

BYLAWS FOR THE _____ NEIGHBORHOOD ASSOCIATION

Article I: Name of Organization

The name of this organization shall be the _____ Neighborhood Association.

Article II: Purpose of the Organization

The purpose of the _____ Neighborhood Association is to consider and act upon a broad range of issues affecting the neighborhood's livability and to foster open communication and partnership with the City of Vancouver.

Article III: Boundaries

The boundaries of _____ Neighborhood Association shall be as follows:

South Border: Mill Plain Boulevard from Hearthwood Boulevard west to 164th Avenue.
East Border: 164th AVE from Mill Plain Boulevard to 5th Street
North Border: 5th Street from 162nd Avenue to 152nd Street
West Border: Hearthwood Boulevard from 1st Street to Mill Plain Boulevard
(See Attached Map)

Article IV: Membership and Voting

Membership in the Neighborhood Association is open to all residents, property owners, business licensees, and non-profit organizations within the Neighborhood Association boundaries as defined in Article III. All members of the neighborhood association may actively participate in neighborhood events, activities and meetings exercising voting rights pursuant to the bylaws, without regard to race, national origin, religion, sex or physical ability.

1. Every resident Neighborhood Association member 18 years or older in attendance at a _____ Neighborhood Association meeting counts as one (1) vote.
2. Business licensees and non-profit organizations within the boundaries of the neighborhood count together as one (1) vote regardless amount of representatives in attendance.
3. There will be no proxy voting. Members must be present at current meeting where voting takes place to have their vote counted.

Voting will take place by a rising of hands to be counted; decisions will be made by majority rules as long as a quorum is met.

Article V: Meetings

1. Regular Neighborhood Association meetings will be held the third Tuesday of every other month on the even months of the year (Feb, Apr, June, Aug, Oct, Dec) from 7pm-8pm (8:30 pending agenda) at Mill Plain Elementary School located at 400 SE 164th Ave., Vancouver, WA 98684
2. Executive Board meetings will be held every other month on the odd months of the year (Jan, March, May, July, Sept, Nov) at a designated time and public location. This time and location will be announced in prior announcements or publications.
3. Special meetings may be called when brought to attention of need to the executive committee. Executive committee can schedule or set special meeting date and time as needed.

4. Meetings will be publicized in multiple ways, either by phone or email or newsletter or bulletin or mailer.
5. Quorum - In order for a motion to be addressed there must be at least nine (9) members voting and at least two (2) of those nine members must be Neighborhood Association Officers.

Article VI: Officers and Executive Board

The _____ Neighborhood Association will have at least three (3) officers, including an Executive Board, consisting of a Chairperson, Co-Chairperson, and Secretary/Treasurer.

Duties of the Neighborhood Association officers shall include but are not limited to:

Chairperson: Preside at meetings of the Neighborhood Association, being in charge of presenting the agenda at meetings, advocating for and being a representative for the neighborhood, being the primary leader of our association, and a contact person for member concerns. The Chairperson will organize neighborhood functions and activities, and arrange guest speakers for future meetings and network with the City.

Co-Chairperson: Assisting the Chairperson with presenting at meetings as needed, advocating for and being a representative for the neighborhood, being a leader of our association, and a contact person for member concerns. If for any reason the Chairperson is unable to fulfill his/her duties, the Co-Chairperson will fill the position of Chairperson for the remainder of the Chairperson's term. Keeping an electronic backup of Neighborhood Association records in a safe location, updating records at the end of the year, and transferring records to the next Co-Chairperson each year.

Secretary/Treasurer: Maintaining sign-in sheets and other records as required by the neighborhood association bylaws, taking meeting notes creating "minutes" for each meeting, keeping an attendance record of all meetings. Keeping Neighborhood Association records in a safe location, updating records at the end of the year, and transferring records to the next Secretary/Treasurer each year. The Secretary/Treasurer will additionally perform the duties of the Treasurer as described herein.

The Secretary/Treasurer position may be split into two (2) separate officer positions for Secretary and Treasure by a majority vote of the membership. In the event a separate Treasurer position is created, the duties of the position shall include, but are not limited to:

Treasurer: Managing the funds of the _____ Neighborhood Association., and reporting on Neighborhood Association finances at the beginning of each association meeting.

All terms of office will be for one (1) year in length.

Officers will be elected by popular vote in the December meeting of the previous year, with the exception of the first meeting of the Neighborhood Association in 2017 in which initial officers will be elected/

If an officer position becomes vacant at anytime throughout the year, a member can be voted in at the next available meeting and will hold said position until the end of that current year.

If at any time an officer misses 4 consecutive meetings (both regular meetings and Executive meetings count so 4 months non activity), or if for any reason an officer needs to be removed from their current position, a discussion and vote will take place, at any general meeting, if deemed necessary.

Article VII: Executive Board

1. The Executive Board consists of the Chairperson, Co-Chairperson, and Secretary/Treasurer.
2. Majority rules when voting, at least three (3) officers needed for taking action.
3. All decisions made by the Executive Board will be subject to confirmation at a meeting of the general membership as the general membership should be the ultimate decision makers.

Article VIII: Committees

Committees can be formed and appointed by the Chairperson to address specific issues as needed.

Article IX: Records

Records of the _____ Neighborhood Association will be kept by the Secretary. Records will be scanned and saved in an electronic format and retained on two (2) portable data storage devices (e.g. a USB, flash, or thumb drive). Said devices will be passed from current officers to future officers at the elections meeting at the end of the year. One (1) device will be kept by the Co-Chairperson and one (1) device will be kept by the Secretary/Treasurer.

The _____ Neighborhood Association shall retain all records, correspondence, etc. pertinent to business transactions as required by the Internal Revenue Service, State of Washington, and the City of Vancouver, which may include, but are not limited to:

1. Financial Records: Balance sheet and spending report.
2. Meeting Minutes: Minutes will be taken at every meeting detailing conversation and discussion of each item discussed.
3. Meeting Sign-in Sheets: Attendance sign in sheet will be passed around/taken at each meeting.

Article X: Funding

Membership fees shall be voluntary and shall not bar any resident from association membership or voting privileges. Voluntary dues, contributions, contracts, grants or subscriptions may be used by the association to fund Neighborhood Association activities. Expenses over \$50.00 must have association approval. All checks issued by the Neighborhood Association require the signature of the Secretary/Treasurer and one (1) additional Executive Board member. Donations can be used for Neighborhood Association refreshments.

Article XI: Adoption of and Amendments to the Bylaws

The initial bylaws shall be presented to the Vancouver City Council as part of the official recognition process by city council, and shall be signed by all elected officers and filed with the Office of Neighborhoods.

These bylaws shall be initially adopted by the Neighborhood Association, at its first general meeting with a quorum, by a 2/3rds majority vote.

These bylaws shall be reviewed annually at the first meeting of each year and then as needed, and may be amended at any general meeting with a quorum by a 2/3rds majority vote. The proposed bylaw changes or amendments must be submitted in writing to the Executive Board no less than sixty (60) days prior to the general meeting, and must be published in the Neighborhood Association newsletter and

included on the next meeting's published agenda. All bylaw changes must be reported to the City of Vancouver within sixty (60) days of approval by the Neighborhood Association.

Adopted by the Executive Board of the _____ Neighborhood Association this _____ day of _____, 2017.

Chairperson

Co- Chairperson

Secretary/Treasurer