paid. Non-owner residents shall have the same voting rights as sole or co-owners.

ARTICLE VIII (BOARD OF TRUSTEES)

The association powers, property, and affairs shall be exercised, conducted, and controlled by the Board of Trustees, each of whom shall be a voting member of the association and shall serve without compensation.

1. The Board of Trustees shall consist of the four (4) officers of the association and nine (9) trustees, no two of whom shall be of the same household.
2. Seven of the thirteen members of the Board of Trustees shall constitute a quorum for the transaction of business.
3. The Board of Trustees, with a quorum in attendance at a board meeting, shall have the authority to authorize projects and the financial payments of same as long as these projects are within the framework of the budget approved by the general membership at the annual meeting, or are less than \$200. Projects or financial expenditures in excess of \$200 shall require the approval of voting members at a special meeting called for that purpose.
4. Terms of the Trustees shall for the first year be three years for three trustees, two years for three other trustees, and one year for the remaining three trustees. After expiration of these initial terms, each succeeding elected trustee shall serve for three years. The Board of Trustees shall fill any vacancies created by resignation or inability to serve, and such person shall complete the unexpired term of the trustee whom he replaced.
5. No member of the Board of Trustees shall serve more than six consecutive years unless requested to continue by the Board of Trustees and approved by a simple majority at the next general meeting. The Minutes of the Board of Trustees should reflect the request to the member(s) to serve in excess of six consecutive years. It shall be disclosed at the next meeting at which elections to the Board of Trustees are held, that such request has been made to the respective trustees identified at such meeting.
6. The Board of Trustees shall meet monthly for a minimum of eight calendar months of each year.

ARTICLE IX (ELECTION OF OFFICERS AND TRUSTEES)

Officers of the corporation to be elected by the membership shall be a President, Vice President, Treasurer, and Secretary. They shall be members of the association in good standing. In addition, no member shall be eligible to hold the office of President or Vice President without first having been a member of the Board of trustees for a minimum of one year.

Officers and Trustees shall be elected by the membership from candidates submitted by a nominating committee or from nominations from the floor at the annual meeting. Such officers shall be elected for one year and until their successors are elected and qualified. In the event of resignation or inability to serve, the President shall be succeeded by the Vice President for the remainder of his term. Other officer vacancies are filled by appointment by the President and with the approval of the Board of Trustees. Officers shall be elected by secret ballot except where there is no contest, it may be by vote or acclamation.

ARTICLE X (DUTIES OF OFFICERS)

President – It shall be the duty of the President to preside at all meetings of members and trustees, and in general to perform all the duties usually incidental to such office, or which may be required by the members or trustees.

Vice President – It shall be the duty of the Vice President to perform all duties of the President, in case of the latter's absence or disability, and any duties assigned to him by the President.

Treasurer – The Treasurer shall keep books and accounts, shall safely keep all money and chooses in action belonging to the Association and shall disburse same under the direction of the Board of Trustees, shall keep an accurate record of the finances of the Association, shall hold the same open for inspection and examination of the Trustees and any abstracts of the same at the annual meeting of members or at other meetings if requested; and upon expiration of his term shall turn over all money and property of the Association in his hands to his successor or to the President. All disbursements shall be by check of the Association signed by the Treasurer of the association.

Secretary – It shall be the duty of the Secretary to keep an accurate record of acts and proceedings of the members and trustees; give all notices required by law and by regulation of the Association; and upon expiration of his term of office, deliver all books, paper, and property of the Association in his hands to his successor or to the President.

ARTICLE XI (COMMITTEES)

The president with the approval of the Trustees, after each annual election, and from time to time as necessary, shall appoint the chairman and members of all standing committees from the membership. The President shall appoint a Nominating Committee to submit for approval of the Board of Trustees, candidates for officers and trustees to be elected at the annual meeting. The Nominating Committee shall consist of at least three (3) members of the Board of Trustees.

ARTICLE XII (FEES AND DUES OF MEMBERS)

There shall be annual dues per household of an amount to be determined by the Board of Trustees, which may be reviewed annually.

ARTICLE XIII (MEMBER DEFINITION)

Wheresoever the word member appears in the regulations, it refers to a voting membership which shall be a single or married owner or resident of a parcel situated in the area described in Article III.

ARTICLE XIV (BUDGET)

The Board of Trustees shall submit for approval at the annual meeting a proposed budget for anticipated programs and expenses for the ensuing year.

ARTICLE XV

Where it is deemed best for the Association, removal proceedings may be instituted against a Trustee or Officer by a special meeting called for the purpose by a majority of the Trustees acting on their own or by a petition signed by 10% of the active members stating the reason for removal.

Such removal must be approved by not less than two-thirds of the voting members present at said special meeting.

ARTICLE XVI

Should dissolution of the Association be deemed advisable; all moneys, land, property, and other things of value which is the property of the Association will be donated to a local civic, charitable, or educational body on a vote of the majority of the Trustees.

The Association will not lend its name or that of its Trustees or Officers in support of or in opposition to the candidacy of any person or political office.

ARTICLE XVII

These regulations may be repealed, amended, or changed by the assent thereto by a majority of members at a meeting held for that purpose, notice of which has been given as provided in Article IV.

Amended 10/15/86

Note: item 2-Article VIII (Changed from nine to seven)

Amended 10/93

Name changed to West Park-Forest Ridge Civic Association (Article I). Changes to Article VII (vote by proxy), Article VIII (minutes of board meeting to reflect request of member to serve in excess of 6 years), Article X (President need not sign all meeting records, Treasurer alone may sign Association checks, Treasurer does not require bond), Article XII (initiation fee dropped).

Amended 10/2006

Article I (statement added that Association is a non-profit organization), Article XII (annual dues changed from Five Dollars to an amount to be determined by the Board of Trustees, which may be reviewed annually).