

# Constitution of the Burroughs Neighborhood Organization of Toledo, Ohio

## 1. MISSION STATEMENT

a. ~~The Burroughs Neighborhood Organization (BNO) is a member driven organization to improve the quality of life in our neighborhood.~~

Our Mission is to serve the people of The Burroughs by providing information and services that contribute to the stability and vitality of the community and neighborhood in which we live.

b. The people of the Burroughs Neighborhood Organization will focus on four main values:

i. Safety (Block Watch, Safety Tips, etc.)

ii. Community Care (Block Parties, Clean Up, Elderly Care, Beautification, Health & Wellness)

iii. Communication (Website, Email, Flyers, etc. – Community Awareness)

iv. Political Action (Voter Assistance, City Council, Local Business Accountability)

c. To prevent the BNO from becoming a stereotypical “neighborhood association” nuisance policing insignificant things, this Neighborhood Organization is restricting its involvement to the four values listed above unless the amendment proposed is passed by a simple majority vote by the Members present over the past twelve Core Meetings.

## 2. MEMBERSHIP

a. Membership is extended to anyone living in ~~the residential area south of Airport Highway starting on Barelay extending through Williamsdale~~ Lucas County Residential Neighborhood 1313 – The Burroughs Neighborhood. It can be extended at any time with Membership discussion and vote passed by simple majority of Members present over the past twelve Core Meetings.

b. Everyone is able to vote in discussion, but only Members’ votes count toward changes and amendments to this constitution and other rules including elections of Officers.

c. Membership to the BNO is gained by any resident or business representative who pays dues of ~~\$5/year~~ \$10/year. Donations for more than the annual dues are also accepted and will be used by the ~~governing committee~~ Core in respect to the mission of the BNO. These dues are to be kept minimal and only used to cover the cost of expenses in running meetings/flyers/website management and any other uses deemed appropriate by a simple majority of the Core upon approval of the President. The President can be overridden on spending matters by two-thirds of Members present over the past twelve Core Meetings, or by unanimous decision of all other Officers. These dues can be made in payments as well.

## 3. MEETINGS

- a. Meetings will happen monthly on the second Monday of the month and will be organized and run by the Governing Committee. General Meetings shall be held on the First Monday of each month at 7:00pm. If the General Meeting falls on a Holiday or day which a regular venue may be closed, the General Meeting may be held on the Second Monday of the month at 7:00pm. Core Meetings shall be held on the Third Monday of each month. If the Core Meeting falls on a Holiday or day which a regular venue may be closed, the Core Meeting may be rescheduled.
- b. Anyone ~~can~~ may attend the meetings whether they are Members or not.
- c. Suggested meeting schedule:
- i. 7:00-7:15 - Various Committees meet to discuss needs/plans/etc.
  - ii. 7:15-7:30 - ~~Officer Mitchell~~ Toledo Police Community Service Officer offers crime reports of neighborhood
  - iii. 7:30-7:50 - Governing Committee presents needs/action for all members
  - iv. 7:50-8:00 - Final Comments
- d. Meetings will take place at Burroughs Elementary School in the Cafeteria throughout the school year and ~~the~~ ~~preside~~ at the Lutheran Church over the summer months. These venues may be subject to change at the discretion of the President or the Core.
- e. A quorum of at least three, being necessary for all business at any regularly scheduled BNO meeting, shall consist of at least one Officer and at least two other Members. A quorum of at least two, being necessary for all business at any emergency BNO meeting, shall consist of at least one Officer being the President, or other Officer with approval of the President, and at least one other Member. The President may, from time to time, meet with individuals on behalf of the BNO as long as such a meeting is presented to the members of the Core for input, and as long as a majority of the members of Core present at Core Meetings over the past twelve months does not object.

#### 4. ORGANIZATIONAL STRUCTURE

- a. The Burroughs Neighborhood Organization will be led by a Volunteer Governing Committee known as the Core consisting of officers elected by the Membership (such as President, Vice President, Secretary, Treasurer) and Chair Persons for the various committees. The purpose of this structure is to create an accountable group of volunteers who work in conjunction with the neighborhood to accomplish the mission listed above.
- b. Every person will have a voice in all matters discussed during meetings.
- c. The Volunteer Governing Committee of the Burroughs Neighborhood Organization:
- i. Elected Officers
    1. are to be nominated and voted on by the Members present at the November General Meeting. They will receive positions with a majority vote. Their term is for one full year as close as possible from the date of inauguration to the date of the inauguration of their successor.

2. President, whose functions are:

- a. to preside at BNO meetings.
- b. to represent the BNO to outside organizations or individuals
- c. to carry out decisions approved by a majority vote of the Core
- d. to uphold the integrity of the organization by example and to make recommendation for termination of Membership for anyone insubordinate of the mission statement or who willfully misrepresents the BNO.

3. Vice-President, whose functions are:

- a. to substitute for the President in his/her their absence, or at his/her request.
- b. to serve as a member of special committees

4. Treasurer, whose functions are:

- a. to maintain a current record of the financial transactions of the Neighborhood Council, BNO, and to provide a report of the financial balance as requested by the Governing Committee Core.
- b. to deposit all collections into an account for the BNO.
- c. to pay any bills incurred by the BNO, which have been approved by the Governing Committee Core.

5. Secretary, whose functions are:

- a. to provide Members of the BNO with a copy (or minutes) of the discussions and decisions made at meetings.
- b. to maintain a file of the records and other official documents of the BNO.
- c. to maintain an up-to-date list of all residents attending BNO meetings, including their addresses and phone numbers as provided.

ii. ~~Committee Chairs~~ Committees and Committee Chairpersons

1. Chairpersons are to be nominated and voted on by members of the BNO serving on such a designated committee.
2. Chairpersons are to oversee the committee, to be responsible for the value, and to provide information to the members of the committee information regarding the designated purpose of the committee.
3. There will be four committees based on the values listed above.

4. There may be other committees or sub-committees created by the President or the Core.

5. Committee Chairs may not be necessary, depending on the size of the Core, which may choose to act as a designated committee, several committees, as well as the Governing Committee, as a whole.

#### 5. AMENDMENTS AND BY-LAWS

a. Suggested amendments to this constitution and any by-laws attached to this constitution can be made by bringing them before the Governing Committee Core and then presenting them for a vote of the Membership. All Members will have a voice and the suggested amendment must be passed by a simple majority vote of Members present at the General Meeting where it shall have been announced that a vote for an amendment will take place.

#### 6. RULES OF ORDER

a. Rules of Order are established for all BNO proceedings.

b. Rules of Order may consist of regular practice – the operations as they usually transpire. Any objections to regular practice may be made consistent with the most current version of Robert’s Rules of Order, which shall not supersede regular practice without majority vote of the Members present at the proceeding, a vote for which may be called for by any Member at any time.

c. The BNO may consult the most current version of Robert’s Rules of Order for guidance on rules of procedure.

#### 7. ADOPTION OF THE MOST CURRENT VERSION OF THIS CONSTITUTION

a. Adoption of the most current version of this constitution shall enter the most current adopted version into full force and effect and the most current adopted version shall supersede all previous versions of this constitution. Adoption is achieved through the amendment process herein described.

b. History of this Constitution to be updated properly without necessity of amendment:

Approved April 14, 2008

Amendments Presented to Core March 18, 2019

Amendments Adopted by Members April 1, 2019