

BYLAWS OF THE EAST FORK ALLIANCE NEIGHBORHOOD ASSOCIATION

ARTICLE I – NAME

The name of the organization shall be the East Fork Alliance Neighborhood Association (“EFANA”). EFANA is a broadly representative body established by home owners, business owner/operators, renters, managers of multiple-family dwellings and other property owners within the boundaries cited in Article III below (here-in-after “residents”). The boundaries of EFANA encompass a section of the East Fork of the Lewis River.

ARTICLE II – PURPOSE

EFANA is established by the residents of the neighborhood in order to unite the common interests and promote the welfare of the neighborhood and its residents. EFANA shall concern itself with a variety of problems including, but not limited to, matters affecting livability and quality of the neighborhood and the community in general.

More concisely, the purposes of this organization are:

1. To form a greater sense of community and neighborhood ownership among residents;
2. To identify and address issues within neighborhood boundaries;
3. To communicate unified and/or varied positions in local government issues; and,
4. To organize social and community enhancement events to bring the neighborhood together.

ARTICLE III – BOUNDARIES of EFANA NEIGHBORHOOD

NORTH: NE WH Garner Rd, then NE Collard Rd to NE Lewisville Hwy 503
EAST: NE Railroad Avenue, the City of Yacolt boundary, then NE WH Garner Rd
SOUTH: NE 259th Street
WEST: Lewisville NE Highway 503

ARTICLE IV – MEMBERSHIP

The membership of EFANA is voluntary and is open to all residents. Membership may include one representative of nonprofit and for profit organizations conducting activities within the boundaries stated in Article III.

ARTICLE V – BOARD MEMBERS

SECTION I. Positions and Duties

1. The EFANA members who constitute the EFANA Board shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer. The Secretary/Treasurer role may be combined and held by one member. The Board shall preside over all meetings, planning sessions and activities of the neighborhood association. The Board may appoint other members as needed to lead large or special volunteer projects.
2. The duties of the EFANA Board are as follows:

- a. The Chairperson is the leader of the Board, subject to such policies and directives as the Board may establish. The Chairperson shall preside at Board meetings; execute jointly with the Secretary all approved documents; appoint committees; and, establish methods of operation through proper means. The Chairperson shall work closely with the Board to ensure that activities are well-coordinated and productive, and facilitates development for long-term success. The Chairperson shall be a signer on EFANA's checking account.
- b. The Vice-Chairperson shall assist the Chairperson. The Vice-Chairperson shall temporarily assume the duties of the Chairperson when that person is absent or unable to serve and when that office becomes vacant. The Vice-Chairperson shall perform other duties as assigned by the Board. The Vice-Chairperson shall be a signer on EFANA's checking account.
- c. The Secretary shall keep an accurate permanent records of all proceedings of the Board and of the general meeting of the members. The Secretary shall give timely notification to all concerned in advance of all special and regularly scheduled meetings. The Secretary shall perform other duties as assigned by the Board.
- d. The Treasurer shall keep accurate permanent records pertaining to all aspects of financial management. The Treasurer shall work closely with the Board to safeguard the organization's financials and to ensure effective financial systems and procedures are established, document and adhered to. The Treasurer shall prepare each check of the Association which shall require two signatures. The Treasurer shall be a signer on EFANA's checking account.

SECTION 2. Elections

Nominations of potential Board members shall occur during the third quarterly meeting of each calendar year. The election of the Board for the upcoming calendar year shall occur during the fourth quarterly meeting of each calendar year. The Board shall be elected by a simple majority vote of the members present during the meeting, including Zoom, or delivered by email. Voting is by written ballot, including email, and by raised hand on Zoom. Votes cast by email must be provided to the Board prior to or during the meeting when the vote is taking place. Candidates for the Board may be required to show proof of residency within EFANA boundaries. To qualify as a candidate for the Board, members must have attended at least one EFANA meeting in the past 12 months.

SECTION 3. Period of Office

The term for all Board members shall begin at the January meeting following their election and shall end at the end of the January meeting twelve (12) months later. Any Board member may resign their office at any time in writing. In the case of person(s) who fill mid-term vacancies, they will begin to serve immediately upon appointment by the other Board members. In the event of a Board member leaving prior to the end of their term, a special election may be held at the next scheduled meeting.

ARTICLE VI– MEETINGS

SECTION 1. Board Meetings

The Board members of EFANA must meet separately from the annual membership, not less than three times per year. The annual meeting shall be considered preparation for the first regular meeting of the calendar year. The meeting shall be held in the month of January, prior to the scheduled date of the first regular membership meeting of the calendar year. The meeting shall be used to discuss ways to maximize participation and understanding of roles and responsibilities of EFANA members.

SECTION 2. General Meetings

The Board members shall set the calendar for the year's meetings at the Annual Meeting in January. The Board shall hold one regular meeting per month and the regular meeting of the general membership shall be held once per quarter (e.g. January, April, June, September) to discuss neighborhood business. The times and locations of the meetings shall be published not later than one month before the meeting to maximize participation. An agenda will be included in the notice of general meetings. The Board may cancel or postpone meetings, but shall give reasonable notice under the circumstances.

SECTION 3. Special Meetings

Special meetings of the Board may be scheduled on an ad hoc basis. All decisions made by the Board during such meetings must be confirmed during a meeting of the general membership. All decisions must be confirmed by a simple majority vote of the Board and the members.

ARTICLE VII – COMMITTEES

Special committees to handle specific concerns and/or to facilitate outlined projects may be appointed by the Board as deemed necessary. The Board shall 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. Committees officially associated with the neighborhood association are prohibited from lobbying activities. If any decisions or actions are taken by a member solely on their own behalf, the Board shall not be responsible and/or in conflict with the bylaws as stated herein. Residents are free to speak of their own behalf on any topic to any organization. However, any representation of EFANA's views as an organization either verbally or in written form must be preceded by and approved by a vote of the membership. Residents may, independent of EFANA, form separate organizations which may be invited to present at EFANA meetings. Separate organizations may solicit members from the EFANA membership.

ARTICLE VIII - VOTING

All eligible members eighteen (18) years old and older are entitled to one (1) vote. With the exception of Article V, Section 2 (the vote for Board members), each member shall have one vote either in person, including Zoom, or by email. Votes cast by email must be provided to the Board prior to the meeting where the vote is taking place. The email shall include the member's street address to confirm residence within the boundaries of the neighborhood association.

ARTICLE IX - NONDISCRIMINATION

Individuals who are members at large, the Board and individuals appointed to specific committees shall not be denied a role because of race, creed, color, sex age disability, national origin, limited proficiency in English, familial status, gender identity or sexual orientation.

ARTICLE X – 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 and email addresses). In addition, no collected contact information may be used for solicitation purposes. All communications with Clark County, Washington officials are subject to public disclosure laws.

ARTICLE XI – AMENDMENTS TO BYLAWS

SECTION 1. Amendment

The bylaws may be amended at any regular meeting by a 60% super majority vote of the members in attendance. The proposed amendments shall be submitted to the membership by email at least one week before being voted upon.

SECTION 2. Previous By-Laws

The amended bylaws shall supersede all previous bylaws.

ARTICLE XII - FUNDING

1. EFANA may, in the future, establish an IRC Section 501(c)(3) tax exempt nonprofit status. In that event, EFANA shall be required annually to file a Form 990 with the Internal Revenue Service. Annual registration with the State of Washington is also required. Contributions to EFANA shall not be permitted as a Federal tax deduction until nonprofit status is established.
2. Voluntary contributions, contracts, grants, subscriptions and the proceeds of other fund-raising activities may be used to further the objectives of EFANA.
3. In compliance with Clark County, Washington regulations, a fee for membership in EFANA shall not be charged.
4. None of the earnings of or contributions to EFANA may be used to benefit of any private individual or organization.
5. EFANA's 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.

ARTICLE XIII – OFFICIAL RECOGNITION

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

CHAIRPERSON

Printed Name: _____

Signature: _____ Date _____

Mailing Address: _____

Physical Address: _____

Phone #: _____

Email Address: _____

VICE-CHAIRPERSON

Printed Name: _____

Signature: _____ Date _____

Mailing Address: _____

Physical Address: _____

Phone #: _____

Email Address: _____

SECRETARY

Printed Name: _____

Signature: _____ Date _____

Mailing Address: _____

Physical Address: _____

Phone #: _____

Email Address: _____

TREASURER

Printed Name: _____

Signature: _____ Date _____

Mailing Address: _____

Physical Address: _____

Phone #: _____

Email Address: _____