



Bylaws

of the

Parkway East Neighborhood Association

I. Purpose

The Parkway East Neighborhood Association is established by the residents of the neighborhood in order to promote the common interests and welfare of the neighborhood and its residents. The Parkway East Neighborhood Association shall concern itself with a variety of community issues and challenges, including but not limited to matters affecting the quality of life in the neighborhood and community in general.

II. Boundaries

The boundaries of the Parkway East Neighborhood Association are as follows: the center line of NE 39th Street on the north, the center line of NE 28th Street on the south, the center line of NE 162nd Avenue on the east, and the homes along the east & west sides of NE 152nd Avenue on the west. Changes in the boundaries are subject to approval of the Association.

III. Membership

The membership of the Association is open to all residents, property owners, business licensees, and non-profit organizations within the boundaries of the neighborhood as outlined in section II. Disputes pertaining to the purpose of this Association as outlined in section I shall be arbitrated by persons mutually selected by the contestant parties.

IV. Voting

All members of the Association 18 years and older who reside in the Parkway East Neighborhood are entitled to vote on all matters brought before the Association. No proxies shall be taken. Community members residing outside of the neighborhood boundaries may participate in proceedings, but are not allowed to vote. Voting may be by voice, show of hands, or by secret ballot as decided by the officers in advance of voting.

V. Officers

The officers of the Parkway East Neighborhood Association shall be as such; Chairperson, Vice Chairperson, Executive Secretary, and member at large. The officers shall preside over all meetings, planning sessions and activities of the Association. The duties of the officers shall include, but are not limited to the following:

- Chairperson: Act as the primary executive officer and preside over all deliberation and activities of the Association. The chairperson or a designated alternative shall be the official spokesperson of the Association.
- Vice Chairperson: Shall act in the absence of the Chairperson and perform such other duties as required.
- Executive Secretary: Shall act in conjunction with the other officers; keeps minutes of all Association and Executive Board meetings, notifies members of meetings and activities in advance, and shall maintain the financial records of the Association.
- Member at Large: Shall serve as an alternate in the absence of either the Executive Secretary or the Vice Chair, and may carry out the duties of the respective position during that time.

VI. Executive Board

The Executive Board shall be composed of the Officers of the Association and committee chairs. The Executive Board may act on behalf of the Association as necessary and meet as required to conduct the activities of the Association. All decisions made by the Executive Board are subject to confirmation at a meeting of the general membership.

VII. Election of Officers

Officers shall be elected every other year at the first meeting of the calendar year. Officers shall be limited to two consecutive terms of service in a particular position and a total of four consecutive terms of service on the Executive Board. Elections to fill vacant positions shall occur whenever a vacancy occurs.

VIII. Committees

Special committees to address specific concerns, issues, or activities may be appointed by the Chairperson as necessary. All committees shall have Chairpersons. Chairpersons shall serve on the Executive Board during the duration of their service as committee members.

IX. Meetings

The Executive Board shall meet as necessary. A general meeting of the membership shall be held no less than bi-annually, however other meetings may be called by the Executive Board as necessary. An agenda shall be published any time a meeting is announced. All decisions must be reached by a simple majority vote. A quorum is reached when ten or more persons are present. The official report of all decisions shall record both majority and minority concerns.

X. Funding

Voluntary dues, contributions, contracts, grants, subscriptions and fundraising activities may be used by the Association as desired. Membership dues shall not bar any resident from membership and voting. Customary basic operating expenditures require only consensus of officers. Any expenditure over fifty dollars (\$50.00) shall be approved by the voting membership.

XI. Dissolution

The Association may dissolve itself by taking a vote as outlined in Section IV.

Amended and Approved this _____ Day of _____, 2018.

Chairperson

Executive Secretary

Vice Chairperson

Member at Large