

# WEST HAZEL DELL NEIGHBORHOOD ASSOCIATION BYLAWS

## ARTICLE 1 - ORGANIZATION NAME

The name of this Association shall be West Hazel Dell Neighborhood Association and may also be referred to as West Hazel Dell Neighborhood Association of Clark County, Washington, or "WHDNA." In this document it is referred to as the "Association."

## ARTICLE 2 - PURPOSE

The WHDNA was established by the residents of West Hazel Dell 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. Residents are encouraged to invite neighbors to become involved in these betterment processes.

## ARTICLE 3 - BOUNDARIES

NORTH: 104<sup>th</sup> Street, 11<sup>th</sup> Avenue, 99<sup>th</sup> Street  
EAST: Interstate 5  
SOUTH: Vancouver city boundary on NE Highway 99  
WEST: Vancouver city boundary or Vancouver Lake

## ARTICLE 4 - MEMBERSHIP

The membership of this Association is open to all persons that reside or operate businesses within the boundaries. The Board shall maintain loyalty to safeguard the privacy of the membership.

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

## ARTICLE 5 - OFFICIAL RECOGNITION

The West Hazel Dell 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 West Hazel Dell Neighborhood Association is affiliated with the Neighborhood Association Council of Clark County ("NACCC").

## **ARTICLE 6 – 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 Board membership.

## **ARTICLE 7 – DUES/FUNDING**

- a) In compliance with Clark County rules, no dues will be charged to members of WHDNA.
- b) Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by the Association as needed.
- c) The Association officers have the authority to approve expenditure of funds by a majority vote.
- d) Accounting and reporting of all funds shall be recorded and reported by the Secretary and/or Treasurer.

## **ARTICLE 8 - MEETINGS**

- Section 1. The Board shall schedule Association meetings at least three (3) times per year. The Association must meet at least once per year to remain active and to be officially recognized in Clark County's Neighborhood Outreach program. The Board of the Association must meet at least once per calendar year.
- Section 2. 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, except in emergencies.
- Section 3. Association meeting agendas will include:
- Call to Order
  - Treasurer's Report
  - Guests/ Speakers (or other relevant neighborhood information of interest)
  - Old Business/New Business
  - Motion to Adjourn
- Section 4. Motions made and seconded at Association meetings shall be voted on by members present. At in-person meetings voting shall be done by a show of hands and approval shall be by a majority vote.
- a) In the case of virtual meetings, voting shall be done by a show of "yes" or "no" in the text chat, or
  - b) By the "Raise Hand" icon to indicate acceptance.
- Section 5. The quorum for an Association meeting shall be those members present, so long as notice of the meeting has been duly given.

## ARTICLE 9 – OFFICERS: BOARD

Section 1. The Board shall consist of four officers:

President, Vice President, Secretary, and Treasurer.

- Ideally, there will be four officers, but the duties of Secretary/Treasurer may be combined if there is a shortage of volunteers for offices.

Section 2. At least one officer shall preside over any meetings, planning sessions and activities of the Neighborhood Association.

Section 3. The officers may choose to appoint more members as needed to lead large or special volunteer projects.

Section 4. Members of the Board will include the officers and the committee chairpersons.

Section 5. Eligibility and Standards of Conduct:

- a) All officers must reside within the boundaries of WHDNA as defined in Article 3.
- b) 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.

## ARTICLE 10 – OFFICERS DUTIES

Section 1. President:

- a) The President shall supervise the business and affairs of the Association. They shall preside over all Association and Board meetings.
- b) Should the Board consist of an even number of members, the President shall be a non-voting Board member.
- c) They may represent the Association at other meetings in the community as needed.
- d) They shall act as the contact person for members via mail, email at [president@whdna.org](mailto:president@whdna.org), phone or direct personal contact.
- e) 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.
- f) The President shall assign the duty and oversee the publication of the Association's newsletter and maintain copies of them.
- g) The President, along with the Board-at-large, shall safeguard the privacy of the membership.
- h) The President shall be a signer on the Association's checking account.

Section 2. Vice-President:

- a) The Vice-President shall assist the President, when necessary, by attending meetings or other community events on behalf of the Association.
- b) The Vice-President shall perform the duties of the President in the event the President is unable to fulfill his/her responsibilities.
- c) The Vice-President shall be a signer on the Association's checking account.

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

Secretary:

a) The Secretary shall take notes of all Association and Board meetings. Association meeting notes dating back six (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.

b) 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:

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

b) 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.

c) The Treasurer shall submit all account information to an Audit Committee each year prior to Board elections.

d) The Treasurer shall keep accurate accounts of all income and expenditures of the Association and provide a monthly bank statement to the President.

e) The Treasurer shall prepare each check of the Association which shall require two signatures if the amount is over Fifty Dollars and 00/100 (\$50.00). The Treasurer shall be a signer on the checking account. Three authorized signatures shall be maintained on the Association's checking account.

Section 4. As the President, Vice-President, Secretary, Treasurer leave their position, all official paperwork/documents shall be passed on to their successors within fourteen (14) days. Changes to the signers on the bank account should be made as soon as possible after the new officer(s) are elected and reinstated, but not longer than fourteen (14) days. These changes must appear in the meeting minutes for the transmittal to the Association's bank to facilitate the changes.

## **ARTICLE 11 - ELECTIONS**

Section 1. Nominations and Elections for Board members shall take place at the first Association meeting of the calendar year.

Section 2. Candidates: Those interested in an elected Board position must submit in writing their name and brief candidate statement to the President by December 1<sup>st</sup> to be included in the slate of candidates presented to membership. Announcement of the slate of candidates to appear on the ballot for election to the Board shall be published in the Association newsletter and/or on the Association website prior to the first calendar year Association meeting.

**Section 3. Candidate Eligibility:** Candidates must have attended at least one previous Association meeting within the prior eighteen (18) months, not including the election meeting. Verification of attendance is per attendance sign-in sheets passed at each Association in-person meeting or by sign-in at virtual meetings. This record shall be maintained by the Association Secretary and shared with the Board upon request.

**Section 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 by adding their address to in-person or virtual meeting sign-in sheets.

**Section 5. Voting:** To be by written ballot at in-person meetings; by hand raising at virtual meetings. An affirmative vote on ballots cast by a majority of those members in attendance at a general an Association meeting shall be required for election.

**Section 6. Terms of Office:** Board members shall serve for two years or until they resign or are removed by a vote of the officers or the membership in accordance with Article 11. There is no limitation on the number of terms of office any person may serve.

**Section 7. New Board Members:** The new Board members shall assume office at the close of the Association election meeting. A Board meeting shall be scheduled within fourteen (14) days to transition to the new Board.

## **ARTICLE 12 - REMOVALS AND VACANCIES**

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

**Section 2.** The Board may declare the seat of any elected or selected Board member vacant if that member is absent from three (3) consecutive Board meetings without cause deemed sufficient by the Board.

**Section 3.** Noncompliance of Article 8, Section 5 (Eligibility) is cause for immediate removal from the Board. Board members will be notified by mail that they are no longer a member of the Board. The Board shall then fill the vacancy in accordance with Article 9, Section 5.



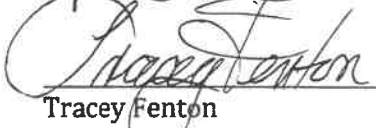

Section 4. In the event of a vacancy, the Board shall fill the vacancy by appointment from the existing Board members, or, if none are available, by volunteer resident(s) and the appointed officer will serve until the election at the next annual meeting.

**ARTICLE 13 - 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 and are announced within fourteen (14) days of said meeting. The Association 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 31, 2023.

Agreed upon by:

 Ila Westergard	_____ Signature	_____ President	_____ 5/31/2023
 Andrea Smith	_____ Signature	<u>Treasurer</u> Title	_____ 5/31/2023
 Tracey Fenton	_____ Signature	<u>Secretary</u> Title	_____ 5/31/2023
 Tom Noesen	_____ Signature	<u>Vice President</u> Title	_____ 5/31/2023

Bylaws of WHDNA  
Revised May 31, 2023  
Vancouver, Washington