

# BYLAWS FOR THE FOREST RIDGE NEIGHBORHOOD ASSOCIATION

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## I. Name

The name of this Association shall be called the Forest Ridge Neighborhood Association.

## II. Object

The residents of the Forest Ridge Neighborhood, in order to unite the common interests and promote the welfare of the neighborhood and its residents, establish the Forest Ridge Neighborhood Association. The Association shall concern itself with a variety of issues including, but not limited to, matters affecting livability and quality of the neighborhood and the community in general.

## III. Boundaries

**North:** Right of way (BPA)

**East:** NE 97<sup>th</sup> Avenue (West side)

**South:** NE 9<sup>th</sup> Street (including homes on the North side of the street)

**West:** NE 92<sup>nd</sup> Avenue (including homes on the East side of the street)

## IV. Membership

The membership of the Forest Ridge Neighborhood Association is open to all residents, homeowners, managers of multiple-family dwellings and non-profit organizations within the boundaries of this neighborhood. A member is considered part of this membership if they meet these requirements.

## V. Officers

The Officers of the Forest Ridge Neighborhood Association shall be a President, Vice President, Treasurer, Communication Coordinator and Secretary. Of the above listed positions, the Treasurer or Communication Coordinator can be combined with the Secretary position depending on resident availability.

The above Officers shall preside over all meetings, planning sessions, and activities of the Association. The duties of the Officers shall include, but not be limited to, the following:

President: Act as the primary Executive Officer and preside over all deliberations and activities of the Association. The President shall be the official spokesperson of the Association.

Vice President: Shall act in place of the President and perform such other duties as required.

Treasurer: Shall act in conjunction with the other Officers; maintain the financial records of the Association.

Communication Coordinator: Shall act in conjunction with the other Officers; coordinate the creation and distribution of the Association Newsletter; manage Association social media posts, groups, pages or accounts.

Secretary: Shall act in conjunction with the other Officers; keep minutes of all general and board meetings.

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**VI. Voting**

All eligible members eighteen (18) years old and older are entitled to one (1) vote on all matters brought before the Association. No proxies shall be taken. At the discretion of the Officers, non-members may take part in debate on an issue to be voted upon, but are not allowed to vote. Voting may be by voice vote or secret ballot, as decided by the members present in advance of the vote.

**VII. Meetings**

The Executive Board of the Association must meet no less than once a year to discuss neighborhood business. All decisions made by the Board must be confirmed by a meeting of the general membership. A quorum is reached when attendance of voting members is greater than 50% of the average voting member attendance of the last two (2) general meetings, and two (2) Officers are present. There will be a minimum of one (1) general meeting per year.

**VIII. Executive Board**

Members of the Executive Board will include the Officers. All Officers must reside within the boundaries of the neighborhood.

**IX. Committees**

Committee Chairpersons and Special Committees, to reside over specific concerns (i.e. help, service, special projects, etc.), may be appointed by the Executive Board as necessary.

**X. Election of Officers**

Officers shall be elected annually. The Officers will be elected at the general meeting in the Fall of each year. Elections to refill vacant positions shall occur whenever such vacancies occur.

**XI. Amendments to the Bylaws**

These bylaws may be amended at any general meeting by a two-thirds (2/3) vote. The proposed amendments having been submitted in writing via hard copy newsletter, digital copy newsletter or online posting to the membership at least one (1) week before voted upon with the exception of updating Officer names as applicable.

**XII. Funding**

Voluntary contributions (donations), contracts, grants, subscriptions, or fundraising activities may be used by the Neighborhood Association to raise funds. No membership fee shall be mandatory. Customary basic operating expenditure over fifty dollars (\$50.00) shall be approved by the Executive Board.

President: Chloe Yager

Vice President: Alan Binegar

Treasurer: Nicole Pilcher

Secretary/Communication Coordinator: Jennifer Stravers