

Vancouver Heights Neighborhood Association By-Laws

Adopted May 14, 1997
Latest Revisions adopted September 27, 2007

The Vancouver Heights Neighborhood Association, hereafter referred to as “the Association”, stands established by the residents of the neighborhood as defined in Articles I & II. The mission of the Association is to inform, educate, unite common interests and promote the general welfare and livability of the neighborhood and community in general. The Neighborhood Action Plan shall serve as a guide toward accomplishing the mission.

Article I – Boundaries

The boundaries of the Association shall be:

- North: Mill Plain Boulevard east of Devine Road to the west side of 98th Avenue
- East: Centerline of 98th Avenue south from Mill Plain to SE 12th Street, turning west on the north property line of homes adjoining SE 12th Street to the City-owned Ellsworth Springs property (all homes adjoining SE 12th Street excluded), turning south along the property line of the City owned property to Highway 14.
- South: Highway 14 from east boundary line to Lieser Road, turning north along the centerline of Lieser, turning west along property lines between SE Lorry Avenue and SE MacArthur Boulevard, Miami Court and Tampa Drive. Continues west along centerline of SE Florida Drive, turning north along centerline of Friedel Road, then west along centerline of MacArthur Boulevard to Devine Road.
- West: Centerline of Devine Road from MacArthur to Mill Plain.

Article II – Membership

Membership of the Association comprises all residents, property owners, business licensees and non-profit organizations within the boundaries set forth in Article I. All members 18 years of age or older are considered voting members and may vote on Association business.

A General Meeting of all membership must be held no less than every six months. Special meetings may be called by the executive board or by a petition of 50 voting members.

Meetings will be publicized by local newspaper, newsletters, internet websites and/or mailings to local addresses.

Article III – Officers & Management

The officers of the Association shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. The officers shall preside over all meetings, planning sessions and activities of the Association.

Officers shall be elected to annual terms coinciding with the calendar year. Elections shall take place at the last General Meeting of the preceding calendar year. Officers may serve a maximum of two consecutive terms in a particular office. Special elections to fill vacancies shall occur as needed. Officers must reside within the neighborhood.

The duties of each officer shall include, yet not remain limited to, the following:

- Chairperson: Act as the primary executive officer and spokesperson for the Association. Preside over all deliberations and activities of the Association.
- Vice-chairperson: Assist the Chairperson in all duties as requested. Perform the functions of the Chairperson in his/her absence and also serve as a spokesperson for the Association.
- Secretary: Keep minutes of all general and executive board meetings. Manage official correspondence as requested by the Chairperson; notify members of meetings and activities in a timely manner. Prepare General Meeting minutes for approval at the following General Meeting. Serve as a spokesperson for the Association.
- Treasurer: Maintain the financial records of the Association. Receive and disperse Association funds with the approval of the executive board and/or voting members. Prepare treasury report for approval at General Meeting. Serve as a spokesperson for the Association.

Executive Board

The Executive Board shall consist of all current officers, committee chairpersons and the immediate past chairperson, ex-officioso. Members of the Executive Board must meet a minimum of six times per year.

The Executive Board and officers represent the Association only on decisions approved by a majority vote of members in attendance at a general meeting.

An officer or Executive Board member may be removed if he/she misrepresents the Association, performs acts deemed unethical, illegal, abuses or otherwise neglects the position. A majority vote by 1) a quorum of Executive Board members at an official Executive Board meeting and 2) a quorum of voting members (as defined in Article IV) at a General Meeting are required for removal. Executive Board members cannot vote at the General Meeting.

Committees

Special committees to address specific issues may be formed by the Chairperson as necessary with the approval of the officers. Such committees shall remain ad hoc unless permanently established by a majority vote of members at a General Meeting.

Article IV – Association Activity

All decisions must be reached by majority vote of the voting members attending the General Meeting providing a quorum is present. A quorum shall consist of two elected officers plus ten voting members of the association.

The official report of all decisions must record both majority and minority concerns.

Any Association member may bring issues or concerns to the membership at a General Meeting. The Executive Board and officers may choose to not take any official action regarding the issue. Any member may offer advice or recommendations without approval of the membership. Such advice, recommendations, or official action does not constitute any responsibility or liability to the member.

Article V – Funding

The Association may undertake fund raising activities, collect voluntary dues, contributions or subscription fees as desired.

The Association may apply for grants to finance projects, events or other neighborhood activities. Such grant applications must be reviewed and approved by the Association Chairperson before submission.

Article VI – By-Law Changes

Any proposed changes to these By-laws must be presented in writing at a General Meeting of the membership. A motion to accept the changes must be made and seconded at the meeting. Once seconded, and after all discussion, the chair must table the motion until the next meeting of the membership. The changes must be publicized through the newsletter, website or special mailings.

Voting on By-laws will be conducted at the following General Meeting or at a special, well publicized meeting called for the purpose of voting on the proposed By-law changes. The vote cannot occur until any new discussion is heard and previous discussion reviewed.

Article VII – Relationship with City of Vancouver

VHNA enjoys official recognition with the City of Vancouver. The Association stands as a private organization, independent from the City. The City Manager appoints a City staff member as a liaison between VHNA and the City. The Office of Neighborhoods and liaison exist as a support resource for The Association. Any member of the neighborhood may request assistance from the Office of Neighborhoods or liaison on any matter of concern to The Association. The Executive Board and members may take recommendations made by City staff into consideration for conducting the business of The Association.