

## COLERAIN TOWNSHIP BUSINESS ASSOCIATION CONSTITUTION

### ARTICLE I NAME

The name of the association shall be the Colerain Township Business Association.

### ARTICLE II PURPOSE

The purpose of this association shall be the promotion and protection of businesses in the Colerain Township area of Hamilton County.

### ARTICLE III MEMBERSHIP

Any person who is actively engaged in a business, profession, civic association (officers only), law enforcement agency, government representatives and non-profit organization within the geographical boundaries of said association shall be eligible for membership: provided however, that each business shall be entitled to only one vote.

Amended January 2008

### ARTICLE IV MEETINGS

The regular meetings will be held as scheduled. Proper notification of meeting time and places must be made to all members.

Amended January 2008

### ARTICLE V OFFICERS

The officers of this association shall be the President, the Vice President, the Secretary, the Treasurer, five acting Trustees, and the past President elected by the membership. The length of term of each office shall be one year. Except the office of President which will be two years.

Amended September 1991

### ARTICLE VI AMENDMENTS

The constitution may be amended with participation of 30% of the qualified membership with a 2/3 vote of ballots cast.

Amended January 2008

### ARTICLE VII NOMINATIONS AND ELECTIONS

A nominating committee shall be appointed by the President at the regularly scheduled meeting in September. The election of officers will be accomplished by mail ballot in mid October. The announcement of the ballot results will take place at the November meeting. Installation of the new officers will take place at the December meeting.

The secretary shall have charge of the election. Secretary will procure ballots, send ballots to all paid members (one ballot per organization) and appoint 2 members in good standing to assist him (her) in the counting of the ballots.

Amended October 1990

### ARTICLE VIII HONORARY MEMBERS

The membership by a two thirds vote of members present at any meeting may elect an honorary member to the association. This honorary member shall have no voting privileges.

COLERAIN TOWNSHIP BUSINESS ASSOCIATION  
BY-LAWS

MANAGEMENT

Section I – The management of this association shall be entrusted to the officers who shall serve for a period of one year and until their successors are elected and qualified. Except the office of President.

Amended September 1991

In the event that any officer, other than the President is unable to continue actively in his official capacity, the President shall appoint a member in good standing of the association to fill his (her) unexpired term subject to approval of a two thirds majority vote by members present at the next regularly scheduled meeting. In the event that the President is unable to continue actively in office the Vice-President shall assume the duties and obligation of President.

The Colerain Township Business Association manages the Scholarship Endowment Fund (a separate entity).

Amended January 2008

REPRESENTATION

Section II – All media representation in the area of media should be done by an officer or trustee.

PRESIDENT

Section III – The President shall preside at all meetings of the association and shall be an ex-officio member of all meetings.

Amended January 2008

VICE-PRESIDENT

Section IV – In the absence of the President, the Vice President shall act in this place.

TREASURER

Section V – The treasurer shall have charge of funds of the association and of their disbursements under the direction of the officers; checks to be signed by the treasurer. He shall keep a record of all monies received and paid out making a monthly report to the officers and members of the association. The treasurers' books shall be audited by the trustees at the trustee's discretion to be audited at anytime during the treasurer's term – no less than one time during the term.

## SECRETARY

Section VI – It shall be the duty of the secretary to make and keep a written accurate record of all proceedings of all regular, special and annual meetings of the association. He (she) shall give due notice to the members of all meetings and shall also notify all committees of their appointments and the business referred to them. He (she) shall conduct all correspondence of all character concerning the business of the meetings of the association.

## TRUSTEES

Section VII – The elected trustees shall audit the treasurer's records at their discretion; no less than one time during a treasurer's term. A report shall be made on the audit at the next regularly scheduled meeting. The trustees shall carry out any other duties appointed them by the President of this association.

## DUES

Section VIII – Each member organization shall be required to pay dues as determined by the board. A member who shall fail to pay his or her dues after 6 months shall be suspended. Annual dues invoices are to be sent in December for the coming new year. New members joining after June 30<sup>th</sup> will receive a discount of 50% for the first year. All new members will be assessed a one time charge of \$15.00 registration fee.

Amended November 1992

Amended January 2008

## ORDER OF BUSINESS

Section IX – Order of business at the annual, regular and special meetings shall be as follows:

- A. Call to order.
- B. Member recognition.
- C. Reading of Minutes.
- D. Report of Treasurer.
- E. Report of Coordinators.
- F. Communication and announcements.
- G. Old Business.
- H. New Business.
- I. Program Speaker.
- J. Adjournment.

AMENDMENT TO CONSTITUTION

Article IX      ISSUES OF IMPORTANCE

Issues that the board of directors feel have a significant impact on the business community may be brought to the membership for their public support. After adequately informing the membership about the issue the membership will be asked to support or not support an issue through mail ballot.

Amendment Approved by Membership  
August 8, 1991