

Airport Green Neighborhood Association

Bylaws

Adopted: June 15, 1993

Revised: May 18, 1994; January 22, 1997; November 12, 1997; November 14, 2000; November 7, 2002;
November 8, 2007, November 12, 2009.

Article I. Name

The name of this association shall be: Airport Green Neighborhood Association (AGNA).

Article II. Parliamentary Authority

This association shall be governed by a current set of bylaws.

Article III. Purpose of AGNA

- A. A permanent organization to promote, preserve, enhance, and protect the quality of life in the Airport Green Neighborhood.
- B. To address nonpartisan issues.
- C. Encourage and assist in the formation of board authorized community service and protection programs.
- D. Current codes, covenants, and restrictions in force within the AGNA boundaries will *not* be enforced by the association.

Article IV. AGNA Boundaries, Voting Memberships, and Finances

- A. The boundaries of the Airport Green Neighborhood Association shall be defined as: The center line of Hearthwood Boulevard west to NE 138th Avenue (both sides), northeasterly side of SE 1st Street to include the landscaped setback area of the Airport Green Industrial Park (Tract "A"), north to the center line of NE 9th Street.
- B. All residents, residential property owners, business licensees, and non-profit organizations within the AGNA boundaries are automatically members and eligible to participate in all AGNA meetings and activities.
- C. In order to become a voting member, a resident or residential property owner:
 1. Must be eighteen (18) years of age or older, and
 2. Must submit a completed membership application no later than seven (7) days prior to a general membership meeting or the Annual Meeting.
- D. Each business licensee or non-profit organization may designate one (1) person to be a voting member and that person:
 1. Must be eighteen (18) years of age or older, and
 2. Must submit a completed membership application no later than seven (7) days prior to a general membership meeting or the Annual Meeting.
- E. Only one (1) PERMANENT membership application must be submitted to establish voting membership, as long as eligibility requirements are maintained (such as residency).
- F. The formats of membership applications shall be approved by the Executive Board.
- G. The fiscal year of AGNA shall be defined as January 1st through December 31st.
- H. Financing for AGNA will be by annual dues (voluntary), donations, grants, fund raising, and/or prize winnings.

Article V. Election of Executive Board

- A. AGNA Executive Board shall consist of not more than eleven (11) nor fewer than seven (7) members.
- B. Shall be elected from the general membership by the voting members at the Annual Meeting held in November.
- C. Shall be elected by ballot presented by the Nominating Committee. The Nominating Committee will be comprised of at least three (3) members and this committee will have ballots available at the Annual Meeting.
- D. Term of office shall be one (1) year: January 1 through December 31.
- E. No compensation shall be paid to the board members for their services.
- F. Removal of board members:
 - 1. A board member who has three (3) board meeting absences without prior notice may be removed by a majority vote of the executive board.
 - 2. A board member may be removed by a majority vote at any official AGNA meeting provided there is a minimum of twenty percent (20%) of the voting members represented.
- G. A board member who is removed or resigns during his/her term may be replaced by an action of the remaining board members.
- H. Election of Officers:
 - 1. Shall be elected from and by the board members at the first board meeting of the new term.
 - 2. Shall be President, Vice President, Secretary, and Treasurer. Vacancies shall be filled within thirty (30) days.

Article VI. Executive Board Duties

- A. Attend board and general meetings.
- B. Transact AGNA business.
- C. Approve annual budget and all monies spent.
- D. Create committees and task forces.
- E. Approve work of all committees and task forces.
- F. Publish newsletter for distribution to AGNA members.

Article VII. Duties of Officers

- A. President:
 - 1. Shall preside over all meetings of AGNA and Executive Board.
 - 2. Shall perform duties assigned by the association and/or the Executive Board
 - 3. Shall coordinate the work of officers and committees.
 - 4. Shall be an ex-officio member of all committees, with the exception of the Audit Committee.
 - 5. Shall be the official spokesperson of AGNA and the Executive Board and shall be authorized to present positions taken by the AGNA Board and/or by vote of the general membership to local government, agencies, and the press. The President may designate a member of the Executive Board to serve in this capacity.
 - 6. Shall serve as liaison between AGNA and the City Council, County Commissioners, State Officials, and all staff. The President may designate a member of the Executive Board to serve in this capacity.
 - 7. Shall give all board members timely notice of scheduled Executive Board meetings.
 - 8. Shall chair Bylaws Review Committee and that committee shall be composed of at least one (1) board member other than the President.

B. Vice President:

1. Shall perform the duties of the President in his/her absence.
2. Shall chair the Audit Committee.

C. Secretary:

1. Shall keep minutes of all meetings of the board and association.
2. Shall distribute minutes at board meetings.
3. Shall perform AGNA clerical duties as requested.

D. Treasurer:

1. Shall have custody of all AGNA funds.
2. Shall keep full and accurate account of receipts and expenditures.
3. Shall prepare necessary income tax reports
4. Shall have all checks and vouchers signed by designated co-signer. All board members, except the Vice President, are eligible co-signers.
5. Shall have prior board approval for expenditures over twenty-five dollars (\$25). Exception: Newsletter has standing prior funding approval.
6. Shall present detailed report at board meetings.
7. Shall chair Budget Committee.

Article VIII. Committees

- A. Task Forces or Advisory Committees may be created by the Executive Board, as it may deem necessary.
- B. Each committee shall be comprised of at least one (1) board member.
- C. Committee chairpersons shall be appointed by the board.
- D. AGNA President shall be notified in a timely manner of committee meeting times and places.

Article IX. Meetings

A. General Membership:

1. Notice shall be given via the AGNA newsletter, at least fourteen (14) days before any general meeting and a board approved proxy form shall be included with that notice.
2. One (1) Annual Meeting shall be held in November each year and shall include:
 - a. Election of the Executive Board.
 - b. Presentation of an audit report for approval by the voting members.
3. Each voting member is entitled to cast one (1) vote, as well as one (1) vote for each proxy he or she represents.
4. A quorum shall consist of twenty percent (20%) of the total number of voting members, with proxy votes accepted and counted as part of that twenty percent (20%), at any general membership or Annual Meeting.
5. A majority of the voting members in attendance, including proxy votes, shall be required to decide an issue if a quorum is present.
6. Twenty percent (20%) of voting members may call, by petition, a special meeting that must be held within thirty (30) days of receipt of the petition.

B. Executive Board Meetings:

1. Shall be open to any association member.
2. Only board members shall have voting privileges at Executive Board meetings.
3. A quorum shall consist of a simple majority of the seated Executive Board.
4. Shall be held a minimum of twice per year.
5. First board meeting shall take place within twenty-one (21) days of the beginning of the new term.

C. Standards for All Meetings:

The consensus view of a dissenting minority or minorities on any issue considered shall be recorded and transmitted along with any recommendations made by the AGNA membership or the Executive Board to local government or any agency.

Article X. Bylaws Amendments

- A. Proposed amendments shall be published and distributed to the membership at least thirty (30) days prior to the meeting at which they will be considered.
- B. Any member, general or board, may propose an amendment.

Article XI. Keeping Records and Reports

- A. AGNA shall retain all records, correspondence, etc., pertaining to business transactions as required by the Internal Revenue Service and the State of Washington.
- B. President shall be Keeper of the Records.
- C. Records shall be available for examination by AGNA members upon request.

Article XII. AGNA Newsletter

- A. The Executive Board shall appoint a Newsletter Editor.
- B. Shall be published at least twice per calendar year.
- C. Contents shall be reviewed by the board before publication.

Article XIII. Parliamentary Authority

Roberts Rules of Order, newly revised, shall govern in all cases in which they are not in conflict with these Bylaws.

Article XIV. Dissolution of Association

If AGNA dissolves, funds will be dispersed equally to the general membership after association debts are paid.