

NORTHEAST HAZEL DELL NEIGHBORHOOD ASSOCIATION BYLAWS

ARTICLE 1 - ORGANIZATION NAME

The name of this association shall be Northeast Hazel Dell Neighborhood Association and may also be referred to as NE Hazel Dell Neighborhood Association of Clark County, Washington, or NEHDNA, and herein shall be referred to as the Association.

ARTICLE 2 – PURPOSE

The Association is established by the residents of Hazel Dell, in Clark County within the State of Washington, to form a greater sense of community, unite common interests, promote the welfare of the neighborhood and its residents, and address community issues within our boundaries that affect livability and quality of life.

ARTICLE 3 - BOUNDARIES

NORTH: NE 104th Street
EAST: NE 50th Avenue, St. Johns Road
SOUTH: Vancouver city boundary
WEST: I-5

ARTICLE 4 - MEMBERSHIP

The membership of this Association is open to all residents, property owners, businesses, and non-profit organizations within the neighborhood boundaries.

ARTICLE 5 – OFFICIAL RECOGNITION

The 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 Association is affiliated with the Neighborhood Associations Council of Clark County (NACCC).

ARTICLE 6 – ASSOCIATION BOARD OF DIRECTORS

The Board of Directors for the Association, herein referred to as the Board, shall consist of four officers: President, Vice President, Secretary, and Treasurer. The Board may also include members at large, whose number and function shall be set by the Board.

6.1: Responsibilities of Board Officers

President: Supervises general business of the Association and presides over Association and Board Meetings and serves as the main contact person for the membership.

Vice-President: Assists the President and performs the duties of the President in the event they are unable to fulfill their responsibilities.

Secretary: Takes notes of all Association and Board meetings and keeps records of Association business.

Treasurer: Handle the finances for the neighborhood association. Keep adequate records of donations and disbursements.

The Secretary may also serve as the Treasurer.

The association's checking account shall have two authorized signatories maintained for the account, the first being the Treasurer, the second to be determined by the Board.

All Board Officers must reside within the boundaries of the neighborhood as defined in Article 3.

6.2: Board Operations Manual

The board shall keep and maintain an operations manual that will include, but not be limited to, the number and function of board members other than officers, number and function of standing and ad hoc committees, community engagement activities, and any other documents deemed necessary for the proper function of the association. Items added to the operations manual will not be in violation of these bylaws and shall be added to the operations manual by a majority vote of the membership.

ARTICLE 7 – DUES/FUNDING

In compliance with Clark County rules and State law, no dues will be charged to members.

Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by the Association as needed. The Association Board is required to pre-approve expenditures over \$100 by a majority vote, and accounting and reporting of all funds shall be recorded and reported by the Treasurer.

ARTICLE 8 - MEETINGS

The Association must have at least one general membership meeting per calendar year to remain active and to be officially recognized in Clark County's Neighborhood Outreach Program. Special Association meetings shall be called by the Board as deemed necessary and members will be notified at least one week prior to the meeting date. The Board of the Association must meet at least once per calendar year.

8.1: Quorum

The Quorum for Board and Association meetings shall be those members present, so long as notice has been duly given.

8.2: Rules for Meetings

Motions made and seconded at Association meetings shall be voted on by members present in-person and virtually. Voting shall be done by a show of hands and approval shall be by a majority vote.

Motions made and seconded at Board meetings shall be voted on by members present in-person and virtually. Voting shall be done by a show of hands and approval shall be by a majority vote. All actions taken at a Board meeting shall be ratified by vote at the next Association meeting. The action will appear in the notice for the meeting so that members are notified that a vote will be taken.

Actions not stipulated by the Association Bylaws use Robert's Rules of Order as a guideline.

ARTICLE 9 – ELECTIONS

Nominations and Elections for Board Officers shall take place at the first Association meeting of the calendar year. There is no limitation on the number of terms of office any person may serve.

One vote shall be allowed for each member over the age of 18. Proxy votes are not allowed. Voting to be by members present at the meeting in-person and virtually by a majority vote of raised hands. The new Board Officers shall assume office at the close of the Association election meeting.

Any Board member may resign his/her office at any time by notice to the Board. Such resignation shall be declared in writing or via email and is effective upon receipt. In the event of a Board Officer vacancy, the Board shall fill the vacancy by appointment from the existing Board members, or another candidate from the general membership. The appointed officer will serve until the election at the next annual meeting.

ARTICLE 10 - AMENDMENTS TO THE BYLAWS

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. The Board has the authority to correct any scrivener's errors that do not change the intent of the bylaws.

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 May 10, 2023.

William Cline, President