

BYLAWS FOR THE GREATER BRUSH PRAIRIE NEIGHBORHOOD ASSOCIATION

ARTICLE I - ORGANIZATION NAME

The name of this Organization shall be the Greater Brush Prairie Neighborhood Association (GBPNA), and may also be referred to as the Greater Brush Prairie Neighborhood Association of Clark County, Washington.

ARTICLE II - PURPOSE

The Greater Brush Prairie Neighborhood Association is established by the residents in order to unite the common interests and promote the welfare of the neighborhood and its residents.

The purposes of this organization are:

1. to address community issues within our boundaries;
2. form a greater sense of community between residents;
3. generate a unified voice in local government issues;
4. create a sense of neighborhood ownership for all persons residing within the boundaries;
5. organize social and community enhancement events to bring the neighborhood together.

ARTICLE III - BOUNDARIES

NORTH: NE 159th Street, NE 156th Street, Salmon Creek, State Route 503, State Route 503 to Battle Ground boundary, Battle Ground city boundary to NE 199th Street, NE 187th Avenue, NE 219th Street

EAST: NE 212th Avenue

SOUTH: NE 119th Street, State Route 503, NE 99th Street, NE 96th Street

WEST: NE 72nd

ARTICLE IV - MEMBERSHIP

The membership of this Association is voluntary and is open to all persons 18 years of age or older that reside or operate businesses within the boundaries.

This includes home and property owners, residents that rent/lease their homes or apartments, managers of multiple-family dwellings, and one representative of non-profit and profit organizations within the boundaries of this Neighborhood Association.

ARTICLE V - OFFICIAL RECOGNITION

The Greater Brush Prairie Neighborhood Association is not affiliated with, but is recognized by Clark County government. The Clark County Neighborhood Outreach Office entitles the Association to specific benefits and thus places certain requirements on the Association and its bylaws. The Greater Brush Prairie Neighborhood Association is affiliated with the Neighborhood Association of Clark County (NACCC).

ARTICLE VI - OFFICERS

SECTION 1. Positions

The officers who constitute the Board of the Greater Brush Prairie Neighborhood Association shall be:

- President
- Vice President
- Secretary
- Treasurer
- Director of Operations

The above officers shall preside over all meetings, planning sessions and activities of the Neighborhood Association. The officers may choose to appoint more members as needed to lead large or special volunteer projects.

SECTION 2. Eligibility and Standards of Conduct

2.1 All officers must reside within the neighborhood boundaries as defined under Article III.

2.2 The Association's Board actively volunteers and hosts neighborhood events throughout Clark County and will abide by all applicable laws and regulations while representing the Association.

SECTION 3 Duties

PRESIDENT:

3.1 The President shall generally supervise the business and affairs of the Association. He/she shall preside over all association and board meetings.

3.2 Should the Board consist of an even number of members, the President shall be a non-voting council member.

3.3 He/she may represent the Association at other meetings in the community as needed.

3.4 He/she shall act as the contact person for members via mail, or email at greaterbrushprairie@gmail.com.

3.5 The President shall maintain all original and copies of official paperwork/documents pertaining to the business and affairs of the Association with copies provided to the Secretary/Treasurer for Association records.

3.6 The President shall assign the duty and oversee the publication of the Association's newsletter and maintain copies of them.

3.7 The President, along with the council-at-large shall safeguard the privacy of the membership.

3.8 The President, shall be a signer on the Association's, checking account.

VICE-PRESIDENT:

3.9 The Vice-President shall assist the President when necessary, by attending meetings or other community events on behalf of the Association.

3.10 The Vice-President performs the duties of the President in the event the President is unable to fulfill his/her responsibilities.

3.11 The Vice-President shall be a signer on the Association's checking account.

SECRETARY:

3.12 The Secretary shall take notes of all Association and council meetings. Association meeting notes dating back six months or older shall be made available upon written request to the Association Secretary. Notes from the last association meeting shall be available for viewing at the next association meeting with copies available upon written request.

3.13 The Secretary shall be responsible for keeping accurate records of all Association business, including but not limited to, all meeting notes, meeting notices, correspondence, copies of financial report, copies of up-to-date bylaws, articles of incorporation paperwork, copies of all newsletters, and any other historical documents pertaining to the ongoing business of the Association.

TREASURER:

3.14 The Treasurer shall be the custodian of all funds of the Association checking account.

3.15 The Treasurer will prepare accurate and timely financial reports to be presented at every association meeting and provide a copy to the Secretary for inclusion in the meeting notes.

3.16 The Treasurer shall submit all account information to an Audit Committee each year prior to Council elections.

3.17 The Treasurer shall keep accurate accounts of all income and expenditures of the Association and provide a monthly bank statement to the President. The Treasurer shall prepare each check of the Association which shall require two signatures. The Treasurer shall be a signer on the checking account. Three authorized signatures shall be maintained on the Association's checking account.

DIRECTOR OF OPERATIONS:

3.18 The Director of Operations shall be appointed by and directly assist the President in overseeing the daily operations of the GBPNA; works closely with the Board members to ensure that activities are well-coordinated and productive and facilitates development for long-term viability.

BOARD AS A WHOLE SHALL:

1. execute a duty of loyalty to safeguard the privacy of the membership;
2. appoint members and establish committees to perform necessary functions and represent the Association;
3. make appointment(s) to fill any vacancy on the Board until the next Association meeting where members will vote on the appointee;
4. make informed decisions regarding association issues and/or events for the good of the Association when impractical to present such information to the membership in a timely manner. All such actions shall be reported to members at the next Association meeting; and
5. all Board meetings shall have a quorum of half the Board members plus one.

SECTION 4. Elections

- 4.1 Nominations and Elections for Board members shall take place at the first Association meeting of the calendar year.
- 4.2 Candidates interested in an elected Board position must submit in writing their name and brief candidate statement to the President by December 1st to be included in the slate of candidates presented to membership. Announcement of the candidates to appear on the ballot for election to the Board shall be published in the Association newsletter, mailed prior to the first calendar year Association meeting.
- 4.3 Candidate eligibility: Candidates must have attended at least two previous Association meetings within the prior 18 months, not including the election meeting. Verification of attendance is per attendance sign-in sheets passed at each Association meeting.
- 4.4 Voting Privileges: One vote shall be allowed for each member. Proxy votes are not allowed. Members shall be required to show proof of residency within the neighborhood boundaries to be eligible to vote in Association elections.
- 4.5 Voting: To be by written ballot. An affirmative vote on ballots cast by a majority of those members in attendance at a general Association meeting shall be required for election.
- 4.6 Terms of Office: Board members shall serve for two years or until he/she resigns or is removed by a vote of the officers or membership.
- 4.7 The new Board members shall assume office at the close of the Association election meeting.

SECTION 5. Period of Office

The term for all officers shall begin at the January meeting following their elections and shall end at the end of the January meeting 24 months later. Officers are limited to two (2) terms consecutively, however if there are not other nominees or volunteers, they may be reappointed by a majority (two-thirds) vote.

SECTION 6. Removal and Resignation

Any officer may be removed, either with or without cause, by a Board majority vote at any time. An officer may resign at any time by giving written notice to the Board President or Secretary. Any such resignation shall take effect on the date of receipt of such notice or at any later date specified therein; the acceptance of such resignation shall not be necessary to make it effective.

The Board may declare the seat of any elected or selected Board member vacant if that member is absent from three consecutive Board meetings without cause deemed sufficient by the Board.

As the President, Vice-President, Secretary, Treasurer leave their position, all official paperwork/documents shall be passed on to their successors. Changes to the bank account should be made as soon as possible after the new officer(s) are elected and reinstated.

ARTICLE VII - MEETINGS

SECTION 1. Annual Meeting

The Association must hold a meeting of the general membership at least once per year to remain active and to be officially recognized in Clark County's neighborhood outreach program. This meeting will be scheduled by the Board in the first quarter of each calendar year.

SECTION 2. Board Meetings

The Board of the Greater Brush Prairie Association must meet not less than once a year. The annual meetings, which will be considered a regular meeting for conducting business, shall be held in the first quarter of each calendar year. The Board shall hold one (1) meeting per quarter.

SECTION 3. Regular Meetings

Meetings will be held once per quarter (e.g., January, April, June, September) to discuss neighborhood business. The meeting dates will be published in our monthly newsletter, website (www.greaterbrushprairiena.com), membership email list and/or a postcard will be mailed in advance to maximize participation. The Board may cancel or postpone meetings but shall give reasonable notice under such circumstances.

SECTION 4. Special Meetings

Special Association meetings may be scheduled on an ad hoc basis and will be posted on the Association's web page.

SECTION 5. Quorum

The quorum for an Association meeting shall be those members present, so long as notice has been duly given.

Motions made and seconded at Association meetings shall be voted on those members present. Voting shall be determined by either a show of hands or communicated through email. Decisions are passed by a majority vote.

Actions regarding the voice of membership (e.g., drafting a letter or statement representing the Neighborhood Association members), must be provide to the membership prior to the meeting in the meeting notice.

The quorum for a Board meeting shall be that three of the five Board members are present. Decisions are passed by a majority vote.

Whether an Association or Board meeting, members may attend via video conference (current software method used is Zoom).

ARTICLE VIII - COMMITTEES

Special committees to handle specific concerns and/or facilitate outlined projects may be appointed by the Board as deemed necessary and the Board will oversee the work of any such committees. The committees shall take actions that are consistent with policies and positions established and approved by the Board.

ARTICLE IX - VOTING

All eligible members eighteen (18) years and older are entitled to one (1) vote. Each member shall have one vote either in person or by email, mail, or in person. Votes not cast in person must be provided to the Board staff prior to the meeting where the vote is taking place.

ARTICLE X - NON-DISCRIMINATION

Individual officers that comprise the Board and/or individuals appointed to specific committees shall not be denied because of race, creed, color, sex, age disability, national origin, limited proficiency in English, familial status, gender identity or sexual orientation.

ARTICLE XI - CONFIDENTIALITY

Members of the Board must exercise the maximum discretion in all matters of official business. Any information received on a confidential basis must be maintained in strict confidence in accordance with applicable Federal, State and local laws including personal contact information, (e.g., phone numbers, email addresses). In addition, no collected contact information may be used for solicitation purposes.

ARTICLE XII - LIMITATIONS

SECTION 1. Amendment

These bylaws may be amended or revised by an affirmative vote by a majority of members in attendance at an Association meeting so long as notice of proposed changes are published with the call to meeting at least one week before being voted on.

SECTION 2. Previous By-laws

These bylaws shall supersede all previous bylaws.

ARTICLE XIII – DUES/FUNDING

1. In compliance with Clark County rules, no dues will be charged to members.
2. The Greater Brush Prairie Neighborhood Association in the future may establish a 501(c)(3) tax exempt non-profit status, therefore shall be required to file annually IRS Form 990.
3. Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by the Association as needed and/or exclusively for exempt purposes set forth in section 501(c)(3). None of its earnings may be used to the benefit of any private individual or shareholder.
4. The Association officers have the authority to approve expenditure of funds by a majority vote, and accounting and reporting of all funds shall be recorded and reported by the Treasurer.

These bylaws are the standard by which the Association conducts itself and its business and were adopted by the Association Board after a majority vote of acceptance by the Association membership on _____, 2021.

Rick DeNise, President

Mary Torjusen, Vice- President

Cat Montgomery, Secretary/Treasurer