

BYLAWS
of
Road's End Neighborhood Association
Vancouver, WA

Article 1 - Organization Name

The name of this organization shall be Road's End Neighborhood Association (RENA) and may also be referred to as Road's End Neighborhood Association of Clark County (RENACC).

Article 2 – Purpose

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;
- e. To organize social and community enhancement events to bring the neighborhood together.

Article 3 – Boundaries

Road's End Neighborhood Association's officially recognized boundaries as defined in consultation with Clark County are:

North: NE 51st Street (between NE 56th Avenue and NE 66th Avenue)

East: NE 66th Avenue

South: State Route 500

West: NE 54th Avenue (between State Route 500 and NE 47th Street), NE 47th Street (between NE 54th Avenue and NE 56th Avenue), NE 56th Avenue north to NE 51st Street

Article 4 – Membership

All persons 18 years of age or older and businesses residing within the boundaries will be considered members of the Association. This applies equally to homeowners and renters, as this is a neighborhood association not a homeowners association.

Article 5 - Official Recognition

The Road's End Neighborhood Association is not affiliated with but is recognized by the 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 Road's End Neighborhood Association is affiliated with the Neighborhood Association Council of Clark County (NACCC).

Article 6 – Dues/Funding

- Section 1. In compliance with Clark County rules no dues will be charged to members. Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by the Road's End Neighborhood Association as needed. In accordance with Article 9, Section 5, the RENA Council has authority to approve expenditure of funds by a majority vote. In accordance with Article 9, Section 4: approved expenditures shall be reported by the Treasurer to Association members at each Association meeting.
- Section 2. Any recurring funds needed to maintain the operation of the RENA, such as but not limited to: rental and/or cleaning fees for meeting venues; printing of election or meeting materials; maintenance of records; shall be deemed approved.
- Section 3. Funds for Neighborhood events shall require the majority approval of the Council for expenditures over \$50.00. Expenditures of \$50.00 or less would require the approval of 1 committee member and 2 Council members.

Article 7 - Association Meetings

- Section 1. Association meetings shall be scheduled by the RENA Council and at least one meeting shall be held per year.
- Section 2. Special Association meetings shall be called by the RENA Council as deemed necessary.
- Section 3. The Council may authorize a general or special meeting of the Association to be conducted through the use of communication technology by which all members participating may simultaneously hear each other and participate in discussion and voting during the meeting.
- Section 4. Association Meetings will: be called to order; have Flag Salute; have Treasurer's report presented; have guest speakers and/or other relevant neighborhood agenda presented; have motion to adjourn meeting.
- Section 5. Motions made and seconded at Association 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 6. The Quorum for an Association meeting shall be those members present, so long as notice has been duly given.

Article 8 – Officers/Council

- Section 1. The Council shall consist of up to nine (9) members; 3 to 4 officers: Chair(President), Vice Chair, Secretary, and Treasurer, and up to five (5) Council members-at-Large. Once the Council

members are elected, they shall elect the three officers listed above from their ranks at the first convened Council meeting following the Association election meeting.

Section 2. The Road's End Neighborhood Association Council shall be known in these bylaws as the Council.

Section 3. The Council shall meet at least one time per year to prepare for the Association meeting and may hold additional meetings as needed. Council meetings may be conducted through the use of communication technology by which all Council members participating may simultaneously hear each other and participate in discussion and voting during the meeting.

Article 9 - Officers/Council Duties

Section 1. The Council Chair/President shall generally supervise the business and affairs of the Association. He/She shall preside over all Association and Council meetings. Should the Council consist of an even number of members the President shall be an on-voting Council member. He/She may represent the Association at other meetings in the community as needed. He/She shall act as the contact person for members via mail, email at **RoadsEnd.nacc@gmail.com**, phone or direct personal contact. 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 Vice Chair or acting Secretary for Association records. The President shall assign the duty and oversee the publication of the association's newsletter and maintain copies of them. The Chairperson shall be a signer on the Road's End Neighborhood Association's checking account. The President along with the Council-at-Large shall safeguard the privacy of membership and crime watch rosters.

Section 2. Vice Chair: The Vice Chair shall assist the Council Chair when necessary, by attending meetings or other community events on behalf of the association. The Vice Chair performs the duties of the Chair in the event the Chair is unable to fulfill his/her responsibilities. The Vice-Chair shall be a signer on the Road's End Neighborhood Association's checking account.

Section 3. Secretary: The Secretary shall take notes of all Association and Council meetings. Association meeting notes dating back 6 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. 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 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 the Association. In the event that a volunteer does not step forward to fill the role of Secretary, the Treasurer can act as Secretary.

Section 4: Treasurer: The Treasurer shall be the custodian of all funds of the Road's End Neighborhood Association checking account. 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. 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. The Treasurer shall submit all account information to an Audit Committee each year prior to Council elections. The role of Association Secretary can be fulfilled by the Treasurer until a motion to elect a secretary is made and the votes are counted for an Association Secretary.

Section 5. Council as a whole: shall: 1) execute a duty of loyalty to safeguard the privacy of the membership and Crime Watch rosters; 2) appoint members and establish committees to perform necessary functions and represent the Road's End Neighborhood Association; 3) make appointment(s) to fill any vacancy on the Council until the next Association meeting where members will vote on the appointee; 4) shall 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; 5) all Council meetings shall have a quorum of half the Council members plus one.

Section 6. As the President, Vice-President, Secretary, Treasurer leave their position, all official paperwork/documents shall be passed on to their successors.

Article 10 - Elections

Section 1. Elections for Council members shall take place at the first Association meeting of the calendar year. Announcement of the slate of candidates to appear on the ballot for election to the Council shall be published in the Road's End Neighborhood Association newsletter, mailed prior to the first calendar year Association meeting.

Section 2. Candidates interested in an elected Council position must submit in writing their name and brief candidate statement to the President by April 25th to be included in the slate of candidates presented to membership in accordance with Article 10, Section 1.

Section 3. Voting Privileges: One vote shall be allowed for each member. Proxy votes are not allowed. Members shall be required to show proof of residency in the Road's End Neighborhood to be eligible to vote in Association elections.

Section 4. Voting: To be by written ballot or comparable electronic alternative. An affirmative vote on ballots cast by a majority of those members in attendance at an Association meeting shall be required for election.

Section 5. Terms of Office: Council members shall serve for one year or until he/she resigns or is removed in accordance with Article 11. There is no limitation on the number of terms of office any person may serve.

Section 6. The new Council members shall assume office at the close of the Association election meeting.

Article 11 – Eligibility/Candidates

Section 1. 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.

Section 2. Candidate(s) are encouraged to have a level of commitment to the community by volunteering with/at neighborhood events.

Article 12 - Removals and Vacancies

Section 1. Any Council member may resign his/her office at any time. Such resignation shall be declared in writing or by email and will take effect upon acceptance by the Council President or Vice-President.

Section 2. The Council may declare the seat of any elected or selected Council member vacant if that member is absent from three consecutive Council meetings without cause deemed sufficient by the Council.

Section 3. Noncompliance of Article 11, Section 2 within 45 days of elections is cause for immediate removal from the Council. Council members will be notified by mail or email that they are no longer a member of the Council. Council shall then fill vacancy in accordance with Article 9, Section 5.

Section 4. In the event of a vacancy, the Council shall fill the vacancy in accordance with Article 9, Section 5, by selection of a qualified member and subsequent majority vote of the Council.

Article 13 – Amendments to 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. **These bylaws are the standard by which the Road's End Neighborhood Association conducts itself and its business.**