

**BY-LAWS
Of the
Burton-Evergreen Neighborhood Association**

The Burton – Evergreen Neighborhood Association is established by the resident of the neighborhoods bordering Burton Elementary and Evergreen High School. In order to (1) unite the common interests, (2) address issues of safety, (3) maintain the quality of our living environment, (4) provide an open forum to address specific issues with regard to our neighborhood, and (5) promote the common good. The Neighborhood Association shall concern itself with a variety of problems including, but not limited to, matters affecting livability and quality of the neighborhood and the community in general.

BOUNDARIES

NORTH:	NE 28th Street	EAST:	NE 154th Avenue
SOUTH:	NE 18th Street	WEST:	NE 145th Avenue

MEMBERSHIP

The Burton – Evergreen Association is open to all residents, property owners, and business licensees within the boundaries of the neighborhood.

VOTING

All members 18 years and older who reside or own property inside the neighborhood boundaries are entitled to one vote.

Unwritten proxies will not be accepted.

Voting may be by voice, show of hands, or secret ballot as decided by the membership prior to the election.

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Absentee votes will be accepted prior to the scheduled meeting by the Executive Committee.

A majority vote of the total of the membership in attendance and by absentee votes shall be required to pass motion.

OFFICERS

The officers of the Burton – Evergreen Neighborhood Association shall be a president, vice-president, secretary and treasurer. The above officers shall preside over all meeting, planning sessions and activities of the Neighborhood Association. The duties of each office shall be, but not limited to the following:

President: act as the primary executive officer, preside over all deliberations and activities of the Neighborhood Association, and be the official spokesperson for the Association.

Vice-president: assist the president in all duties, and perform the function of the president in his/her absence.

Secretary: keep the minutes of all the Association's public and executive meetings, maintain a file of all Associations correspondence, and notify members of meetings and activities in advance.

Treasurer: maintain the financial records of the Association and file any pertinent reports.

All officers must reside within the boundaries of the Neighborhood Association.

EXECUTIVE BOARD

Members of the Executive Board will include the elected officers and (2) members-at-large. The members-at-large represent the general membership on the Executive Board; they will assist the Secretary upon request. They will be elected for a one (1) year term.

ELECTIONS

Officers and members-at-large shall be elected annually at the first (1st) general meeting in June. Elections to fill vacant positions shall be held whenever such vacancies occur.

COMMITTEES

Special committees to handle specific concerns may be appointed by the president as necessary.

MEETINGS

The Executive Board of the Neighborhood Association must meet when the need arises. A need to meet is determined when one (1) or more members request a meeting.

All major decisions made by the Executive Board must be confirmed by a vote of the membership attending the general meeting including qualified proxy votes.

A general meeting of all the membership must be held not less than every six (6) months, but emergency meetings may be called by the Executive Board.

The official report of all major decisions must record both majority and minority concerns.

Meetings will generally follow Robert's Rules of Order.

QUORUM

A quorum shall consist of two (2) officers, one (1) board member and five (5) members of the association. An official meeting of the Association must have a quorum in attendance. Executive meetings shall require that a least two (2) officers and one (1) board member be in attendance.

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Adequate time and avenues for minority dissent and appeal of actions taken by the Association must be provided by the Executive Board of the Neighborhood Association.

FUNDING

Contributions, contracts, grants, subscription or fund-raising activities may be used by the Association as desired. Funds shall be maintained in a checking account, free from charges and/or fees for normal transactions. Executing the account will require signatures from any two of the current officers; two (2) officers from the same household may not simultaneously execute banking business.

AMENDMENTS TO THE By-LAWS

These bylaws may be amended at any general meeting by a two thirds (2/3) vote of those in attendance, the proposed amendments having been submitted in writing to the membership at least one (1) week prior to being voted upon.

BY-LAWS AMENDED Thursday, 14 May 2013, by vote of the general membership.