

COLUMBUS
COMMUNITY
COALITION

BYLAWS

Date: June 21, 2008

The Columbus Community Coalition fosters and enhances the relationship among community groups by advocating to improve the quality of life in Columbus, Ohio.

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ARTICLE I: NAME AND LOCATION

Section 1: Name

The name of the organization is the **Columbus Community Coalition** (“CCC” or “Coalition”).

Section 2: Location

The principal location of the Columbus Community Coalition is located in the City of Columbus, Franklin County, Ohio. The mailing address is 1601 W. 5th Ave, Box Number 131, Columbus, OH 43212.

Section 3: Boundaries

The geographic boundaries of the Columbus Community Coalition follow those of the incorporated boundary of the City of Columbus.

ARTICLE II: PURPOSE AND MISSION

Section 1: Purpose

The Purpose of the Columbus Community Coalition is:

- 1) To foster relationships between Area Commissions, Civic Advisory Bodies and other types of Community Organizations and Groups, for the purpose of information sharing.
- 2) To utilize the strength of the Columbus Community Coalition to influence policies, procedures, rules and law, in order to improve the quality of life in Columbus, Ohio.

Section 2: Mission

The Mission Statement of CCC is as follows: The Columbus Community Coalition fosters and enhances the relationship among community groups by advocating to improve the quality of life in Columbus, Ohio.

ARTICLE III: MEMBERSHIP

Section 1: General Membership Defined

General Membership in the CCC is open to organizational entities which are located in the boundaries of the CCC. Entities are defined as the following groups:

- a) Area Commissions
- b) Civic Advisory Bodies¹
- c) Civic Associations, or
- d) Other types of community groups or organizations, including a not-for-profit 501 (C)(3)² or not-for-profit 501 (C)(4)³ organizations.

¹ A “civic advisory body” is a community group that conducts public hearings, collects public input, and provides formal recommendations to the City in areas not covered by area commissions. This type of group may be a civic association, coalition, council or similar organization.

² 501(C)(3) organizations are defined by the current United States Tax Code. Examples include organization that are organized and operated exclusively for Charitable; Religious; Educational; Scientific; and Literary purposes. The organization must be a corporation, community chest, fund or foundation, or a trust of a fund or foundation.

³ 501(C)(4) organizations are defined by the current United State Tax Code. Examples include organizations that are not organized for profit and operate only to promote social welfare. The net earnings of the organizations must be devoted only to charitable, educational, or recreational purposed. No part of the earning may benefit any private shareholder or individual.

Section 2: Privileges of General Members

A General Member has the following privileges and obligations:

- a) Voting rights;
- b) Ability to hold leadership positions;
- c) Ability to have full participation in discussion at all meetings; and
- d) Ability to have full participation in CCC Committees.

Section 3: Associate Membership Defined

An Associate Member is defined as the following groups:

- a) Individuals;
- b) Businesses;
- c) Business organizations;
- d) Churches;
- e) Social organizations; and
- f) Not-for-profit 501 (C)(6)⁴ organizations.

Section 4: Voting Rights of General Members

General Members, in good standing, has the right to cast one vote per issue before the CCC. Good Standing is defined as meeting the minimum requirements of attendance and participation.

Section 5: Privileges of Associate Members

An Associate Member is a non-voting member who cannot serve on the Steering Committee.

Section 6: Application of Membership by Organizations; Renewal Applications; Appointment of Organization Representatives

- a) The President or Chair of the organization shall complete a membership application, only after the organization has consented to becoming a general or associate member of the Columbus Community Coalition. Application to become a member can be made at any point during the year. Applications will go before the CCC Steering Committee for approval. The date of approval by the CCC Steering Committee is the effective date of membership. (*See* Article VI, Section 1.)
- b) A renewal application must be complete by every organization every two years from the date of the first membership application. A renewal application must also be complete

⁴ 501(C)(6) organizations are defined by the current United States Tax Code. Examples include organizations such as business leagues, chambers of commerce, real estate boards, or boards of trade, where no part of the net earnings will be for the benefit any private shareholder or individual. The general purpose of these organizations will be devoted to the improvement of business conditions of one or more lines of business as distinguished from the performance of particular services for individual persons.

prior to the running of the two-year period at the end of a representative's term, as stated in Part (d) of this rule.

- c) The President or Chair of the organization shall appoint representatives who have full authority from the organization to participate in the business of the Columbus Community Coalition and its Committees. The representatives shall serve a term as defined by the organizations own rules. The representative to the Columbus Community Coalition does not have to be the same representative appointed to serve on CCC Committees. Likewise, if the organization is a member of multiple CCC Committees, the organization may appoint a different representative to serve on each CCC Committee of which it is a member.
- d) At the commencement of a CCC representative's term, the President or Chair of the organization shall appoint new CCC representative in the manner stated in Part (a) of this rule. A membership renewal application is required to be submitted. If there is a replacement of a CCC Committee representative, a renewal application is not required, but notification to the Chair of the Committee is encouraged.

Section 7: Revocation of Membership

By two-thirds vote of the Steering Committee, any membership can be revoked for good cause. Any organization whose membership is being considered for revocation must received written notice of the intent to revoke and the reasons why revocation is being considered at least two weeks prior to the meeting where the vote will take place. The organization is entitled to address the Steering Committee at the meeting in which a vote of revocation will take place, prior to the vote.

Section 8: Membership Dues

The Steering Committee is responsible for setting the amount of membership dues for general and associate members. The amount may be changed by majority vote of the Steering Committee Members.

ARTICLE IV: MEETINGS

Section 1: Regular Meetings

- a) The Columbus Community Coalition shall meet quarterly during a calendar year. Meetings should be held on the last evening Thursday in the Months of January, March, June, and September.
- b) A regular meeting date, as defined in Part (a) of this Rule, can be changed by vote of the Steering Committee only if the date is no longer practical. The new meeting date shall be no more than 14 days prior to, or after the old meeting date, unless impractical, and then no more than 30 days prior to, or after the old meeting date. A change in a regular meeting date will not change the remainder of the regular meeting dates as defined by Part (a) of this Rule.
- c) Notice shall be given to the Public through publication in local newspapers and/or electronically, including the CCC Website. The Notice shall contain the date, time, location and agenda for the meeting.
- d) CCC Meetings are open to the Public.

- e) General Members and Regular Members are required to attend at least 50% of the meetings scheduled. Failure to do so could result in revocation of membership. (*See* Article III, Section 7).

Section 2: Special Meetings

- a) The CCC Steering Committee may call Special meetings of the CCC, as it deems necessary and appropriate.
- b) Notice shall be give to all membership at least 14 days prior to the meeting, unless circumstances make it impractical, then Notice should be given as soon as practical but not less than 24 hours prior to the meeting. The Notice shall state the reason for the special meeting, date, location and time.
- c) Notice shall be given to the Public through publication in local newspapers and/or electronically, including the CCC Website.
- d) Special meetings are open to the Public.
- e) General Members and Regular Members are encouraged to attend all Special Meetings.

Section 3: Steering Committee Meetings

- a) The CCC Steering Committee shall meet at least once a month, and more if deemed necessary by the Co-Chairs.
- b) Notice should be given to the committee membership at least 7 days prior to the meeting, but not less than 24 hours prior to the meeting. The Notice shall contain the date, time, location and agenda for the meeting.
- c) Notice shall be given to the Public through publication in local newspapers and/or electronically, including the CCC Website.
- d) CCC Steering Committee Meetings are open to the Public.
- e) Steering Committee members are required to attend at least 50% of the meetings scheduled. Failure to do so could result in revocation of membership from that Committee. (*See* Article VI , Section 2 (b)).

Section 4: Committee Meetings

- a) All CCC Committees, except the Steering Committee, shall meet as deemed necessary by the Chair of the Committee.
- b) Notice should be given to the committee membership at least 7 days prior to the meeting, but not less than 24 hours prior to the meeting. The Notice shall contain the date, time, location and agenda for the meeting.
- c) Notice shall be given to the Public through publication in local newspapers and/or electronically, including the CCC Website.

- d) CCC Committee Meetings are open to the Public.

ARTICLE V: OFFICERS

Section 1: Officers of CCC

The CCC will be led by three Co-Chairs. One Co-Chair will serve as Secretary. Other Officers may be added by recommendation of the Steering Committee and full vote of the Columbus Community Coalition, when necessary to complete the business, purpose, and mission of the CCC.

ARTICLE VI: STEERING COMMITTEE

Section 1: Steering Committee Defined

- a) The Steering Committee is a group of General Members who are responsible for following the directives and guidance of the CCC in order to conduct the regular business and administration of the CCC. The Steering Committee has explicit and implicit authority as defined by these By-Laws in order to ensure the purpose and mission of the CCC is followed.

Section 2: Membership; Removal of Steering Committee Members

- a) Any general member, who has been a member in good standing for at least six months, is eligible to petition for member on the Steering Committee. Member Organizations who founded the CCC and Steering Committee are exempt from the six-month membership requirement. Membership is granted by majority vote of the Steering Committee. The Steering Committee shall consist of no more than 25 Member Organizations.
- b) By two-thirds vote of the Steering Committee, any Steering Committee Member can be removed for good cause. Any organization whose membership is being considered for removal must received written notice of the intent to remove and the reasons why removal is being considered, at least two weeks prior to the meeting where the vote will take place. The organization is entitled to address the Steering Committee at the meeting in which a vote of removal will take place, prior to the vote.

Section 3: Selection of Co-Chairs; Duties of Co-Chairs

- a) The Steering Committee shall select by majority vote, three Co-Chairs at the monthly meeting in June and December to serve a six-month term.
- b) The Co-Chairs are responsible for publicly speaking on behalf of the CCC and Steering Committees, setting meetings and agendas, communication, finance, minutes, maintaining membership, maintaining committee names and purposes and other duties that these By-laws impose explicitly or implicitly in order to ensure the purpose and mission of the CCC is followed. The Co-Chairs may delegate one or more of these duties to other Steering Committee Members. The Co-Chairs shall determine distribution and assignment of work among the Co-Chairs.
- c) The Co-Chairs, jointly Chair the quarterly CCC meetings and monthly Steering Committee Meetings.

ARTICLE VII: OTHER COMMITTEES

Section 1: Committee and Workgroup Defined

The CCC will maintain a two-tiers committee structure, Committees and Working Groups. A Committee is defined as a Group of Members that focuses on a topic in order to make recommendations to another entity. A Workgroup is defined as a Group of Members that focuses on a topic in order to share information with other interested member groups. Both Working Groups and Committees shall be known generally as “Committees” for the purposes of these By-Laws.

Section 2: Duties of the Committee

Committees have a duty to make reports and recommendations to the CCC about a specific topic. Where a recommendation is presented, it shall be adopted by majority vote of the CCC.

Section 3: Selection of Committee Chair; Duties of Committee Chair; Subcommittees

- a) Committee will select a Chair (Co-Chairs) by majority vote of that Committee. The Chair will be encouraged to report the status of the group’s accomplishments, reports and recommendations at each quarterly meeting.
- b) The Chair will determine the number of meetings and agenda items, publication and notice of meetings, and determining the time and location of such meetings. The Chair is also encouraged to maintain a roster of participants, dates of participation, and votes for each meeting.
- c) The Chair can also create Subcommittees as necessary. A Subcommittee will select a Subcommittee Chair by majority vote of the Subcommittee. The Subcommittee Chair will be encouraged to report the status of the group’s accomplishments, reports and recommendations to the Chair of the Committee. The Subcommittee Chair will determine the number of meetings and agenda items, publication and notice of meetings, and determining the time and location of such meetings. The Subcommittee Chair is also encouraged to maintain a roster of participants, dates of participation, and votes for each meeting.

Section 4: Membership of Committees; Attendance; Delegates

- a) All Committees are open to General and Associate members. All Member Organizations in good standing with the CCC, have voting rights in committees. Each Member Organization has one vote.
- b) There is no minimum attendance requirement of member organizations in Committees, unless otherwise set by the Chair of that Committee.
- c) Member organizations will be encouraged to participate in as many Committees as it is interested. Member organizations may send and are encouraged to send delegates from their organization to Committee meetings other than the primary and alternative representatives of the organization to the CCC.

Section 5: Lists of Committees, Chairs and Purposes and Goals

The Co-Chairs of the Steering Committee are responsible for maintaining a list of all Committees, Subcommittees, Chairs, and Committee purposes for distribution to the Members and the Public. This information shall also be posted on the web site.

Section 6: Creation of New Committees; Coordinators

- a) Any Member can submit a recommendation to create new Committee, in writing, to the Steering Committee at least two weeks prior to a monthly meeting of the Steering Committee. The recommendation shall outline the purpose and goals of the proposed committee. The Member who is submitting the recommendation shall be given the opportunity to address the Steering Committee at the meeting in which the proposal will be voted. A new committee shall be created by majority vote of the Steering Committee.
- b) The Member proposing the creation of the New Committee will serve as Coordinator of the Committee until the Committee is formed and a Chair is chosen.

ARTICLE VIII: AMENDMENTS TO BYLAWS

Section 1: Process and Vote

- a) The Bylaws of the Columbus Community Coalition may be amended on the recommendation of any General Member.
- b) The proposed amendment(s) must be submitted in writing to the Steering Committee for review and comment at a Steering Committee meeting prior to the Regular quarterly meeting where the proposed amendment will be presented to the Membership for vote. The Steering Committee may make changes to or recommendations about the proposed amendment.
- c) The proposed amendment and additional changes or recommendations of the Steering Committee will be voted on at a regular meeting of the CCC. Approval of the proposed amendment shall be affirmed by vote of two-thirds of all membership in attendance.
- d) After an Amendment is approved, the Bylaws shall be revised not more than 30 days after the vote. The Bylaws, on the front cover and footnoted on each page, state the effective date.

Section 2: Posting on Agenda and Additional Notice Requirements

- a) The proposed amendment shall be included as an agenda item on both the Steering Committee and Regular quarterly meeting at which it will be considered. The proposed language of the amendment, including the existing language of the current provision of the bylaws if applicable, shall be included on the agenda.
- b) Additionally, the proposed language, as required in Part (a) of this rule, shall be posted electronically on the website, and/or published in local newspapers at least 14 days prior to the date of the Regular quarterly meeting where the proposed amendment will be presented to Membership for vote.