

# Bennington Neighborhood Association

## By-laws

**Adopted: 11/18/98**

### **Article I. Name**

The name of this association shall be Bennington Neighborhood Association.

### **Article II. Parliamentary Authority**

This association shall be governed by a current set of by-laws.

### **Article III. Purpose of Bennington Neighborhood Association**

- A. A permanent organization to promote, enhance, and protect the quality of life in the Bennington neighborhood.
- B. To address non-partisan issues.
- C. Encourage and assist in formation of Crime Watch programs.
- D. The association will not enforce current codes, covenants, and restrictions in force within the boundaries.
- E. To unite the Bennington Neighborhood Association to address common issues.

### **Article IV. Boundaries, Voting Memberships and Finances**

- A. The boundaries of the Bennington Neighborhood Association shall be defined as the center line of SE 15<sup>th</sup> Street on the south, to the center line of SE 192<sup>nd</sup> Avenue on the east, to city boundaries, north to the center line of SE 1<sup>st</sup> Street, to city boundaries and west to the center line of SE 164<sup>th</sup> Avenue.
- B. All residents, residential property owners, business licensees and non-profit organizations within the Bennington boundaries are eligible for membership.
- C. Each voting member is entitled to cast one vote, as well as proxy votes.
- D. In order to become a voting member, a resident or residential property owner
  1. Must be 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. Each business licensee or non-profit organization may designate one (1) person to be a voting member and that person
  1. Must be 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
- F. Only one (1) membership application must be submitted for each fiscal /membership year to establish voting membership.
- G. The fiscal/membership year of Bennington Neighborhood Association shall be defined as January 1 through December 31.
- H. Financing for Bennington Neighborhood Association will be by annual dues (voluntary), donations, grants, fund-raising or prize-winnings.

#### **Article V. Election of Executive Board**

- A. Bennington Neighborhood Association Executive Board shall consist of not more than nine (9) or fewer than five (5) members. Executive board nominees shall have a current membership application on file with the Secretary/Treasurer.
- B. Shall be elected at the Annual Meeting held in November.
- C. Shall be elected by ballot presented by the Nominating Committee. 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. Inactive board members shall be removed from the board. A board member who has three (3) absences without notice shall be considered "Inactive."
  - 2. A board member may be removed by a majority vote at any official Bennington Neighborhood Association meeting providing there is a minimum of 20 percent of voting members present.
- G. Vacancies shall be filled by appointment by remaining board members.
- H. Election of officers:
  - 1. Shall be elected from and by the board members at the first board meeting following general election.
  - 2. First board meeting shall take place within ten (10) days of the beginning of the new term.
  - 3. Shall be Chairperson, Vice Chairperson, and Secretary/Treasurer. Vacancies shall be filled within 30days.

#### **Article VI. Executive Board Duties**

- A. Attend board and general meetings. Absences must be "excused" prior to the meeting date.
- B. Transact business.
- C. Approve all monies spent.
- D. Create committees and task forces.
- E. Approve work of all committees and task forces.
- F. Publish newsletter for distribution to Bennington Neighborhood Association members

#### **Article VII. Duties of Officers**

- A. Chairperson
  - 1. Shall preside over all meetings of Bennington Neighborhood Association and Executive Board.
  - 2. Shall perform duties assigned by the association.
  - 3. Shall coordinate the work of officers and committees.
  - 4. Shall be an ex-officio member of all committees.
  - 5. Shall be the official spokesperson of Bennington Neighborhood Association and the Executive Board and shall be authorized to present positions taken by the Bennington Neighborhood Association Board and/or by vote of the general membership to local government agencies and the press. The Chairperson may designate a member of the Executive Board to serve in this capacity.
  - 6. Shall serve as a liaison between Bennington Neighborhood Association and the City Council, County Commissioners and all staff. The Chairperson may designate a member of the Executive Board to serve in this capacity.

- B. Vice Chairperson:
  1. Shall perform the duties of the Chairperson in his/her absence.
  2. Shall be in charge of appointing an audit committee.
  3. Shall serve as Chairperson during the next term provided he/she is re-elected to the Executive Board.
- C. Secretary/ Treasurer
  1. Shall keep minutes of all meetings of board and association.
  2. Distribute minutes at board meeting.
  3. Shall give prior notice to all board members of meetings.
  4. Shall perform Bennington Neighborhood Association clerical duties as requested.
  5. Shall have custody of all Bennington Neighborhood Association funds.
  6. Shall keep full and accurate account of receipts and expenditures.
  7. Shall prepare necessary income tax reports.
  8. Shall have all checks and vouchers signed by designated co-signer. All board members, except Vice Chairperson, are eligible co-signers.
  9. Shall have prior board approval for expenditures over \$25.00.
  10. Shall present detailed report at board meetings.
  11. Shall chair Budget Committee.

**Article VIII. Committees**

- A. The board may create task forces or advisory committees, as it may deem necessary.
- B. Each committee shall be comprised of at least one board member.
- C. Committee chairpersons shall be appointed by the board.
- D. Bennington Neighborhood Association Chairperson shall be an ex-officio member of all committees and be notified in a timely manner of their meeting times and places.

**Article IX. Meetings**

- A. General Membership:
  1. Public notices shall be given at least ten (10) days before any general meeting or the Annual Meeting.
  2. One Annual Meeting shall be held in November each year.
    - a. Election of the Executive Board shall be at this meeting.
    - b. Financial report shall be presented for approval by the voting members.
  3. A quorum shall consist of 20 percent of the total number of voting members, with proxy votes accepted and counted as part of that 20 percent, at any general membership or Annual Meeting.
  4. Fifty-one percent (51%) of the voting members in attendance, including proxy votes, shall be required to decide an issue if a quorum is present.
  5. Twenty (20) percent of voting members may call, by petition, a special meeting which must be held within 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 the Executive Board meetings.
  3. Shall be held a minimum of twice per year.
- C. The consensus view of a dissenting minority or minorities on any issue considered shall be recorded and transmitted along with any recommendations made by Bennington neighborhood Association membership or the Executive Board to local government or any agency.

**Article X. Bylaws Amendment**

- A. These Bylaws shall be reviewed yearly at the general meeting.
- B. Amendments shall be presented 30 days ahead of enactment.
- C. Any member, general or board, may propose an amendment.
- D. Chairperson shall chair Bylaws Review Committee and that committee shall be composed of at least one board member other than the Chairperson.

**Article XI. Keeping Records and Reports**

- A. Bennington Neighborhood Association shall retain all records, correspondence, etc. pertinent to business transactions as required by the Internal Revenue Service and the State of Washington.
- B. Chairperson shall appoint Keeper of the Records.
- C. Records shall be available for examination by Bennington Neighborhood Association members upon request.

**Article XII. Newsletter**

- A. Newsletter editor shall be appointed by the board.
- B. Shall be published at least twice per year.
- C. Contents shall be reviewed by the board before publication.

**Article XIII. Parliamentary Authority**

Robert's 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 Bennington Neighborhood Association dissolves, funds will be dispersed equally to the general membership after association debts are paid.