

Constitution of the Rosewood Community Council

Amended July, 2008

I. Name

The name of this organization shall be Rosewood Community Council, (or "RCC").

II. Mission

The purpose of this non-partisan, non-profit, volunteer organization is to identify and recommend solutions to community needs and concerns. Top priorities include personal and environmental safety, physical improvements, land use, zoning changes, and other community initiatives that will enhance and preserve the residential character of the community. The RCC endorses the goals and objectives detailed in the updated (1986) Rosewood Neighborhood Conservation Plan (Appendix A).

III. Membership

Any homeowner, home renter, or residential property owner of property located in the Rosewood Community, as designated by its boundaries (see section IV), shall be a member with voting privileges after presenting proof of residency/ownership and attending one general meeting of the Rosewood Community Council. Voting privileges attach with the member's attendance at a second meeting within twelve months of the first meeting. A member will be deemed inactive after missing twelve consecutive general meetings. Once inactive, that member's voting privileges will be suspended and that member will be required to attend one general meeting before his voting privileges will be restored. So long as that member attends at least one more general meeting of the Rosewood Community Council within twelve months, that member's voting privileges will be deemed restored. Membership is free.

IV. Organizational Structure

- a. The officers shall be President, Vice President, Secretary, and Treasurer. Officers will be nominated from the membership each September for a term of two years; elections will be held during the October general meeting of the Rosewood Community Council. The two-year term limit originally in the Rosewood Community Council Constitution is hereby rescinded; and officers shall be eligible to server up to three consecutive two-year terms; however, the original term limits will apply to the officers in place as of the date of this Amendment [President: Travis Wheeler; Vice President: Rachel Leitao; Secretary Ryan Lane; Treasurer: Betty Guess]. If, however, a position is not otherwise able to be filled, a current officer may continue to serve.

b. The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, up to five at-large members, and up to five “at large” officers representing the five recognized Rosewood neighborhood associations as defined below. All members of the Executive Board must have their primary residence in Rosewood (made up of the five neighborhoods described in geographical terms below). At-large members shall be selected and neighborhood representatives approved each January by the Officers for terms beginning upon approval at the January meeting and running the remainder of the calendar year. There are five recognized neighborhood associations consisting of the following geographic boundaries:

c.

1. *Central Rosewood Neighborhood* is defined as: that area bounded by S. Ott Road, Rosewood Drive, Superior Street, Holt Drive, Airport Boulevard, and Jim Hamilton Boulevard.
2. *Edisto Court Neighborhood* is defined as: that area bounded by Superior Street (becoming Holt Drive), Mitchell Street (becoming Commerce Drive) and Airport Boulevard.
3. *Hemphill Neighborhood Association* is defined as: that area bounded by S. Kilbourne Road, Rosewood Drive, S. Ott Road, and Plowden Road.
4. *South Kilbourne Neighborhood Association* is defined as: that area bounded by S. Beltine Boulevard, Rosewood Drive, S. Kilbourne Road, and Plowden Road.
5. *Rosewood Hills* is defined as: that subdivision contained within Rosewood Drive, Fulton Street, and Superior Street.

Note: The area titles are presented as working geographic definitions. Areas may be redefined if/when smaller neighborhood groups organize throughout Rosewood, and any neighborhood of individuals within the geographic boundaries of Rosewood can form a Neighborhood Association with approval, as reflected by majority vote at a Rosewood Community Council general meeting. Such changes shall be reflected in the Constitution without the Constitution being subject to the Amendment Process described below. Every recognized neighborhood shall be entitled, but not required, to have a representative serve on the Executive Committee.

No person currently serving as a publicly-elected official may serve on the Executive Committee.

V. Duties of Officers

a. President

- presides over RCC meetings

- prepares monthly agenda in conjunction with the Executive Committee
 - reports activities conducted on behalf of RCC and requires officers and chairs to report on projects
 - serves as primary media and local government contact for the Council
 - represents the RCC at public functions and meetings
- b. Vice President
- assists the President as needed
 - fulfills the duties of the President in his/her absence
 - serves as “parliamentarian,” and timekeeper, during RCC meetings
- c. Secretary
- records “minutes” of RCC meetings
 - maintains attendance records and member contact information
 - creates and maintains a RCC binder with monthly minutes and attendance logs
- d. Treasurer
- maintains detailed financial records including: purchase receipts, accounts receivable, accounts payable, and donations
 - distributes monthly summary of activity

VI. Fiscal Management

- a. RCC will operate as a non-profit organization in compliance with all applicable tax laws.
- b. Committee chairs and officers must submit a written request in advance for funds for any RCC purchase over \$25. Purchases under \$25 must receive prior verbal approval from the Treasurer to ensure that funds are available for reimbursement.
- c. Purchase requests over \$25 must be approved in advance by the Treasurer and one additional officer.
- d. Purchase requests over \$100 must be approved by a majority of the executive committee, including the Treasurer.
- e. All receipts or invoices must be submitted to the treasurer within 10 days or individuals may be held personally responsible for an expense.
- f. Reimbursements will be distributed at RCC general or executive meetings.
- g. RCC is prohibited from serving as the fiscal agent for any charitable or community service partnership that receives grants or donations of cash, materials, services, or in any other form. Neither donations nor grants may be solicited on behalf of RCC unless in compliance with a fundraising plan approved by a majority of the Executive Committee including the Treasurer. Such an approved plan must include a procedure. RCC must at all times remain in compliance with state

laws and federal regulations pertaining to a 501(c)(3) organization.

VII. Committees

Committees will be created and dissolved by the Executive Committee in accordance with the best interests of Rosewood and the Rosewood Community Council.

VIII. Removal of Officers and Executive Committee Members

An officer or an Executive Committee member may be removed for the following reasons, following due process:

- a. Misconduct in office;
- b. Missing, without good cause, four consecutive regularly-scheduled meetings (general or executive);
- c. Conduct reflecting poorly upon or damaging to the Rosewood Community Council.

An officer may be removed, following a finding of one of the above-enumerated factors, upon a minimum 2/3 super-majority vote at a Rosewood Community Council general meeting. An Executive Committee member other than an officer may be removed from the Executive Committee by a minimum 60% supermajority vote of the executive board, provided that the vote must include at least three of the four Rosewood Community Officers and at least one other Executive Committee member.

IX. Meetings

General and/or specific meetings shall be held monthly, or as deemed necessary by the Executive Committee. Notification will be made to all members and to the public. Executive Committee members may participate in any meeting remotely via teleconference.

X. Voting

A minimum of 15 active members, three of whom must be officers, shall constitute a quorum.

XI. Amendments

Any member may propose an amendment for consideration. The proposal must be submitted in writing with a minimum of three member signatures in support of the amendment. The President may also request a committee review of the Constitution to ensure that it is timely and effective. All proposed amendments must be reviewed by the executive committee and presented to the membership for two readings before being voted upon. Following this review, the Constitution may be amended by a 2/3 super-majority membership vote.

XII. Rules of Order

To resolve questions not covered above, refer to the most recent edition of *Roberts Rules of Order*.

XIII. Implementation

This Constitution as amended supersedes any previous constitution or legal document adopted by Rosewood Community Council.