

THE CONSTITUTION
OF
THE OAKMAN BOULEVARD COMMUNITY ASSOCIATION

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INTRODUCTION

During the last thirty-five (35) years, the area surrounding Oakman Boulevard has

undergone very significant changes. However, throughout these years, Oakman Boulevard has maintained its stability, while attracting professional residents, and promoting a climate of exclusiveness.

Known originally as Ford Highway, Oakman Boulevard passed through many hands before coming into the possession of real estate developer, Robert Oakman in the early 1900's. In a business collaboration with his good friend, Henry Ford I, who built the Ford Tractor Engine Plant at Linwood Avenue and Oakman Boulevard, Mr. Oakman began to develop both Ewald Circle and Ford Highway, in the mid 1920's, building single family residences and apartments for sale only to white people.

By 1929, construction of the larger homes was complete. And by 1940, only a few small lots between Dearborn and Highland Park remained undeveloped. During this period, Ford Highway was renamed Oakman. The word "Boulevard" was used more or less as a descriptive term.

Oakman Boulevard has contributed significantly to the economic growth of the City of Detroit. Many of the city's most distinguished families lived on Oakman; and until the 1970's, it provided a scenic view for travelers and Ford Motor Company employees as they commuted between the Engine Plant and Rouge complex on Miller Road.

In spite of the many changes taking place around her, Oakman Boulevard remains an exclusive, stable and integrated community, dedicated to its well-being and preservation as a historic site.

Charles H. Smith, Jr.
September 30, 1986

THE CONSTITUTION
OF THE OAKMAN BOULEVARD COMMUNITY
ASSOCIATION

PREAMBLE

We, the members of the newly merged association, known as the Oakman Boulevard Community Association, City of Detroit, in an effort to improve the conditions and protect the property owners of the Oakman Boulevard Community Association do hereby establish and ordain it as a non-profit organization, dedicated to these principles, having no affiliation with any political group.

ARTICLE I

NAME

The name of this organization shall be the OAKMAN BOULEVARD COMMUNITY ASSOCIATION (hereafter called the Association).

ARTICLE II

PURPOSE

Section A - Its purpose shall be to bring together residents of the Oakman Boulevard Community Association on a non-partisan, non-sectarian, interracial basis in order to achieve, through democratic understanding, a better community in which to live; to foster an interest in civic affairs by providing an opportunity for discussion of common neighborhood problems and to act in concert to solve these problems.

Section B - This purpose shall be achieved by:

1. fund-raising for the Association;
2. planning and executing programs which will encourage financial support by federal, state, and city government, private enterprise and foundations;
3. helping to organize, foster, and carry out programs of growth, development, and general improvement;
4. encourage Association members to use their talents, skills, and contacts - individually and collectively—on behalf of the Association;
5. disseminate and interpret accurately factual information which is of interest to the membership in particular and the public in general.

ARTICLE III
BOUNDARIES

The Association shall be Oakman Boulevard bounded to the east by Rosa Parks Boulevard and to the southwest by Jefferies Freeway, and shall include Oakman Court, Fleet Street, and Monica, Prairie, Santa Rosa, Stoepel, and Ewald Circle.

ARTICLE IV
MEMBERSHI

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Section A - Types of Membership

Active: Residents within the boundaries of the Association that pay annual dues with full voting rights in the business of the Association.

Associate: Membership of an organization outside the boundaries of O.B.C. A., and commercial businesses with its boundaries recommended by the Executive Committee and approved by the general membership to participate in Association functions for an annual fee, shall be eligible to hold appointed office and engage in discussion in general meetings.

Honorary: Membership of an individual recommended by the executive committee and approved by the general membership. No dues required.

Note: recommended that Focus Hope be an Honorary Member

Section B - Responsibilities of Members

Each member of the organization shall be responsible for abiding by all ordinances of the City of Detroit relative to the maintenance of buildings and property.

Section C - Sale of Property

Before installing "For Sale" signs, members are requested to notify the Association at least sixty (60) days in advance.

ARTICLE V
MEETINGS

Section A - General Membership

General membership meetings shall be held on the third Monday, each month, March through November.

Section B - Executive Committee

Executive Committee meetings shall be held on the second Tuesday, every other month, February through October.

Section C - Special Meetings

Special meetings of the general membership may be called (1) by the president (2) at the request of no less than 10 members in good standing (3) at the request of no less than 4 members of the Executive Committee.

Special meetings of the Executive Committee may be called (1) by the president or (2) at the request of 4 members of the Executive Committee.

Section D - Meeting Timetable

Places and times of meetings will be announced at least seven (7) days prior to the meeting date.

ARTICLE VI QUORUM

Ten active members shall constitute a quorum at regular meetings of the general membership. One half of the committee members shall constitute a quorum for committee meetings. Five members shall constitute a quorum of the Executive Committee, it being understood that members have been properly notified.

ARTICLE VII OFFICERS

Section A - Titles: The elected officers shall be:

1. President
2. Vice President/President
3. Recording Secretary
4. Corresponding Secretary
5. Financial Secretary
6. Treasurer
7. Parliamentarian
8. Chaplain

Section B - Duties of Elected Officers: The duties of elected officers shall be:

PRESIDENT: The president shall:

1. preside at all meetings of the Association and the executive committee; and
2. exercise general supervision of the Association and perform such other duties as might be incidental to the effective operations of the Association or may be properly assigned by the Association or executive committee; or may be provided for by the Constitution as follows:

- a. participate as an ex-officio member of all committees;
- b. appoint standing committees with the approval of the Executive Committee; except the nominating committees;
- c. conduct the meetings of the Association in an orderly and business-like manner according to Robert's Rule of Order;
- d. sign all vouchers which have been authorized for payment by the Association and/or Executive Committee;
- e. appointment such ad hoc committees as the Executive Committee might deem appropriate and necessary;
- f. prepare, in conjunction with the executive committee, a yearly program and present it to the Association at the annual Fall meeting;
- g. prepare an annual report and circulate it to the Association at least 20 days before the annual Fall meeting;
- h. prepare agendas for all Executive Committee and general membership meetings;
- i. be one of three officers to sign all checks;
- j. may appoint individuals to fill vacant elective offices until the next annual meeting of the Association;
- k. notify all appointed officers of their respective appointments in writing, including a definition of duties and/or responsibilities of the office to which they have been appointed;
1. distribute to active members of the Association a copy of all reports and an agenda at least 20 days, before the annual meeting.

VICE PRESIDENT/PRESIDENT ELECT: This officer shall:

1. preside over Association and Executive Committee meetings and exercise other duties and functions as may be necessary during a temporary absence of the president;
2. assume the duties of the office of the president in the event of a prolonged absence of the president;
3. participate as ex-officio member of all committees.

RECORDING SECRETARY: This officer shall:

1. be responsible for recording and keeping the minutes of all Association and Executive Committee meetings;
2. provide the president with accurate and complete copies of minutes to be distributed to the Executive Committee and the Association;
3. read all minutes of official proceedings to the Association and Executive Committee as required; and
4. have, at all times, in his/her possession all official proceedings of the Association and Executive Committee;
5. be one of three (3) persons to sign checks.

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7. **CORRESPONDING SECRETARY:** This officer shall:

1. act as correspondent officer for the Association and Executive Committee;
2. maintain chronological files and archives on all correspondence and report to the Association and Executive Committee on correspondence as may be required;

- Recording and Corresponding Secretaries will serve interchangeably when one or the other is not available.

FINANCIAL SECRETARY: This officer shall:

Record all incoming funds and report collections to the Treasurer, monthly.

TREASURER: This officer shall:

1. serve as the chief fiscal officer of the Association;
2. receive and deposit, in the name of the Association, all funds received by the Association;
3. give receipts for funds received;
4. pay all bills authorized by the Association and/or Executive Committee;
5. sign all checks disbursed along with the President and Recording Secretary. All checks shall be signed by two of three designees;
7. assist the Executive Committee in the preparation of the Association's annual budget;
8. receive the payment of dues, and issue receipts thereto;
9. prepare a quarterly report for the Executive Committee;
10. prepare an annual treasurer's report and submit it to the chairman of the Executive Committee 45 days before the annual Fall meeting;
11. participate as ex-officio member of the membership committee;

PARLIAMENTARIAN: This officer shall:

1. interpret ROBERT'S RULES OF ORDER and provide direction in parliamentary procedure in the conduct of the Association and Executive Committee's meetings;
2. be knowledgeable of the Constitution and advise both the Executive Committee and the Association, as appropriate, of what is or is not permissible in the conduct of the affairs of the Association; and
3. have in his/her possession at all Association and Executive Committee meetings an updated copy of the Constitution and a current copy of chronology of amendments and revisions.

CHAPLAIN: This officer shall:

1. provide spiritual inspiration and services for the Association;
2. open and close meetings with prayer;
3. administer the oath of office for appointed officers.

Section C - Qualifications For Elected Officers:

All members of the Association shall be eligible to hold elected office, providing they have been financially active for one year. Monthly attendance is required.

Section D - Terms of Elected Officers:

1. The term of office for each elected officer shall be two years.
2. Except the president and vice president/president elect, an elected officer may succeed himself/herself, consecutively as many times as he/she is elected.
3. A former president can run for any elected office after remaining out of office for one year as an active member.
4. A former president may be appointed to a non-elected position immediately following a term in office.
5. The vice president/president elect automatically succeeds the president after his/her term in office.

Section E - Election of Officers:

The election of officers shall be governed by the policies and procedures prescribed as follows:

1. The Association shall elect officers by a majority vote of the active members voting every year. The officers shall be elected as the first order of business of the Association's November meeting on election years and shall take office in December.
2. By October 1, the Nominating Committee shall be appointed and charged with the responsibility of developing a slate of qualified members as candidates, for each elected office, in accordance with Article VII, Section B. Nominations of qualified members can be made from the floor at an election of officers.
3. By November 1, the Nominating Committee shall confirm both the qualifications and willingness to serve by the candidates on the proposed slate of elected officers.
4. The proposed slate of elected officers shall be distributed by the Nominating Committee to the active general membership at least seven (7) days prior to the November general membership meeting.
5. The Nominating Committee shall designate one committee member to be responsible for the security of the ballots on election day.
6. Any challenge to the balloting shall be reported to the Association the day of the November meeting, through the Nominating Committee, in writing.
7. The custodian of the ballots shall keep them secured until the Association has, by vote of the active members present and voting, certified the election. Following such action, the custodian shall destroy the ballots on site.
8. Absentee ballots will be recognized only by certified mail, to be opened on Election Day, in the election meeting, and are not transferable to nominees from the floor.
9. All elected officers and those appointed to fill unexpired terms of elected officers shall continue in office until their successors have been duly elected, certified, and installed.
10. No proxy votes will be accepted under any circumstances.

Section F - Removal of Elected Officers:

1. Any elected officer may be removed from office for just cause such as:
 - a. failure to perform duties as prescribed by the Constitution;
 - b. failure to exercise other duties and responsibilities appropriately and properly assigned by the Association and/or Executive Committee;
 - c. conduct deemed by the Association not to be in its best interest; and
 - d. malfeasance.
2. To initiate proceedings to remove an elected officer:

- a. at least ten (10) active members must prefer charges against the officer. The charges must be written, specific (yet detail the particulars), documented as necessary, and signed by each person preferring the charges, with one person being designated as the principal representative for correspondence purposes, and
 - b. the charges must be delivered to the Executive Committee by registered mail.
3. Within fifteen (15) days after receipt of the charges, the Executive Committee shall verify the membership status of each signatory of the charges, pursuant to which the following procedures shall be exercised:
- a. If ten (10) individuals who support the charges of the Association membership requirements as defined in Article IV, Section A, and if the charges conform to the requirements put forth in this Section, item 1, the Executive Committee shall provide the officer with a copy of the charges, provide the officer with an opportunity to be heard, and a decision to impeach will be based on a 3/4 majority vote of active members present.
 - b. The decision of the majority vote will be final without right of appeal.
 - c. When the Executive Committee provides an officer with a copy of impeachment charges which have been prepared against him/her, that officer shall not participate in nor be present when the Executive Committee discusses the case.

Section G - Appointed Officers: The appointed officers shall be:

1. Standing Committee Chairpersons and Block Captains
2. Newsletter Editor
3. Historian

Section H - Qualifications of Appointed Officers: Appointed officers must meet the following qualifications:

1. Standing committee chairpersons may be both active or Associate members.
2. The newsletter editor shall be an active or Associate member.
3. Block Captains may be active or Associate members.

Section I - Duties of Newsletter Editor: The officer shall:

1. Produce and distribute a bi-monthly newsletter to all financially active members of the Association.
2. Distribute copies of the newsletter, A.K.A. OBCA news, to pertinent departments of the City of Detroit and the Detroit City Council.
3. Prepare newsworthy articles relative to the objectives and standards of the Association.

4. Provide for and print appropriate written editorial responses of financially active members.
5. The newsletter editor shall not be restricted from investigate work such as records, minutes, committee meetings, etc. and shall be notified of both Executive Committee and Association meetings.
6. By July 31 of each year, the membership of all standing committees and ad hoc committees shall be published in the newsletter and any changes there of.
7. Print a list of active members in December.

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Section J - Duties of Block Captains - These officers shall:

1. Communicate concerns of his/her block to the Executive Committee and general membership, such as:
 - a. Quality of all city services
 - b. Individual property problems
 - c. Attend meetings monthly
2. Distribute meeting notices, newsletters, etc., within 24 hours of receipt under normal circumstances.
3. Resolve problems within his/her block, if possible, and advise the Executive Committee of his/her actions.
4. Collect service fees and membership dues as necessary.
5. Give name, address and telephone number of new neighbors to the Goodwill Ambassador (Article VIII, (F) (6) membership committee (Article VIII, (F) (4) and the Newsletter Editor (Article VII, Section I).

Section K - Duties of Historian This officer shall:

1. Compile and maintain items of historic significance in chronological order.
2. Serve as the O.B.C. A. photographer.
3. Establish and maintain the archives including correspondence and meeting minutes, both the Executive Committee and general membership, stale dated by two years.

Section L - Appointing Authority: 1. The president shall appoint standing committee chairpersons and newsletter editor.

Section M - Term of Office of Appointed Officers:

1. To correspond with the Association's fiscal year, March 1 to November 30; there shall be no limit on the number of times an appointed officer may be re-appointed.

2. Ad hoc committees shall be appointed by the president to carry out a specific function, and when that function has been satisfied, such committees shall automatically be deactivated.

Section N - Removal of an Appointed Officer:

1. The appointed officers of the Association may be removed, through the exercise of due process, by the Executive Committee for failure to fulfill the terms of his/her duties or such other causes as malfeasance or moral turpitude.
2. Standing committee chairpersons shall serve at the pleasure of the president and the Executive Committee. However, in the interest of promoting goodwill within the ranks of the Association, no appointed officer should be removed for less than cause.
3. The Executive Committee shall inform a standing committee chairperson, in writing, of his/her removal from office and the specific reasons for such action. The president shall do likewise when an ad hoc committee member is removed.
4. Ad hoc committee members, except those appointed for the purpose of impeachment, shall serve at the pleasure of the president, and may be removed by the president.
5. The membership of the ad hoc committee may be changed only by the body responsible for their appointment.
6. An appointed officer who is removed can petition the Association at its next general meeting to clarify any differences of opinion regarding his/her removal.. Should such a petition be made, the Executive Committee shall be provided with a written challenge at least 15 days, post marked, before the next annual Association meeting. The details of the challenge must be specified.
7. The Association shall hear the challenge, and its decision shall be final.

ARTICLE VIII
COMMITTEES

Section A - Types of Committees - There shall be three types of committees as follows:

1. Executive
2. Standing, and
3. Ad hoc.

EXECUTIVE COMMITTEE

Section B - Membership: The Executive Committee of the Association shall be composed of:

1. elected officers ----- 8
2. chairpersons of standing committees ----- 12
3. immediate past president ----- 1

Section C - Executive Committee Chairperson

The president of the Association shall serve as the Executive Committee's chairperson.

Section D - Executive Committee Responsibilities and Authority: The Executive Committee shall:

- 1 . serve as the management body of the Association;
2. be operative between Association meetings and transact business of the Association to be ratified by the Association's next general membership meeting;
- 3 . record and keep up-to-date minutes of all committee meetings and proceedings, including, by names, the members present and those absent, and make records available when they are requested by the Association;
4. prepare and present to the Association a composite, written report of the committee's activities during the year;
5. approve the work plans and supervise the work of standing and ad hoc committees;
6. prepare and present to the Association membership, 20 days before the March meeting, a proposed operating program and budget for the ensuing year;
7. authorize the president including such ad hoc committees as it deems necessary for the conducting of the business of the Association;
8. prepare an agenda for all Association general membership meetings;
9. recommend to the Association, at the next general membership meeting, individuals to fill unexpired terms of elected officers, except the president, whose office should it become vacant, shall be filled by the vice-president/president elect;
10. publish the names, addresses and listed telephone numbers of all elected officers, within 15 days after an election, and inform the Association of any vacancies or filling of vacancies at the next general membership meeting.
11. assist standing and ad hoc committees, as needed, to carry out their duties and responsibilities so as to insure articulation and continuity in the Association's program;
12. provide the nominating committee with an up-to-date roster of active members of the Association;
13. investigate any substantive report of financial exploitation of the Association's name or the name of the Association by groups or individuals operating under the name of the Association;

14. record, by name, the affiliate/associate organizations represented, and by whom represented at each general membership meeting, and make the record a part of the minutes of the meeting;
15. perform such other duties as the Constitution provide for and/or the Association directs.
16. approve expenditures and payment of bills thereof as provided for under a line item of the Association's approved budget, otherwise authorized by the Association. (The Executive Committee shall have the privilege to adjust line items to accommodate expenditures in excess of the total budgeted for a particular line item, but shall not approve an expenditure which exceeds the total of the approved budget.)

Section E - Standing Committees: There shall be thirteen (13) standing committees of the Association as follows:

1. Awards
2. Budget/Finance
3. Constitution and By-Laws
4. Membership
5. Publicity and Social Activities/Hospitality
6. Goodwill Ambassador
7. Chief of Security/Police Community Relations

Section F - Functions of Standing Committees: Although, the Executive Committee may assign to standing committees special tasks which relate to the committees' respective areas of responsibility, the general functions of standing committees are outlined, by committee, as follows:

1. Awards: This committee shall:
 - a. work with the Executive Committee and the Detroit City Council to identify and select individuals to be honored or receive awards;
 - b. recommend to the Association for approval, through the Executive Committee, persons to be honored and/or receive awards: and
 - c. purchase or arrange for such awards as the Association and/or Executive Committee might authorize.
 - d. shall establish criteria for granting awards to active, associate and honorary members with approval of the Executive Committee.
2. Budget/Finance: This committee shall:
 - a. assist the president and treasurer in the preparation of a yearly budget to be approved by the Executive Committee and ratified by the Association at its annual Spring (March) meeting:
 - b. advise the president and Executive Committee on fiscal matters;

- c. review the treasurer's quarterly report and report findings to the Executive Committee;
 - d. annually audit the treasurer's records 20 days before the Association's annual Spring (March) meeting.
3. Constitution: This committee shall:
- a. make and publish the appropriate adjustments in the Constitution within 60 days following the Association's ratification of amendments or revisions; and
 - b. keep, as part of the Constitution, a chronology of amendments to and revisions of the document according to the following format:
 - I. quote of the reading before the amendment or revision was made and a quote of the reading following the amendment or revision, and
 - II. the date on which the amendment or revision was made. (This must correspond with the minutes of the Association meeting during which the amendment or revision was ratified.)
 - c. function as directed by the Executive Committee to make revisions in the Constitution;
 - d. make recommendations to the Executive Committee for approval by the Association, after one reading at a general membership meeting; revisions were ratified, and provide each of these officers with a copy of the signed document(s).
 - e. prepare, in the identical language used, amendments to and revisions of the Constitution which have been ratified by the Association, and have such documents signed by the president, vice-president, treasurer, and recording secretary prior to the close of the meeting during which such amendments or revisions were ratified, and provide each of these officers with a copy of the signed document(s).
4. Membership: This committee shall:
- a. maintain an updated list of names, addresses and telephone numbers of both inactive and Associate members and encourage/solicit their active participation.
5. Public and Social Activities/Hospitality: This committee shall:
- a. be responsible for planning and executing all of the public and social activities of the Association;
 - annual banquets,
 - be responsible for the annual review of homes and gardens, --
 - prepare a budget for all approved programs.

6. Goodwill Ambassador: This committee shall:

- a. be responsible for Association written welcome to new neighbors, send flowers to sick members or families of transitioned active members. Will administer a refundable petty cash, not to exceed \$50 per item. (Refund of petty cash upon presentation of receipt).

7. Chief of Security/Police Community Relations:

- a. advise both the Executive Committee of unsafe conditions within the boundaries of the Association of a general and specific nature;
- b. at the direction of the Executive Committee report all unsafe conditions to the appropriate section of the Tenth Precinct, Detroit Police Department;
- c. be responsible for abandoned/inoperative vehicle monthly reports to be filed with the Neighborhood City Hall and the Tenth Precinct;
- d. be responsible for submitting and/or preparing newsworthy security information quarterly and presenting it to the newsletter editor for publication;
- e. attend monthly community relations meetings at the Tenth Precinct and present the objectives of the Associations.

8. D.O.T. Liaison Committee: This committee shall:

- a. under the direction of the Executive Committee, develop plans and programs to reduce traffic flow in the residential area on Oakman Boulevard, Oakman Court, Fleet Street, Monica, Stoepel, and Santa Rosa;
- b. under the supervision of the Executive Committee, prepare and execute proposals submitted to the traffic engineering section of the Department of Transportation and Michigan D.O.T.;
- c. prepare quarterly progress reports and newsworthy articles and submit them to the Executive Committee and newsletter editor respectively;

9. Public Lighting Liaison Committee: This committee shall:

- a. be responsible for plans and programs to improve public lighting within the boundaries of the Association as directed by the Executive Committee;
- b. develop strategies for the preservation of the historic light poles of the Association;
- c. prepare quarterly progress reports and newsworthy articles and submit them to the Executive Committee and newsletter editor respectively.

10. Parks, Recreation and forestry Liaison Committee: This committee shall:

- a. work with the Department of Parks and Recreation to improve maintenance of all traffic islands;
- b. work with the Forestry Department to insure seasonal replacement and addition of trees and shrubs;
- c. prepare quarterly progress reports and newsworthy articles and submit them to

- the Executive Committee and newsletter editor respectively;
- d. be responsible for written communications to appropriate individuals.

11. D.P.W. Liaison Committee: This committee shall:

- a. be responsible for resolving problems between the Association and the D.P.W., as directed by the Executive Committee;
- b. be responsible for written communications to appropriate persons in resolving problems;
- c. be responsible for preparing both quarterly reports and newsworthy articles and submitting them to the Executive Committee and newsletter editor respectively.

12. Building and Safety Engineering Committee: This committee shall:

- a. be responsible for the removal of unlicensed, unsheltered, inoperative vehicles on private property within a two block area outside the boundaries of the Association, as directed by the Executive Committee.
- b. be responsible for written communications to appropriate personnel within the Building and Safety Engineering Department, concerning the location and demolition of open and dangerous buildings within a two block area outside the boundaries of the Association, as directed by the Executive Committee;
- c. be responsible for preparing both quarterly reports and newsworthy articles and submitting them to the Executive Committee and newsletter editor respectively.

13. Special Projects: This committee shall:

- a. exercise jurisdiction over such special projects as might be assigned by the Executive Committee and/or association, and
- b. keep an accurate and up-to-date record of all committee activities and make them available to the Executive Committee and/or Association upon request.

Section G - Common Standing Committee Responsibilities: All standing committees shall:

1. by July 1, provide the Executive Committee with recommendations geared to program improvement and suggestions regarding policy matters, as may be appropriate; and
2. assist the president and Executive Committee with the preparation of the committee's annual report.
3. present a yearly plan of work to the Executive Committee for approval. (The plan shall be submitted at a time set by the Executive Committee and shall conform to the definition of committee responsibilities set forth in this Article under Section G; and

responsibilities

4. undertake no work which has not been approved by the Executive Committee, except as provided for by the Constitution.

Section H - Ad Hoc Committees: Ad Hoc committees shall be appointed to carry out specific assignments. Upon appointing an ad hoc committee, the president shall specify, with exactness:

1. the task(s) the committee shall undertake;
2. the length of time the committee has to complete the assignment;
3. periodic reports, if any, required, and, if any, the information expected; and
4. the type of final report expected and its content requirements.

Section I - Dissolution of Ad Hoc Committees: When the Executive Committee accepts an ad hoc committee's final report, the president shall inform each committee member, in writing, that upon the acceptance of its final report, the committee was automatically dissolved.

ARTICLE IX MEETINGS

Section A - Duties of Presiding Officer: The presiding officer of all Executive Committee, standing committee, ad hoc committee and general membership meetings shall be responsible for:

1. preparing an agenda and conducting meetings in accordance with the agenda;
2. recording and keeping an accurate and up-to-date record of all transactions, and;
3. making the agenda and records available to the Association and/or the Executive Committee upon request.
4. having the minutes reflect, by name, the members present and those absent.

Section B: Order of Business for Association General Membership Meetings: With two exceptions, annual Association meetings shall be conducted in conformity with the agenda format outlined below:

1. FORUM: Special Guest Appearance/Presentation
2. Call to Order - President
3. Invocation — Chaplain
4. Minutes — Recording Secretary
5. Report of President/Executive Committee — President
6. Report of Treasurer — Treasurer

7. Report of Standing Committees — Chairman (Discretionary see Section E this article.)
8. Unfinished Business (itemized)
9. New Business
10. Closing Prayer — Chaplain
11. Adjournment

Section C - Exceptions to Order of Business: The two exceptions to the order of business referred to in Section C of this Article shall be as follows:

1. in election years, the election of officers shall follow the reading and approval of minutes;
2. should a call meeting be held in the absence of the president, vice president/president elect and/or a recorder of the proceedings. Otherwise, the agenda for call meetings shall be limited to the following:
 - call to order,
 - reverence,
 - adjournment

Section D - Presentation Constraints: It is expected that the president/ Executive Committee report shall be sufficiently comprehensive to address most program activities; therefore, the Executive Committee shall exercise the prerogative to:

- a. determine if a need exists for a standing committee chair to report, and, if so, specify the subject to be addressed, and
- b. set a time frame for such reports.

Section E - Association Meetings: The Association shall hold monthly general membership meetings beginning on March 1 to November 30.

ARTICLE X

AMENDMENTS. REVISIONS. SUSPENSIONS. AND WAIVERS

Section A - Amendments to or revisions of the Constitution shall be initiated by the Association's approval of:

1. a recommendation of the Constitution Committee, with the approval of a majority of the Executive Committee;
2. a recommendation of eleven (11) members of the Executive Committee; or

3. a recommendation often (10) active members of the Association.

Section B - Recommendations under "2" and "3" of Section A of this Article shall be reviewed by the Constitution Committee for consistency, language, and clarity in meaning.

Section C - Recommendations to amend or revise the Constitution shall be presented to the Association by the Executive Committee, in writing, at any meeting and shall have the signature of all petitioners.

Section D - A vote to amend or revise the Constitution shall be taken at the next general membership meeting and approval or rejection shall be by a 2/3 majority of the active members present and voting after one reading at a general membership meeting.

Section E - Only the Association, during a meeting as provided for by the Constitution and by a majority vote of the active members present and voting, shall temporarily suspend or waive any part of the Constitution.

Section F - A motion to temporarily suspend or waive a part of the Constitution shall specify the purpose of such suspension or waiver, and when the specified purpose has been served, the suspension or waiver suspension or waiver shall be automatically lifted, as there shall not be an ongoing suspension or waiver of the Constitution.

ARTICLE XI

DUES

Section A - Annual Association dues shall be determined by the Executive Committee annually.

Section B - Dues are payable October 1 , each year.

Section C - All membership dues shall be paid to the Association's treasurer.

Section D - All membership dues shall be used by the Executive Committee to provide the following services to active members:

- Snow Removal
- Beautification
- Newsletter
- Operating Expenses
- Social/Miscellaneous

ARTICLE XIII

PARLIAMENTARY PROCEDURE

Section A - The Association shall use Robert's Rules of Order as its parliamentary guide.

Section B - A 2/3 vote of those present and eligible to vote at any Association or standing or ad hoc committee meeting shall be required for a temporary suspension of Robert's Rules of Order.

Section C - A 2/3 vote of the quorum shall be required to suspend Robert's Rules of Order during a regular or call Executive Committee meeting.

ARTICLE XIII
DISTRIBUTION OF ASSETS

Section A - The Association shall use its funds and properties only to accomplish the purposes specified in its Constitution. No part of such funds or properties shall insure, or be distributed to members of the Association.

Section B - In the event of dissolution of the Association, any fund or properties remaining shall be distributed to one or more regularly organized and charitable, educational, scientific, or philanthropic organizations by decision of the Executive Committee.

ARTICLE XIV

PROPERTY
MANAGEMENT

Section A - Members who have custody of Association property shall be held accountable for the property.

Section B - When an officer, elected or appointed, relinquishes an office because of term expiration, resignation, disability or impeachment— within 15 days thereafter he/she shall surrender to the Executive Committee all Association properties in his/her possession— machines, equipment, materials, files, etc.

Section C - In the event of the death of an officer, elected or appointed, the Executive Committee shall, at a time deemed appropriate, but within 90 days, redeem from the deceased's family all of the Association's property which the deceased had in his/her possession.

ARTICLE XV

MISCELLANEOUS

Section A - No individuals or groups shall engage in any activities in the name of the Association without the approval of the Association or the Executive Committee. This does not preclude members from acting as individuals or groups to foster activities, so long as they do not use the Association's name.

REVISED JOINT CONSTITUTION COMMITTEE, NOVEMBER 12, 1998

Charles H. Smith, Jr., Oakman Community Association - Co-Author

Beverly Smith, Oakman Community Association - Co-Author

Mattie Holt, Oakman Community Association - Co-Chair

Mary Simpson, Oakman Community Association - Co-Chair

Carmen Carpenter, Oakman Community Association - Member

Hazel Claremont, Oakman Community Association - Member

It is in highest esteem for their time, loyalty and dedication that the officers and members of the Oakman Boulevard Community Association, commemorate this document, and implement its contents on this _____ day of _____, 19

Charles H. Smith, Jr., President
Oakman Boulevard Community Association

Joyce Thomas., Recording Secretary Oakman
Boulevard Community Association

