

# **STATEMENT OF STRUCTURE AND PURPOSE OF THE CENTERVILLE-WASHINGTON DIVERSITY COUNCIL**

## **MISSION**

The mission of the Diversity Council is to celebrate and promote an inclusive, diverse and welcoming community for people who live, work and worship in Centerville and Washington Township.

## **I. NAME**

The name of this organization shall be the Centerville-Washington Diversity Council (CWDC).

## **II. PURPOSE**

The purpose of this organization is to foster an inclusive community through education and communication initiatives.

- a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.
- c. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- d. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under

section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- e. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
- f. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### III. ORGANIZATION

This organization is a collaboration of governments, schools, businesses, media, faith and ethnic communities, organizations and individuals located in the Centerville-Washington Township area and is managed by volunteer officers and council members who shall receive no compensation.

### IV. COUNCIL MEMBERSHIP

Council membership is open to any individual or organization representative who:

- a. resides in, or whose organization has a presence in, the Centerville-Washington Township community, and
- b. desires to further the mission, purpose and activities of the CWDC.

Council membership shall strive to include appointed Representative(s) from collaborative entities such as:

Centerville Arts Commission

Centerville City Schools (Superintendent or designee)

Centerville Ministerial Association

Centerville - Washington Township Historical Society (Director or designee)

Centerville - Washington Park District (Director or designee)

City of Centerville (City Manager or designee)

Dayton Association of Chinese Americans

The Franciscan at St. Leonard's (Director or designee)

Incarnation School (Principal or designee)  
India Foundation or other Asian-Indian Organization  
Islamic Center of Centerville  
Japanese American Citizen's League  
Jewish Community Relations Council  
League of United Latin American Citizens, Dayton, Ohio  
Montgomery County Sheriff's Office, Washington Township  
The Miami Valley School (Head Master or designee)  
National Conference for Community & Justice (Director or designee)  
Parents and Friends of Gays and Lesbians (PFLAG)  
South Metro Regional Chamber of Commerce (President or designee)  
Spring Valley Academy (Principal or designee)  
Washington - Centerville Public Library (Director or designee)  
Washington Township (Township Administrator or designee)  
Student Representatives, appointed by their respective school  
Representative(s) from Large, Medium and Small Business-Organizations  
Representative(s) from the Media

The Council shall include members that diversify the council membership in a variety of capacities, including, but not limited to, religion, race, ethnicity, physical ability, sexual orientation, socio-economics and age.

All council members shall be eligible to vote.

## V. LEADERSHIP TEAM

The Leadership Team of the CWDC shall include an elected Chairperson, Vice-Chairperson, Treasurer, Secretary, and three Members-At-Large. The Leadership Team also includes one appointed liaison each from the City of Centerville, Washington Township, Washington-Centerville Public Library, Centerville City Schools, the Centerville-Washington Park District, all appointed committee chairs & vice-chairs, and the council's appointed liaison to the Gem City Market. Elected officials shall serve a three-year term with a limit of two consecutive terms. Elected officials may serve a third consecutive term, provided the vote to extend in the elected position is unanimous. The Vice-Chairperson shall serve as Chairperson-Elect. The Immediate Past Chair shall serve on the Leadership Team with ex-officio status, without vote. Leadership Team members will not serve concurrently in two elected positions (e.g. Chair and Treasurer). An elected Leadership Team member may concurrently serve in one or more appointed positions. The

Leadership Team job descriptions below will be reviewed annually. Any proposed changes will require a formal vote at the Annual Meeting.

The Chairperson:

- a. **GENERAL STATEMENT OF DUTIES:** The CWDC Chairperson is a member of the Diversity Council, and serves a three-year term —February to February. He/she is elected with the plan to move into the Immediate Past Chair position at the end of their term as Chair. The Chair presides over all meetings of the Council and the Leadership Team. He/She is responsible for, with the input of the Leadership Team, setting Council goals and developing program plans annually.
- b. **DISTINGUISHING FEATURES OF THE POSITION:** Seeks to maintain current knowledge of the organization, its programs, bylaws and articles of incorporation; Chairs meetings and/or represents the Council; Provides direction, leadership and support to the various committees; Communicates with the membership. Is one, of two (2) officers authorized to sign checks, or has access to bank and credit accounts.
- c. **EXAMPLES OF WORK:**
  - i. Sets goals and works with the Program Committee Chair to develop an annual program calendar for Council programs.
  - ii. Presides over meetings and programs of the Council.
  - iii. Works with the Treasurer to develop an annual Council budget.
  - iv. Approves out of budget cycle expenditure requests of \$1,000.00 or less.
  - v. Works with Membership Committee Chair to maintain a diverse membership and to grow the membership.
  - vi. Works with the Publicity Chair to promote the work and programs of the Council.
  - vii. Seeks out opportunities to partner with other agencies with similar missions to promote diversity.
  - viii. Provides feedback and guidance to Council committees while developing programs, activities, and actions of the Council.
  - ix. Becomes familiar with all aspects of the Council's business – Treasurer, Secretary, Fund Development, Historian, and committees of Community Projects, MLK Breakfast, Programs & Education, Publicity, and Membership, supports those efforts as needed.

- x. Can cancel or reschedule meetings if a quorum or majority is not present to conduct a meeting IAW the by-laws.
- xi. Reviews and approves (co-signs) the council's quarterly Treasurer reports and reports any discrepancies to the Leadership Team.

The Vice-Chairperson:

- a. **GENERAL STATEMENT OF DUTIES:** The CWDC Vice-Chair is a member of the Diversity Council, and serves a three-year term —February to February – as the backup to the Council Chair. He/she is elected with the plan to move into the Chair position at the end of their term as Vice-Chair. The Vice-Chair works closely with the Chair to assist with the operation of the Council, and fills in for the Chair in his/her absence. The Vice-Chair may take on special projects as needed for furthering the goals of the Council.
- b. **DISTINGUISHING FEATURES OF THE POSITION:** Seeks to maintain current knowledge of the organization, its programs, bylaws and articles of incorporation; Chairs meetings and/or represents the Council in the absence of the Chair; Provides support to the various committees.
- c. **EXAMPLES OF WORK:**
  - i. Provides feedback and guidance to Council committees while developing programs, activities, and actions of the Council;
  - ii. Presides over meetings and programs of the Council when the Chair is unavailable.
  - iii. Becomes familiar with all aspects of the Council's business – Treasurer, Secretary, Fund Development, Historian, and committees of Community Projects, MLK Breakfast, Programs & Education, Publicity, and Membership.

The Treasurer:

- a. **GENERAL STATEMENT OF DUTIES:** The CWDC treasurer is a member of the Diversity Council, and serves a three-year term—February to February. The Treasurer, as financial record keeper, oversees all financial activities and health of this organization for each fiscal year, July 1 – June 30, each year. The Treasurer works with the Chair in communicating the financial needs of the organization; keeps account of standing committee expenditures; and advises committee chairs of remaining working balances throughout the fiscal year.

- b. **DISTINGUISHING FEATURES OF THE POSITION:** Seeks to maintain current knowledge of the organization, its programs, bylaws and articles of incorporation; Is one, of two (2) officers authorized to sign checks, or has access to bank and credit accounts; Reports on the financial status of the organization at all official meetings; Reviews and answers questions about the budget status, and files the required annual tax forms with the IRS, and the State of Ohio; Works with the CWDC Chair in the preparation of the each fiscal years' budget, using the budget requests submitted by each individual committee chair/co-chair.
  
- c. **EXAMPLES OF WORK:**
  - i. Maintains all financial records of the organization, including bank accounts, CDs, and/or other financial instruments.
  - ii. Provides periodic reports of receipts, disbursements, payments, and balancing the financial books.
  - iii. Establishes and maintains internal controls over all financial transactions that take place.
  - iv. Prepares financial reports, respects confidentiality, is mindful of the public's trust, always ensuring that the organization is a good steward of charitable donations, and its tax-exempt status.
  - v. Reviews and approves (co-signs) the council's quarterly Treasurer reports.
  - vi. Works with the entire Leadership Team in the development of fundraising strategies and tactics.

The Secretary:

- a. **GENERAL STATEMENT OF DUTIES:** He/she is responsible for all drafting all Council, Annual meeting and Leadership Team minutes and official correspondence..
  
- b. **DISTINGUISHING FEATURES OF THE POSITION:** Seeks to maintain knowledge of the organization, its programs, bylaws and articles of incorporation; Serves on at least one committee; Attends council programs and events and is available to assist in a supportive role, as needed.
  
- c. **EXAMPLES OF WORK:**
  - i. Works with the Chairperson to set meeting agendas and to distribute the meeting agendas to all attendees.

- ii. Attends Leadership Team meetings and files minutes;
- iii. Maintains an electronic file of approved meeting minutes;
- iv. Attends committee meetings (if requested) and assists with the committee's projects;
- v. Develops a working knowledge of the Council's business.

Liaison to the Gem City Market:

- a. GENERAL STATEMENT OF DUTIES: He/she is a liaison/representative of the CWDC to the Gem City Market. This position is filled by appointment from the Chairperson.
- b. DISTINGUISHING FEATURES OF THE POSITION: Seeks to maintain knowledge of the organization, its programs, bylaws and articles of incorporation; Attends council programs and events and is available to assist in a supportive role, as needed.
- c. EXAMPLES OF WORK:
  - i. Attends all Gem City Market Board/Membership meetings and reports any requests for support back to the CWDC.
  - ii. Attends Leadership Team meetings and files minutes;
  - iii. Attends committee meetings (if requested) and assists with the committee's projects;

Members-at-Large (a total of three):

- a. GENERAL STATEMENT OF DUTIES: He/she serves a three-year term. Members-at-Large may take on special projects as needed for furthering the goals of the Council.
- b. DISTINGUISHING FEATURES OF THE POSITION: Seeks to maintain current knowledge of the organization, its programs, bylaws and articles of incorporation; provides support to the various committees.

Committee Chairs shall serve on the Leadership Team.

## VII. ELECTION OF THE LEADERSHIP TEAM

The Leadership Team shall be elected at the Annual Meeting by a majority vote of the members present. Notice of the date of the Annual Meeting and the Leadership

Team slate to be acted upon at the Annual Meeting shall be provided to the members of the Council at least two weeks in advance of such meeting.

## VIII. COMMITTEES

Committees shall be appointed for a period determined by the Chair as needed to further the mission of the Council. The Chair can also dissolve a committee that is no longer required. Committees may include members of the Council and others interested in the programs and/or projects of the CWDC. Committee Chairs will work with the Treasurer to develop a budget for the fiscal year, which is approved at the Annual Meeting. Committee budget requests/proposals must be submitted four months prior to the Annual Meeting. Committee Chairs can spend within the approved budget without requiring additional approval. All expenditures/receipts will be provided to the Treasurer who will report the expenditures at the next Leadership Team meeting. Below is a list of current standing committees.

- Martin Luther King, Jr Breakfast
- Membership & Outreach
- Publicity
- Programs
- Community Projects
- Scholarships
- Gem City Market

## IX. COUNCIL MEETINGS

**General Meeting:** The Council shall meet at the call of the Leadership Team. Notice shall be provided to all Council members at least one week in advance of the meeting date. The purpose of this meeting is to vote on any out of cycle elections or proposed changes to the council by-laws. A majority of members present is required for any motion to pass.

**Leadership Team Meeting:** The Leadership Team shall meet bi-monthly or at the call of the Chairperson. The purpose of this meeting is to receive reports from elected officials and committee chairs, to review annual programs and events, and to approve any out of cycle purchase/budget requests greater than \$1,000.00. A majority of Leadership Team members present is required for any motion to pass.

**Annual Meeting:** The Annual Meeting shall meet in February of each year. Notice shall be provided to all Council members at least one-week in advance of the meeting date. The purpose of this meeting is to elect new Leadership Team



members, appoint Committee Chairs, approve the annual calendar (meetings and programs), and budget requests from each committee.

## X. AMENDMENTS

This document may be added to or amended by a majority vote of the members present of the Council at any Council meeting, or by electronic vote, or if a majority vote of the membership is not received, by a majority vote of the members of the Leadership Team at any Council meeting, provided that the proposed amendment(s) shall be set forth in the notice of said meeting.

ADOPTED: 3 February, 2005; Revised July 7, 2015; Revised February 15, 2024