

BYLAWS

SHUMWAY NEIGHBORHOOD ASSOCIATION

I. NAME

The name of this association shall be Shumway Neighborhood Association, abbreviated as SNA and colloquially named Shumway Neighbors.

II. PURPOSE

The Shumway Neighborhood Association is established by the residents of the Shumway Neighborhood in order to unite the common interests and promote the welfare of the neighborhood and its residents. Shumway Neighbors shall concern itself with a variety of concerns, including but not limited to matters affecting the livability of the neighborhood or the community in general.

III. BOUNDARIES

The boundaries of the Shumway Neighborhood Association are between 4th Plain and 39th Street and from Main Street to I-5. These boundaries are not permanent, but all changes must meet with the approval of affected citizens. Disputes shall be arbitrated by persons mutually selected by contestant parties.

IV. MEMBERSHIP

The membership of the Shumway Neighborhood Association is open to all residents, property owners, licensed businesses, and nonprofit organizations within the boundaries of this neighborhood.

V. VOTING

All persons listed above who are 18 years of age or more become members of the association immediately upon attendance at a meeting. Members may vote if they've attended at least one regular meeting within the previous 24 months.

- No member shall have more than one (1) vote. No proxy votes will be accepted.
- Each business/non-profit licensee (or appointed representative) in the neighborhood shall have one (1) vote.

VI. OFFICERS

The officers, aka Executive Board, of the Shumway Neighborhood Association shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Newsletter Coordinator. The above

officers shall preside over all meetings, planning sessions, and activities of the Neighborhood Association. The duties of each officer shall be, but are not limited to, the following:

- Chairperson:
 - Act as the primary executive officer and preside over all deliberations and activities of the Neighborhood Association and be the official spokesperson for the association.
- Vice-Chairperson:
 - Assist the chairperson in all duties and perform the functions of the chairperson in his/her absence, serve as a spokesperson for the association, and be responsible for notifying the membership of meetings and activities.
- Secretary:
 - Act in conjunction with the officers. Responsible for maintaining accurate records of all association meetings, including preparing and distributing meeting minutes. The Secretary shall assist in the association's official correspondence and ensure that all members are notified of meetings, events, and other activities in a timely manner. Additionally, the Secretary shall prepare minutes from each SNA meeting and present them for approval at the subsequent SNA meetings.
- Treasurer:
 - Act in conjunction with the officers, maintain the financial records of the association, and be responsible for providing a monthly accounting of current account balances. Receive funds for the SNA. Disburse regular and board-directed payments approved by the SNA.
- Newsletter Coordinator:
 - Edit the newsletter and have it printed and distributed to the membership.

Any office may be shared by two individuals and will be identified as "Co-Chairs". Each executive board member may act as a spokesperson if the acting spokesperson is unavailable.

All officers must reside within the boundaries of the neighborhood. The offices of the Secretary and Treasurer may be combined if the need arises.

VII. ELECTION OF OFFICERS

Officers shall be elected annually in September. Elections to refill vacant positions shall occur whenever such vacancies occur.

VIII. COMMITTEES

Special committees to address specific concerns, issues, or activities may be appointed by the Chairperson(s) as necessary.

- All committee recommendations should be reviewed and approved by the Executive Board.
- All committee members must be eligible voting members unless they are serving as approved consultants to the Shumway Neighborhood Association.

IX. MEETINGS

The Executive Board of the Neighborhood Association must meet not less than quarterly to discuss neighborhood business. All decisions made by the Executive Board must be confirmed by a meeting of the general membership. A general meeting of all the membership must be held not less than quarterly. All decisions must be reached by a majority vote of the membership attending the general meeting, with at least ten members in attendance. The official report of all decisions must record both majority and minority concerns.

X. FUNDING

Membership fees shall not bar any resident from membership or voting. Voluntary dues, contributions, contracts, grants, subscriptions, or fund-raising activities may be used by the neighborhood association, as desired.

XI. DISSENT

Adequate time and avenues for minority or majority dissent and appeal of actions taken by the association must be provided by the Executive Board of the Neighborhood Association. All questions may be arbitrated by a mutually acceptable third-party committee selected by the membership of the association.

XII. AMENDMENTS

Amendment of the bylaws will be done according to *Roberts Rules of Order*. Any proposed changes to these bylaws must be presented in writing at a membership meeting. A motion to accept the changes must be made and seconded at the meeting. Once seconded, and after all discussion, the chair must table the motion until the next membership meeting. The changes must be publicized through the newsletter, website, or special mailings.

Voting on bylaws will be conducted at the following membership meeting. The vote cannot occur until any new discussion is heard and the previous discussion is reviewed.

BYLAW HISTORY

- Adopted 4/16/92
- Amended 11/17/94
- Amended 10/99
- Amended 3/4/04
- Revised 03/04/25

- Amended and Approved by SNA 04/01/25