

Charter of the Parkside Neighborhood Association

Article 1: Purpose and Scope

We, the people of the Parkside Neighborhood, establish the Parkside Neighborhood Association, to promote our common interests and welfare.

The Association deals with a variety of issues and concerns that affect the quality of life in the Neighborhood. It has the authority to study the pertinent issues, collect ideas for solutions, make recommendations to civil authorities, organize neighborhood activities, and perform similar services to the people of the Neighborhood.

No decision or action of the Association is binding upon the people of the Neighborhood, except as it relates directly to their holding of office within the Association. While the Association serves to promote communication between Government and the people of the Neighborhood, the rights of the people to individually influence their Government must not be diminished by the operations of the Association.

Article 2: Boundaries

The Parkside Neighborhood is located in the city of Vancouver, Washington. The Neighborhood is bounded by the centerline of NE 28th Street on the south, the centerline of NE 137th/138th Avenue on the west, the centerline of NE 39th Street on the north, and boundary line of the 23rd map section on the east. This eastern boundary excludes all properties that border on 152nd Avenue.

Article 3: Calendar

The fiscal year for the Association begins on the first day of October, concluding the last day of September. Fiscal years are numbered according to the calendar year in which they conclude.

Article 4: Membership

Membership in the Association consists of all persons who reside within the Neighborhood or who own property within the Neighborhood. Membership extends to the licensees of each business within the Neighborhood, and a representative of each non-profit organization located within the Neighborhood.

An Active Member is a Member of the Association who has provided his or her name and mailing address to the Secretary of the Association during the current or previous fiscal year. The Secretary of the Association maintains a list of the Active Members.

Article 5: Officers

The following Officers lead the Association: a President, a Vice-President, a Secretary, a Treasurer, and the Chairmen of all Standing Committees. These officers form an Executive Committee.

The President is the chief spokesman for the Association at public forums, and presides at General Meetings. The President ensures that the business of the Association is carried out in a timely and effective manner, encourages Members to respect the opinions and dignity of other Members during meetings and activities of the Association, and acts with fairness in all matters of controversy.

The Vice-President assists the President in these responsibilities, performing the duties of President in the absence of the President.

The Secretary maintains the records of all General Meetings and Executive Committee Meetings.

The Treasurer maintains an accounting of the finances of the Association, and regularly reports to the Executive Committee on budgetary matters.

Officers stand for election or re-election each year at the Annual Business Meeting. Vacancies in these positions, other than that of President, are filled by election at a General Meeting of the Association. If the President ceases to hold office during his or her term, the Vice-President becomes President, vacating the office of Vice-President.

In an election, the nominee receiving a simple majority of the votes for a particular office is elected. If no nominee for a specific office receives a majority of the votes in the first balloting, the two candidates receiving the highest number of votes will be presented for a second balloting. An Ad Hoc committee may be formed to gather nominations to fill offices.

The terms of all Officers expire at the end of the Annual Business Meeting. An Officer ceases to hold office before the term expires in any of the following situations: when he or she no longer meets the requirements for membership; upon delivery of a written resignation from that Officer to the President, Vice-President, or Secretary; upon the unanimous vote of all of the other Officers (in which case, the presence of a simple quorum is insufficient for removing an Officer); or upon the elevation of the Vice-President to President.

An Officer may designate a Substitute Officer to perform his or her duties at meetings where the Officer is absent, by notice given to the Secretary or by signed letter of designation given to the Substitute Officer. If that Officer has not designated a Substitute, and is absent from a General Meeting or Executive Committee Meeting, the Executive Committee may designate a Substitute Officer for that meeting. Substitute Officers must be Members of the Association. Designation as a Substitute Officer confers no voting privileges, nor does it confer the signature authority required for disbursement of Association funds.

Article 6: General Meetings

General meetings are convened at least once every four months, and may convene more often when appropriate. Every Active Member receives timely notice of each General Meeting, indicating the time and location of the General Meeting, and also a list of the chief topics expected to come before the membership.

The business of a General Meeting is carried out using the practices of Robert's Rules of Order. Each Member in attendance has the right to cast one vote on any matter of business properly brought before the Association. Proxies are not permitted.

Members who attend General Meetings are encouraged to place their names and addresses on a list of attendees. Those who report their attendance in this manner will be considered Active Members.

General Meetings are open meetings. Any person may attend a General Meeting, though the Association may limit the participation of non-members by imposing general or temporary rules. A non-member may speak only when he or she has obtained permission from an Officer of the Association. A copy of the minutes of recent General Meetings is available upon request to any person. The Association may establish a nominal fee schedule for providing copies of the minutes.

The first General Meeting of each fiscal year is the Annual Business Meeting. All Members receive timely notice of the Annual Business Meeting. This notice will give the time and location of the meeting, and also a list of the chief topics expected to come before the membership. It will be sufficient to deliver a copy of the notice to each property in the Neighborhood, and to the mailing addresses of Active Members who reside outside the Neighborhood. The Annual Business Meeting includes the election of Officers, and a report of Association finances for the fiscal year just ended.

Article 7: Committees

The Association may establish Standing Committees and Ad Hoc Committees, in addition to the Executive Committee. Committees meet at times and places acceptable to their members, under the leadership of the Committee Chairman. A quorum exists when one-half of the Committee membership is present. A Committee may select the rules under which it meets, as appropriate to the tasks at hand.

The Executive Committee is composed of all the Officers of the Association. The President serves as Chairman of the Executive Committee. The Executive Committee may consider any pertinent topic that is brought forward by any of its members.

A Standing Committee is composed of at least three Association Members, one of them being its Chairman. A Standing Committee is formed by Bylaw, and given a scope of work. The Executive Committee appoints all members of Standing Committees, other than the elected Chairman. The

Association Membership or the Executive Committee may assign specific matters and tasks to a Standing Committee from time to time.

An Ad Hoc Committee is composed of at least three Association Members, one of them being its Chairman. Ad Hoc Committees are formed by the Executive Committee in its meetings, or by the Association Membership during a General Meeting. The motion to form Ad Hoc Committee must state the Committee's scope of work, must state how the Committee members will be chosen, and may state a date on which the Committee will be dissolved. The Association Membership or the Executive Committee may assign specific matters and tasks to an Ad Hoc Committee from time to time, and may postpone the dissolution date. An Ad Hoc Committee is dissolved on its stated dissolution date, upon the completion of its work, or at the conclusion of the fiscal year, whichever occurs first. If an Ad Hoc Committee is converted into a Standing Committee by action at a General Meeting, the membership and chairmanship of the Committee generally continue intact.

Article 8: Finances and Assets

The Association does not function as a profit-yielding enterprise, but it does have the authority to raise funds to support its activities and operations. Fund raising activities may include solicitations for grants or contributions, recommending voluntary dues from Members, and other such programs. The Treasurer safeguards the funds of the Association by depositing them in one or more Association bank accounts. All withdrawals from such accounts require the signature approval of at least two Officers.

The Association has no authority to incur debt. No Officer or Member will be paid for his or her service in the Association. The voting rights of Members and Officers are not diminished if they choose to abstain from any fundraising activity.

The Treasurer and either the President or the Vice President must approve all disbursements of Association funds. These disbursements must be consistent with budgets and project allocations established by the Executive Committee or in General Meetings. The Executive Committee may establish policies for the reimbursement of expenses incurred by Members on behalf of the Association.

Article 9: Resolutions, and Dissent

The Executive Committee, by formal resolution, has the power to speak for the Association on matters that come before it, including inquiries for advice from local governments. All resolutions and decisions of the Executive Committee are presented for ratification at the next General Meeting.

When one or more consensus minority opinions arise on a matter in any Committee or General Meeting, those opinions are recorded and reported along with the majority opinion.

Article 10: The Charter and Bylaws

Bylaws may be established, amended, or revoked by a simple majority vote at any General Meeting of the Association, subject to this Charter. A Bylaw must address a single topic. A proposed change to the Bylaws must be presented in writing to the Secretary one month before the General Meeting at which the Bylaw change will be considered. The text of the proposed change is printed in the notice sent to Members or Active Members, as appropriate. Such proposals are subject to amendment once offered at a General Meeting, provided the amended proposal addresses the same topic as the published proposal.

This Charter may be amended or revoked by a simple majority vote at any Annual Business Meeting of the Association. Such proposals must be presented in writing to the Secretary one month before the Annual Business Meeting at which the Charter amendment or revocation will be considered. The text of the proposed change is printed in the notice sent to all of the Members. Proposed Charter Amendments or Revocations are subject to amendment by the Association Membership at the Annual Business Meeting, provided the final proposal addresses the same topic or fundamental issue as the published proposal.

Bylaws of the Parkside Neighborhood Association

Bylaw 1: The Association establishes its Publicity Committee as a standing committee. The work of the Publicity Committee is to publicize the meetings and activities of the Association. As part of its work, the committee will create, print, and distribute the meeting notices required by the Association Charter.

Bylaw 2: The Executive Committee will invite all Members to contribute voluntary dues for the operation of the organization in the amount of \$5 each year. The Officers of the Association will be careful not to suggest or imply that an individual Member's privilege to participate in the Association will be in any way affected by making a greater or lesser contribution, or by declining to contribute.

Bylaw 3: The Association will not actively publicize the names of donors or the amount of individuals' contributions, but does not guarantee the anonymity of donors.

Bylaw 4: The list of Active Members is a matter of public record. This list will not be sold or marketed for commercial purposes.

A handwritten signature in black ink, appearing to read "David Arne", is written over a horizontal line. The signature is stylized and cursive.