

# Burnt Bridge Creek

Neighborhood Association



## **Bylaws**

January 2020



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## **Name of Organization**

The name of the organization shall be *Burnt Bridge Creek Neighborhood Association* (BBCNA).

## **Purpose**

The *Burnt Bridge Creek Neighborhood Association* is organized to:

- Enhance the livability of the neighborhood by establishing and maintaining an open line of communication and liaison among the neighborhood, government agencies and other neighborhoods.
- Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- Perform such other objectives as may be needed to preserve or enhance the livability of the neighborhood and are allowed by these Bylaws and applicable law.

## **Boundaries**

The boundaries of the Burnt Bridge Creek Neighborhood extend:

North along Burnt Bridge Creek, BPA easement, and light industrial zoned properties

South to NE 39th Street

East to NE162nd Avenue

West to NE137th Avenue

## Membership and Voting

**Qualifications:** 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 these Bylaws. 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. Membership in the Association is strictly voluntary and no neighbor will be required to participate.

**Voting:** Every resident Neighborhood Association member 18 years or older in attendance at a Neighborhood Association meeting counts as one (1) vote. Business licensees and non-profit organizations within the boundaries of the neighborhood count together as one (1) vote regardless the number of representatives in attendance. 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 way of a verbal account, a raising of hands or secret ballot to be counted; decisions will be made by majority rules as long as a quorum is met.

## Special Members

These Members can be recommended by other Neighborhood Members and then appointed by the Officers. The positions are optional and do not require fulfillment. The positions, duties, and abilities are outlined below.

**Member-at-Large:** Serve as a liaison between the Membership and the Officers when necessary. Preside over the nomination and election processes for Officers. Serve as chairperson of special committees when called upon. Advocate and voice the ideas and opinions of other Members who may not be able to attend meetings. This Member may attend officer meetings and be allowed to have one vote. Serve in other capacities as needed by the Officers and Membership.

**Student Member-at-Large:** Represents middle or high school aged students in the Evergreen School District that serves the boundaries of the Neighborhood Association. The Student Member will report on issues affecting fellow students as they relate to the Neighborhood to the Officers and Membership. Advocate and voice the ideas and opinions of other students. This Member may attend general or special meetings and be allowed to have one vote pertaining to issues regarding other students. Serves as a liaison between the Neighborhood Association and the school in which they attend.

## Finances

**Funding:** The charging of dues or membership fees shall not be made; however, voluntary contributions and grants will be accepted. Fund raising may be authorized by the Neighborhood Association Officers.

**Expenditures:** Any expense over \$250 shall be approved by a majority vote of those Members present at a general meeting. All requests for funds and/or reimbursement must be tracked and ratified by the Officers. All reimbursements in the form of a check shall be signed by the Treasurer and/or the Chairperson.

**Records:** The Association shall retain all records; such as, receipts, correspondence, check registers, balance sheets, etc. for at least three (3) years. The records shall be made available for examination by the public upon request.

## Membership Meetings

**General Membership Meetings:** There shall be at least five (5) general membership meetings each year. The meetings will convene in the months: September and November of the current year and then January, March, and May of the following year. Notification shall be by mail, newsletter, posted notices, phone calls, email lists, or any other means of communications apt to reach a majority of membership. Notification shall require at least ten (10) days advance notice to the Members.

**Special Meetings:** Special meetings of the membership or committees may be called by the Chairperson or by majority vote of the Officers. Notification shall be by mail, newsletter, posted notices, phone calls, email lists, or any other means of communications apt to reach a majority of membership. Notification shall require at least three (3) days advance notice to the Members.

**Agenda:** Subject to the approval of the Officers, the Chairperson shall prepare the agenda for general and special meetings of the membership. Any person may add an item to the agenda by:

- a.) submitting the item in writing to the Officers at least ten (10) days in advance of the meeting or,
- b.) making a motion to the Officers to add an item to the general or special meeting agendas at those respective meetings. Adoption of the motion requires a second and majority vote or,
- c.) requesting the item be discussed during an open discussion period when time allows.

**Quorum:** In order for a motion to be addressed there must be at least twelve (12) members voting and at least two (2) of the twelve members must be Neighborhood Association Officers.

**Participation:** Any general, special, or committee meeting is open to any person and all who may wish to be heard regarding any item on the agenda. Only Members and Officers will be eligible to vote.

**Procedures:** Roberts Rules of Order shall be generally followed in all areas not covered by the Bylaws.

## **Officers**

**Purpose of Officers:** The Neighborhood Association elects Officers for the purpose of addressing Association business.

**Officer Titles:** The Association shall have a Chairperson, Vice Chairperson, Secretary, and Treasurer.

**Eligibility of Service:** Only persons eligible for membership shall be qualified to hold an elected position. Persons eligible for Officer must also have attended at least two (2) previous consecutive general meetings prior to elections with recorded attendance.

**Terms of Office:** The appointment is for a one (1) year term with reappointment up to four (4) consecutive years.

**Office Vacancies:** The Officers may fill any vacant position by majority vote of the other Officers. A Member appointed to fill a vacancy shall serve the remainder of the unexpired term and/or until a successor is elected.

**Removal of Officers:** An Officer may be removed from their position by a majority vote of the other Officers for any of the following reasons: failure to fulfill duties as outlined in Bylaws or standing decisions made by the Association; committing actions that are detrimental to the interests of the Association; missing more than three (3) general or special meetings and one (1) officer meeting per year without prior notification and consent. An Officer removed by vote will have the opportunity to contest their removal through the Grievance process outlined in the Bylaws.

**Election of Officers:** Officers shall be elected or reelected annually by a vote of membership at the May General Membership Meeting. A Neighborhood Association Member shall be assigned the task of overseeing the nomination and election processes. The names of candidates may be placed in nomination by any Member of the Neighborhood Association at the March General Meeting. The names of candidates shall be made available to membership ten (10) days prior to the election. Election requires a majority vote of the membership present.

**General Duties of Officers:**

The Officers shall have the following responsibilities and powers.

- a.) Manage the daily affairs of the Neighborhood Association,
- b.) Be an advocate and representative for the Association,
- c.) Appoint committees to perform necessary functions and represent the Neighborhood Association on specific topics,
- d.) Establish a yearly plan for projects or activities and prioritize issues for maintaining and encouraging involvement in the Neighborhood Association.

**Specific Duties of Officers by Position:**

Each Officer shall have the following responsibilities and powers.

**Chairperson:**

- Act as the primary executive officer,
- Preside over all general, officer, and/or special meetings,
- Prepare the agenda for general and officer meetings,
- Serve as the official spokesperson for the Neighborhood Association and/or appoint a spokesperson to speak on approved neighborhood matters/positions,
- Act as the primary contact for the Neighborhood with the City of Vancouver,
- Attend and/or appoint a spokesperson to attend other city or neighborhood related meetings,
- Identify and secure speakers if necessary,
- Joint account holder with financial institution for the Association,
- Conduct other duties as outlined by these Bylaws,
- Oversee other Association business as needed.

**Vice Chairperson:**

- Assist the Chair in all duties as necessary,
- Preside over general and/or special meetings in the absence of the Chairperson,
- Serve as a spokesperson for the Association when needed,
- Identify and secure speakers,
- Conduct other duties as outlined by these Bylaws.

**Secretary:**

- Track attendance at general meetings,
- Record and maintain minutes at general meetings,
- Record and maintain minutes at officer meetings,
- Serve as a point of contact for records requests to and from the neighborhood association,
- Maintain a list of current officers and their terms,
- Transfer records to the next Secretary when needed after an election.

**Treasurer:**

- In charge of all funds belonging to the Neighborhood Association,
- Maintain all financial records, track monies, receive deposits and disburse funds,
- Provide financial reports at general meetings,
- Joint account holder with financial institution for the Association,
- Transfer records to the next Treasurer when needed after an election.

## Committees

There may be standing committees as designated by the Officers of the Neighborhood Association. Special committees may be established by the Chairperson as necessary. Committees should have one (1) Member who serves as chairperson on the designated/established committee. Committees must have at least one (1) Officer that serves as a liaison.

## Conflict of Interest

**Definition:** A conflict of interest exists for an officer whenever the officer holds a personal financial interest in a transaction or decision of the Neighborhood that may result in a financial benefit or gain to them, family members and/or significant other, employer, and/or their business, and/or close associates, and other organizations with which they are affiliated.

**Declaring Conflict of Interest:** Whenever an officer determines that they have a conflict of interest relating to an item under discussion they must immediately inform the other Officers and/or membership hearing the proposal that the conflict of interest exists.

**Abstention from Voting:** The officer shall not participate in discussions or vote on matters in which they have a conflict of interest.

## Grievances

**Complaint:** A member of the Association adversely affected by an action or decision made by the Neighborhood Association may submit in writing a complaint to any Officer. Such complaint shall be provided in writing within ten (10) days of the meeting where such action or decision took place.

**Resolution:** Within ten (10) days of receipt of the complaint, the Officers shall arrange with the complainant a mutually acceptable place, day and hour for a review of the complaint. After review the Officers will provide in writing a resolution, and/or action to the complainant within ten (10) days.



**Final Resolution:** The complainant then has five (5) days to either accept or reject the resolution. If the Officers are unable to resolve the grievance, then the final resolution of the complaint shall be by vote of the membership at a Special Meeting. The Officers shall be obliged to call this meeting to be held within thirty (30) days. At the Special Meeting a member of the Association shall be assigned the task of overseeing the voting process.

## **Amendment of Bylaws:**

These Bylaws may be amended at any general or special meeting by a two-thirds (2/3) vote of those present. The proposed amendment(s) must be submitted in writing at least thirty (30) days prior to the meeting at which the amendment(s) are to be voted on. The proposed amendment(s) will be presented appropriately; read aloud or printed copies, at the meeting at which the amendment(s) are to be voted on.

## **Dissolution of Association:**

Should it become necessary to dissolve the Burnt Bridge Creek Neighborhood Association, a resolution shall be submitted in writing to the membership at least thirty (30) days before the general membership meeting at which the dissolution will be discussed and voted upon. The resolution shall set forth the reasons for dissolving the Association and what disposition shall be made of any funds in the treasury. Passage of the resolution requires a two-thirds (2/3) vote of those present at the meeting.