

MEADOW GLADE NEIGHBORHOOD ASSOCIATION BYLAWS

ARTICLE 1 - ORGANIZATION NAME

The name of this association shall be Meadow Glade Neighborhood Association ("MGNA") and may also be referred to as Meadow Glade Neighborhood Association of Clark County, which is located in Washington State.

ARTICLE 2 – PURPOSE

MGNA 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:

- a) To address community issues within our boundaries;
- b) To form a greater sense of community between residents;
- c) To generate a unified voice in local government issues;
- d) To create a sense of neighborhood ownership for all persons residing within the boundaries; and
- e) To organize social and community enhancement events to bring the neighborhood together.

ARTICLE 3 - BOUNDARIES

NORTH: NE 199th Street
EAST: State Route 503
SOUTH: Salmon Creek and 159th Street
WEST: 72nd Avenue

ARTICLE 4 - MEMBERSHIP

All persons eighteen (18) years of age or older that reside or operate businesses within the boundaries of the neighborhood as listed in Article 3, are members of MGNA. Participation is voluntary and not required.

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 MGNA as listed in Article 3.

ARTICLE 5 – OFFICIAL RECOGNITION

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

ARTICLE 6 – DUES/FUNDING

- Section 1. In compliance with Clark County rules, no dues will be charged to members.
- Section 2. Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by MGNA as needed.

- Section 3. MGNA Officers have the authority to approve expenditure of funds by a majority vote at a regular Board meeting. Accounting and reporting of all funds shall be recorded and reported by the Treasurer at the regular Board meeting. The report shall include a profit and loss statement, balance sheet and a copy of the monthly bank statement as reconciliation.
- Section 4. MGNA is registered as a non-profit organization with the state of Washington. all applicable rules and laws will be followed for any and all funds that are managed by MGNA.

ARTICLE 7 - MEETINGS

- Section 1. MGNA meetings shall be held by the Board at least three times per year. MGNA must meet at least once per year to remain active and to be officially recognized in Clark County's neighborhood outreach program.
- Section 2. Special MGNA meetings shall be called by the Board as deemed necessary and members will be notified.
- Section 3. MGNA meeting agendas will include:
 Call to Order
 Treasurer's Report
 Guest Speakers (or other relevant neighborhood information of interest)
 Motion to Adjourn
- Section 4. Motions made and seconded at MGNA meetings shall be voted on by members present. Voting shall be done by a show of hands and approval shall be by a majority vote.
- Section 5. The quorum for a MGNA meeting shall be those members present, so long as notice has been duly given to MGNA's membership.

ARTICLE 8 – BOARD OF DIRECTORS

- Section 1. MGNA Board ("Board") shall consist of three or four officers ("Officers") and up to four appointed directors ("Directors") as follows:

<u>Officers</u>	<u>Directors</u>
Chairperson;	Director(s)
Vice-Chairperson;	
Secretary; and	
Treasurer;	
- Section 2. The above Officers shall preside over all meetings, planning sessions and activities of MGNA.
- Section 3. The Chairperson and/or Vice-Chairperson shall appoint the Secretary, Treasurer, Directors and/or special volunteer projects/committee chairpersons. The Board Officers may choose to appoint more members as needed to lead large or special volunteer

projects. Members of the Board will include the Officers and the committee chairpersons.

Section 4. Board member eligibility and standards of conduct:

- 1) All Board Officers must reside or operate a business within the boundaries of the neighborhood as defined in Article 3 of these bylaws.
- 2) MGNA's Board actively volunteers throughout Clark County and will abide by all applicable laws and regulations, while representing the MGNA.

ARTICLE 9 – OFFICERS DUTIES

Section 1. Chairperson:

- 1) The Chairperson shall generally supervise the business and affairs of MGNA. He/She shall preside over all MGNA association and Board meetings.
- 2) Should the Board consist of an even number of members, the Chairperson shall be a non-voting Board member.
- 3) He/She may represent MGNA at other meetings in the community as needed.
- 4) He/She shall act as the contact person for members via mail, phone or direct personal contact.
- 5) The Chairperson shall maintain all original and copies of official paperwork/documents pertaining to the business and affairs of MGNA with copies provided to the MGNA Secretary for MGNA records.
- 6) The Chairperson shall assign the duty and oversee the publication of the MGNA's newsletter and maintain copies of them.
- 7) The Chairperson, Officers and Directors shall safeguard the privacy of the membership.
- 8) The Chairperson shall be a signer on MGNA's bank account.

Section 2. Vice-Chairperson:

- 1) The Vice-Chairperson shall assist the Chairperson when necessary, by attending meetings or other community events on behalf of MGNA.
- 2) The Vice-Chairperson performs the duties of the Chairperson in the event the Chairperson is unable to fulfill his/her responsibilities.
- 3) The Vice-Chairperson shall be a signer on MGNA's bank account.

Section 3. Secretary/Treasurer: These duties may be combined and assigned to one person or split between two individuals.

a. Secretary:

- 1) The Secretary shall take notes of all MGNA and MGNA Board meetings. MGNA meeting notes dating back six months or older shall be made available upon written request to MGNA Secretary. Notes from the last MGNA meeting shall be available for viewing at the next MGNA meeting with copies available upon written request.
- 2) The Secretary shall be responsible for keeping accurate records of all MGNA business, including but not limited to, all meeting notes, meeting notices, correspondence, copies of financial reports, 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 MGNA.

b. Treasurer:

- 1) The Treasurer shall be the custodian of all funds of the MGNA banking account.
- 2) The Treasurer will prepare accurate and timely financial reports to be presented at every Board and MGNA meeting and provide a copy to the Secretary for inclusion in the meeting notes.
- 3) The Treasurer shall submit all account information to an Audit Committee each year prior to Officer elections.
- 4) The Treasurer shall keep accurate accounts of all income and expenditures of the MGNA and provide a monthly bank statement to the Board. The Treasurer shall prepare each check of MGNA which shall require two signatures. The Treasurer shall be a signer on MGNA's bank account. Three authorized signatures shall be maintained on MGNA's bank account at all times.

Section 4. The MGNA 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 MGNA;
- 3) Make appointment(s) to fill any vacancy on the Board until the next MGNA meeting where members will vote on the appointee;
- 4) Shall make informed decisions regarding MGNA issues and/or events for the good of MGNA when impractical to present such information to the membership in a timely manner. All such actions shall be reported to members at the next MGNA meeting; and
- 5) All Board meetings shall have a quorum of half the Board members plus one.

Section 5. As the Chairperson, Vice-Chairperson, 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 10 – ELECTIONS

Section 1. Nominations and Elections for Chairperson and Vice-Chairperson shall take place at the annual MGNA meeting at the end of the calendar year. Announcement of the slate of candidates to appear on the ballot for election to the Board shall be published in an MGNA newsletter and mailed prior to the annual MGNA meeting.

Section 2. Candidates interested in a Board position must submit in writing their name and brief candidate statement to the Chairperson at least six weeks prior to the meeting to be able to be included in the newsletter announcements.

Section 3. Candidate eligibility: Candidates must have attended at least two previous MGNA meetings within the prior 18 months, not including the election meeting. Verification of attendance is per attendance sign-in sheets passed at each MGNA meeting.

- Section 4. Voting Privileges: One vote shall be allowed for each MGNA 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 MGNA elections.
- Section 5. Voting: To be by written ballot. An affirmative vote on ballots cast by a majority of those members in attendance at a general MGNA meeting shall be required for election.
- Section 6. Terms of Office: Board members will serve for two years or until he/she resigns or is removed by a vote of the Officers or the membership in accordance with Article 11. There is a limit of two terms for the offices of Chairperson and Vice-Chairperson. There are no limitations to the appointed positions of Secretary, Treasurer or Director(s).
- Section 7. The new Officers and appointed members shall assume office at the close of the MGNA election meeting.


ARTICLE 11 – REMOVALS AND VACANCIES

- Section 1. Any Board member may resign his/her office at any time. Such resignation shall be declared in writing and will take effect upon acceptance by the Chairperson or Vice-Chairperson.
- Section 2. The Board may declare the seat of any elected or appointed Board member vacant if that member is absent from three consecutive Board meetings without cause deemed sufficient by the Board.
- Section 3. Noncompliance of Article 8, Section 4 (Eligibility Requirements) is cause for immediate removal from the Board. Board member will be notified by mail that they are no longer a member of the Board. Board shall then fill vacancy in accordance with Article 9, Section 5.
- Section 4. In the event of a vacancy, the Board shall fill the vacancy by appointment from the existing Board members and the appointed Officer will serve until the election at the next annual meeting.

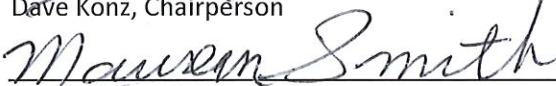
ARTICLE 12 - AMENDMENTS TO THE BYLAWS

These bylaws may be amended or revised by the Board and then presented to the members in attendance at an MGNA meeting, so long as notice of proposed changes are published with the call to meeting with a vote of the majority of members present at that meeting.


These bylaws are the standard by which MGNA conducts itself and its business and are the amended and restated Bylaws adopted by the MGNA Board after a majority vote of acceptance by the MGNA membership on **October 24, 2019**.



Dave Konz, Chairperson



Maureen Smith, MGNA Secretary-Treasurer



Jeff Boyce, Vice Chairperson