

## **BYLAWS FOR THE FIRCREST NEIGHBORHOOD ASSOCIATION**

### **I. PURPOSE**

The Fircrest Neighborhood Association is established by the residents of the Neighborhood in order to promote the common interests and welfare of the neighborhood and its residents. The Fircrest Neighborhood Association shall concern itself with a variety of community issues and challenges, including but not limited to matters affecting the quality of life in the neighborhood or community in general.

### **II. BOUNDARIES**

The boundaries of the Fircrest Neighborhood Association are as follows: 18<sup>th</sup> Street on the north, Mill Plain Blvd. on the south, I-205 on the West and 136<sup>th</sup> Avenue on the East. Changes in the boundaries are subject to approval of the voting members of the Association.

### **III. MEMBERSHIP**

The membership of the Association is open to all residents, property owners, business licensees, and non-profit organizations within the boundaries of the neighborhood as outlined in Section II.

### **IV. VOTING**

All eligible members of the Association eighteen (18) years and older in Fircrest Neighborhood Association are entitled to vote on all matters brought before the Association. A voting member is a member who has attended at least (2) two of the previous (3) three consecutive general meetings. Voting members must be residents within the boundaries stated in Section II. Non-eligible members can participate, but not vote. No proxies shall be taken. Voting may be by voice vote or secret ballot as decided by the membership in advance of the voting.

## V. OFFICERS

The officers of the Fircrest Neighborhood Association shall be the Chair or Co-Chairs as circumstances may dictate, Vice-Chair, Secretary, and Treasurer. ( In the event Co-Chairs are elected, the position of Vice-Chair may remain vacant. In addition, the positions of Secretary and Treasurer may be combined). The officers shall preside over all meetings of the Association.

The duties of the officers shall include, but not limited to, the following:

**Chair / Co-Chairs:** Act as the primary executive officer and preside over all Meetings and business of the Association. The Chair / Co-Chairs or their designated alternates shall be the official spokesperson(s) of the Association.

**Vice-Chair:** Shall act in the absence of the Chair / Co-Chairs and perform such other duties as required.

**Secretary:** Shall act in conjunction with the other officers; keep minutes of all Association and Executive Board meetings; and notify members of meeting and activities in advance.

**Treasurer:** Shall act in conjunction with the officers; maintain the financial records and be responsible for the funds of the Association.

All Officers must be members of the Fircrest Neighborhood.

## VI. EXECUTIVE BOARD

The Executive Board shall be composed of the Officers of the Association and committee chairs. The Executive Board may act on behalf of the Association as necessary and meet a minimum of once a month to conduct the business of the Association. All decisions made by the Executive Board are subject to confirmation at a meeting of the general membership. All Executive meetings are open to the membership at large but only members of the Executive Board are allowed to vote at these meetings.

## VII. ELECTION OF OFFICERS

Officers shall be elected annually. Officers shall be nominated in September, elected in October and installed into office in January of the calendar year. Elections to fill vacant positions shall occur whenever a vacancy exists. The initial slate of officers elected June 11, 1997 shall hold office until January of 1999.

## VIII. COMMITTEES

Special committees to address specific concerns, issues, or activities may be appointed by the Chair / Co-Chairs as necessary. All committees shall have Chair / Co-Chairs. Chairs and/or Co-Chairs shall serve on the Executive Board during the duration of their service as committee chairs.

## IX. MEETINGS

The Executive Board shall meet once a month. A general meeting of the membership shall be held on the *first Wednesday* of the month with exception of holidays.

An agenda shall be provided any time a meeting is announced. Reasonable notice of the meeting shall be provided. The meeting place will be decided at the previous meeting. All decisions must be reached by a majority vote with two officers present. The official report of all decisions shall record both majority and minority concerns.

## X. FUNDING

Voluntary dues, contributions, contracts, grants, subscriptions or fundraising activities may be used by the Association as desired. Membership dues shall not bar any resident from membership or voting. Customary basic operating expenditures require only consensus of Officers. Any expenditure over fifty (50) dollars shall be approved by the voting Membership and ratified by a majority of the Executive Board. All disbursements shall have the signature of two officers.

## **XI. AMENDMENTS OF THE BYLAWS**

Amendments of the bylaws shall require majority approval of the voting members present at a regularly scheduled meeting.

## **XII. DISSOLUTION**

The Association may dissolve itself by taking a vote on two (2) consecutive meetings held one month apart in the same fashion as any issue to be decided.

Signed this day of January 3, 2002.

Co-Chairs - Becky Archibald, Jade Dierdorff  
Secretary/Treasurer - Katherine Waters