

BYLAWS FOR THE ESTHER SHORT NEIGHBORHOOD ASSOCIATION

I. NAME

The name of this association shall be called the Esther Short Neighborhood Association, referred to as ESNA hereinafter.

II. OBJECTIVE

ESNA was established by the residents of Esther Short Neighborhood in order to unite the common interests and foster the welfare and diversity of the neighborhood and its residents. ESNA shall concern itself with livability, accessibility, safety and quality of life.

III. BOUNDARIES

NORTH: South side of West 15th Street from the railroad tracks on the west, then east to the I-5 Freeway.

EAST: I-5 Freeway from the south side of East 15th Street south to the City Limits.

SOUTH: City Limits from the I-5 Freeway, west to the railroad tracks (bridge.)

WEST: Beginning at the City Limits, north to the south side of West 15th Street.

EXCLUSION AREA: The four block area containing the Clark County Jail and Courthouse bounded by 13th Street on the North, Franklin Street on the East, 11th Street on the south, and Harney Street on the West. The address for the Jail is 707 W. 13th Street and the Courthouse is 1200 Franklin Street.

IV. MEMBERSHIP

The membership of ESNA is open to all residents, property owners, managers of multiple-family dwellings, business licensees, and representatives of non-profit organizations within the neighborhood boundaries. 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.

V. EXECUTIVE BOARD AND OFFICERS

The Executive Board shall include officers and Committee Chairpersons. Committee Chairpersons shall serve as ex-officio, non-voting members.

The officers of the Association shall be President, Vice-President, Secretary, Treasurer, or any combination except President and Secretary. The duties of each officer shall be performed in accordance with the Standard Operating Procedures and include the following:

- President:** Act as the primary executive officer for ESNA. Create meeting agendas. Preside over all general, executive board, and special meetings; deliberations; and activities of the Association. Serve as signer on checks. Serve, or designate board member, as liaison and spokesperson between ESNA and the City Council, County Commissioners, State Officials, media and their staff.
- Vice-President:** Assist the President in all duties as requested. Perform the functions of the President in his/her absence. Arrange meeting place and set-up.
- Secretary:** Serve as point of contact for ESNA and manage all social and print communications. Keep minutes of all general, executive board and special meetings and prepare documents for approval at the following meetings. Keep sign-in sheets and written records of all votes cast. Manage official correspondence as requested by other board members. Report on and read important correspondence at regular board meetings. Report all correspondence requiring immediate attention from the board. Prepare notification of meetings and activities as outlined in Bylaws, Section VII. Meetings.
- Treasurer:** Maintain the financial records of ESNA by keeping full and accurate account of receipts and expenditures. Receive and disperse ESNA funds as signer on account with the approval of the Executive Board. Prepare treasury report for general meetings.

The board and all officers shall attend board, special and general meetings and serve as a spokesperson for the Association.

VI. ELECTION OF EXECUTIVE BOARD AND OFFICERS

All Executive Board Members must meet membership criteria as outlined in the ESNA bylaws. ESNA members are to submit nominations for the Executive Board prior to elections at the second general meeting of the year. Nominees should be active participants with good standing in ESNA. Newly elected Board Members / Officers shall take office after the annual meeting.

Election Years for Officers:	President	odd years (2 year term)
	Vice-President	even years (2 year term)
	Secretary	annual (1 year term)
	Treasurer	annual (1 year term)

Any Officer or member of ESNA may make a motion to remove a Board Member / Officer of the Association. A majority vote by Executive Board Members and a quorum of voting members at a General Meeting are required for removal. The vote shall take effect immediately following an affirmative vote.

In the event of a vacancy which reduces the size of the board to fewer than three members, the Board will appoint a member to fill such vacancy for the remainder of the term.

VII. MEETINGS

The Board of ESNA must meet at least yearly. Special meetings may be called as deemed necessary by any board member. All decisions made by the Board must be confirmed by a meeting of the general membership. General meetings are held at least yearly. Notice of all meetings shall be publicized no less than seven (7) days in advance at minimum through an event notice posted on Nextdoor.com and The Columbian Newspaper (<http://www.columbian.com/events/>). Additional notifications may be done through a flyer/newsletter on the City website, Facebook, mailing, etc.

VIII. COMMITTEES

Task Forces or Special Committees may be appointed by the Board to handle specific projects or concerns. Such committees shall remain ad hoc unless permanently established by a majority vote of members at a General Meeting. Projects and other activities by ESNA will be handled in accordance with Standard Operating Procedures.

IX. VOTING

All eligible members age eighteen (18) and older are entitled to one (1) vote. Voting occurs in person with no proxies. Each business licensee or non-profit organization may designate a representative to be a voting member. All decisions must be reached by majority vote of the eligible voting membership attending the general meeting.

X. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a vote of the membership. Proposed amendments will be published in the neighborhood newsletter prior to the next general meeting.

XI. FUNDING

Membership fees shall not bar any resident from membership or voting. Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities will be declared at the next general meeting following the donation. ESNA will honor anonymity for any donations received if requested. All expenses to be unanimously approved by the Board. The fiscal year shall be defined as January 1st through December 31st.

Bylaw revisions November 26, 2001; approved by a vote of the membership January 12, 2002.

Bylaw revision to III. Boundaries; approved by a vote of the membership September 20, 2007.

Bylaw revision to IX. Voting; approved by a vote of the membership January 24, 2008.

Bylaw revision to IV. Membership, VI. Meetings, VIII. Committees, and XI. Voting; approved by a vote of the membership April 12, 2016.

Bylaw revision to II. Object, V. Officers, VII. Executive Board, X. Election of Officers and XII. Funding; approved by a vote of the membership August 17, 2016.

Bylaw revision to I. Name, II. Objective, IV. Membership, V. Executive Board and Officers, VI. Election of Executive Board and Officers, VII. Meetings, VIII. Committees, IX. Voting, XI. Funding; approved by a vote of the membership September 19, 2018.