

**BYLAWS OF THE
LEWIS AND CLARK WOODS NEIGHBORHOOD ASSOCIATION**

**Approved May 20, 2010
Amended November 10, 2010
Amended February 18, 2015**

**ARTICLE I
Name**

The name of this association shall be the Lewis and Clark Woods Neighborhood Association.

**ARTICLE II
Objectives**

The Lewis and Clark Woods Neighborhood Association is established by the residents of the Lewis and Clark Woods Neighborhood in order to utilize common interests in promoting the welfare of the neighborhood and its residents. The Neighborhood Association shall concern itself with neighborhood and community issues including, but not limited to, matters affecting the livability of the neighborhood and the community in general; and to represent the neighborhood to the City of Vancouver on all issues affecting the Lewis and Clark Woods Neighborhood Association.

**ARTICLE III
Boundaries**

The boundaries of the Lewis and Clark Woods Neighborhood Association shall be:

West boundary: Talton Ave.

South boundary: Cascade Park Drive east, north on 138th Ave., east behind Cascade Park Apartments.

East boundary: North along rear of properties fronting on 138th Ave., Angus and 139th Ave., with the exception of 13800 and 13803 SE 28th Street.

North boundary: West on 19th St. to 139th Ave., South on 139th Ave., west on 20th Circle to end of street, north to rear of properties bordering on western part of 20th Circle & 20th

**ARTICLE IV
Members**

The membership of the Lewis and Clark Woods Neighborhood Association shall include all residents, business licensees, non-profit organizations, renters and property owners within the boundaries of the neighborhood.

ARTICLE V

Voting

All members of the Lewis and Clark Woods Neighborhood Association eighteen (18) years of age and older who reside in the neighborhood are entitled to vote. Each member is entitled to one vote and may not vote proxy for another member. Voting may be by voice vote, show of hands, secret ballot, or any other method as determined by the members prior to the vote.

ARTICLE VI

Officers

The officers of the Lewis and Clark Woods Neighborhood Association shall be Chair, Vice-Chair, Secretary, and Treasurer. The officers are of equal rank; the distinction by title is for delineation of responsibilities.

- **Chair:** The Chair shall preside at all meetings of the Association at which he/she is present and shall exercise general supervision of the affairs and activities of the Association.
- **Vice-Chair:** The Vice-Chair shall assist the Chair in all duties and perform the functions of the Chair in his/her absence. The Vice-Chair will serve for a term of two years, the first year as the Vice-Chair and the second year as the Chair.
- **Secretary:** The Secretary shall keep the minutes of all of the Association's public and Executive meetings and notify members of meetings and activities in advance. The Secretary shall be responsible for maintaining all non-financial records and reports, as well as maintaining sign-in sheets at all neighborhood meetings.
- **Treasurer:** The Treasurer shall be responsible for receiving and disbursing all monies on behalf of the Association; maintaining all financial records of the Association; and preparing periodic reports of financial matters to present to the Executive Board and the membership.

ARTICLE VII

Executive Board

The Executive Board shall include the Association officers, standing committee chairs, and special committee chairs during the duration of their service as committee chairs. All committee recommendations shall be reviewed and/or approved by the Executive Board. Day-to-day operations and expenditures require only consensus of the Executive Board. All members of the Executive Board must reside within association boundaries.

ARTICLE VIII
Election of Officers

Officers shall be elected annually, with the exception of the Chair. The Chair position will be filled by the Vice-Chair from the previous year. Officers are limited to two terms consecutively. The Executive Board may fill vacancies by appointment; such appointments must be ratified at the next membership meeting.

ARTICLE IX
Meetings

All meetings, including Executive Board and committees, are open meetings that any member may attend. General meetings shall be held at least three times per year. The Executive Board of the Lewis and Clark Woods Neighborhood Association shall meet not less than once per month to discuss general business. An agenda shall be published in the newsletter any time a general meeting is announced. Additional or special meetings may be called as needed. A quorum at a general membership meeting shall consist of at least three Executive Board members and five members not part of the Executive Board.

ARTICLE X
Committees

Standing committees shall be appointed by the Executive Board. Special committees to handle specific issues, activities or concerns may be appointed by the Executive Board as necessary and/or assigned on a volunteer basis.

ARTICLE XI
Operational Guidelines

The Chair shall maintain and make available an operational guidelines document for the Association. This document will outline the general practices, procedures and traditions of the Association that are not of such importance as to be included in the bylaws. The guidelines are not binding, but serve as reference for the Association.

ARTICLE XII
Funding

Membership fees shall not bar any resident from membership activities or voting. Fundraising activities may be utilized by the Association as desired.

ARTICLE XIII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XIV
Amendments to the Bylaws

These bylaws may be amended at any general meeting by a 2/3 majority of members present, the proposed amendments having been read to the membership at the previous general meeting and published in the previous newsletter before being voted upon.

ADOPTED at the meeting of the Lewis & Clark Woods Neighborhood Association, this 18th day of February, 2015.

Signed this 5 day of March, 2015.



Sherri Gassaway, Chair



Trevor Chowen, Vice Chair



Meghan Towner, Treasurer