

**CONSTITUTION**  
**THE LINDEN HEIGHTS COMMUNITY COUNCIL**

**Established November 16, 1979**

**Re-established 501(c)(3) on April 22, 2022**

**Revised and adopted on July 25, 2024**

**ARTICLE I**

**NAME:**

The name of this 501(c)(3) Organization shall be THE LINDEN HEIGHTS COMMUNITY COUNCIL, hereafter referred to as LHCC.

**ARTICLE II**

**PURPOSE:**

The purpose shall be to promote the interest of the individuals, organizations and businesses in the Linden Heights neighborhood; to create an awareness of the problems and needs of the neighborhood and to participate actively with City agencies for the betterment of our community.

**ARTICLE III**

**BOUNDARIES:**

The Linden Heights neighborhood is located within these border boundaries as follows: from the intersection of US HWY 35 and Steve Whalen Boulevard; south to the intersection of Steve Whalen Blvd. and Wyoming Street; east to the intersection of Wyoming Street and Pursell Avenue; south to the intersection of Pursell Avenue and Wayne Avenue; east to the intersection of Wayne Avenue and Smithville Road, north on Smithville Road to US HWY 35; west to Steve Whalen Boulevard.

**ARTICLE IV**

**MEMBERSHIP:**

Section 1.

Membership is open to any interested individual(s), organizations and businesses residing within the LHCC neighborhood.

Section 2.

Any firm, corporation, trade style or established business (business defined as holding a vendor's license) within the established neighborhood may be a member and shall be entitled to one (1) vote.

Section 3.

Any organization, club, or fraternal group in the established neighborhood may affiliate, but is not entitled to vote.

Section 4.

Any individual residing outside the neighborhood may affiliate, but is not entitled to vote.

**ARTICLE V**

**VOTING PRIVILEGES:**

Each member shall be entitled to one (1) vote on any and all business matters requiring a vote during a council meeting. Members must be present and have paid annual dues in full to exercise this privilege.

**ARTICLE VI**

**DESCRIPTION OF COUNCIL OFFICERS:**

**PRESIDENT:**

The President shall serve as chairperson at meetings of the elected council members and preside at all general monthly council meetings. The President shall also preside over any and all special council meetings. President shall be the liaison interacting with the city in the interest of LHCC.

**VICE-PRESIDENT:**

The Vice-President shall perform the duties of the office of the President in the absence of the President. In addition, the Vice-President shall become President if the President leaves office during the elected term of office and assume all duties assigned to the office of the President.

**SECRETARY /COMMUNICATIONS:**

The Secretary shall record any and all proceedings of all the council and general council meetings. In addition, the secretary shall be responsible for any correspondence, email notifications, council meeting notifications and other necessary secretarial duties as directed by the council. The secretary shall keep a copy of the Constitution and By-Laws. In the absence of the President and Vice-President, the Secretary will assume the duties of The President.

**TREASURER:**

The Treasurer shall be the custodian of the LHCC funds, accounts, collecting of monies, depositing to the designated LHCC bank and report at the monthly Council meetings all financial transactions. In addition, shall keep accurate records of all accounts, transactions, render any accurate and detailed reports whenever requested and file yearly LHCC taxes by required deadline and submit any and all reporting to the IRS as required of a 501(c)(3).

**EXECUTIVE BOARD:**

The Executive Board is defined as the President, Vice-President, Secretary/Communication and Treasurer of the council officers. This Board shall meet as needed outside of the regular monthly council meetings.

**ARTICLE VII**

**ELECTION OF COUNCIL OFFICERS:**

Section 1.

Active, dues paid and must reside within the boundaries of Linden Heights neighborhood.

Section 2.

Declaration of candidacy for office shall be no later than the August Council meeting.

Section 3.

Candidates for office shall be presented at the September Council meeting.

Section 4.

Elections will take place at the October Council meeting. Newly elected officers shall take office at the following January Council meeting.

Section 5.

The President and Secretary will be elected during even-numbered years. The Vice-President and Treasurer will be elected during odd-numbered years. The term of office shall be for two (2) years. Officers shall serve without compensation.

## **ARTICLE VIII**

### **REMOVAL OF OFFICERS:**

#### Section 1.

A motion to remove an elected council officer shall be presented and voted on at the council meeting.

#### Section 2.

A vote for removal of a council officer shall be by a majority vote of members present at the following months meeting.

## **ARTICLE IX**

### **MONIES:**

#### Section 1.

All monies received by the Treasurer shall be deposited to the designated LHCC bank.

#### Section 2.

All expenditures not covered by the By-Laws, shall be approved by a vote at the Council meetings. Any payables by check shall require a signature by both the President and Treasurer of the council.

#### Section 3.

If for any reason the LHCC is disbanded, all outstanding bills must be paid and any equipment owned by the council shall be turned over to the Bureau of Recreation, City of Dayton. The equipment shall be sold at auction and money realized from the sale plus the remaining funds in the LHCC accounts shall be spent by the Recreation Department for Improvement of the Highland and Cleveland Parks.

## **ARTICLE X**

Robert's Rules of Order shall prevail for LHCC meetings.