

FELIDA COMMUNITY NEIGHBORHOOD ASSOCIATION BYLAWS

ARTICLE 1 – ORGANIZATION NAME

The name of this association shall be Felida Community Neighborhood Association (Felida Community NA or FC-NA) and may also be referred to as Felida Community Neighborhood Association of Clark County, Washington.

ARTICLE 2 - PURPOSE

The Felida Community Neighborhood Association is established by the residents in order to unite the common interests and promote the welfare of the neighborhood and its residents. The Felida Community Neighborhood Association's purpose is to address community issues within our boundaries, form greater sense of community between residents, generate a unified voice, and organize social & community enhancement events to bring the neighborhood together.

ARTICLE 3 - BOUNDARIES

North: Salmon Creek

East: Interstate 5

South: NE 99th Street to NE Hazel Dell Ave., North to 105th Street to I-5

West: Lake River

ARTICLE 4- MEMBERSHIP

The membership of this Association is open to all persons 18 years of age or older that reside or operate businesses within the boundaries. 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 this neighborhood association.

ARTICLE 5 – ASSOCIATION ORGANIZATION

The Association is administered by a volunteer board that is not employed by the county and is not affiliated with, or a department within, Clark County government.

Official recognition by Clark County and compliance with the county's program requirements entitles the association to specific benefits and services and a communications liaison in the county's Neighborhood Outreach Program.

ARTICLE 6 – DUES/FUNDING

Voluntary contributions, contracts, grants, subscriptions, or fund-raising activities may be used by the Association as needed, but no dues will be charged to members.

The association 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 Secretary/Treasurer. Any recurring funds needed to maintain operation of the association, such as but not limited to fees to the Secretary of State, printing of election or meeting materials, or maintenance of records, shall be deemed approved.

ARTICLE 7 - MEETINGS

- Section 1. Association meetings shall be scheduled by the FC-NA Board at least twice per year to remain active and to be officially recognized in Clark County's neighborhood outreach program.
- Section 2. Special association meetings shall be called by the Board as deemed necessary and members will be notified.
- Section 3. Association meeting agendas will include:
- Call to Order
 - Treasurer's Report (if applicable)
 - Guest Speaker(s) (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. Voting shall be done by a show of hands and approval shall be by a majority vote.
- Section 5. The Quorum for an association meeting shall be at least three members present in addition to the board.

ARTICLE 8 - BOARD

- Section 1. The Board shall consist of at least three officers, accommodating for the operational functions of President, Vice-President, Secretary and Treasurer. In the event of a lack of volunteers, any officer can hold two positions to continue operation of the Felida Community Neighborhood Association.
- Section 2. The above officers shall preside over all meetings, planning sessions and activities of the FC-NA.
- Section 3. The officers may choose to appoint more members as needed to lead large or special volunteer projects.
- 1) Appointment of committee chair(s) will be motioned at association meetings and voted on by members present. Voting shall be done by a show of hands and approval shall be by a majority vote.
- Section 4. Members of the Board will include the officers and the committee chairpersons.
- Section 5. Accounts:
- 1) Only the Officers of the board shall have access to the Google account. Officers of the board are responsible for maintaining access, and organization of the FC-NA Google account (including the Google Drive) and G-mail account.

- a) The President shall be responsible for setting the recovery email and/or phone number for the Google account to safeguard the Google account, G-mail, and Drive documents and information. The recovery email and/or phone number should be shared with the secretary for accurate records. The recovery email should be promptly updated in the changing of Presidents.
- 2) Any social media accounts including, but not limited to Instagram and Facebook shall be managed by the Officers of the Board. A committee member may be appointed to social media manager if needed by the Officers of the Board.
 - a) Social media account information will be accurately recorded and updated (as needed) in the FC-NA Google Drive.

Section 6. Eligibility and Standards of Conduct:

- 1) All officers must reside within the boundaries of the neighborhood.
- 2) The Association’s board actively volunteers and hosts Felida neighborhood events. The Board will abide by all applicable laws and regulations while representing the FC-NA.

ARTICLE 9 – OFFICERS AND BOARD DUTIES

Section 1. President:

- 1) The President shall generally supervise the business and affairs of the association and preside over all association and board meetings.
- 2) The President may represent the association at other meetings in the community as needed.
- 3) The President shall act as the primary contact person for members via email, felida.community.na@gmail.com, or direct personal contact.
- 4) 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
- 5) The President shall have and maintain access, and organization of the FC-NA Google account (including the Google Drive) and G-mail account.
- 6) The President shall assign the duty and oversee the publication of the association’s newsletter and maintain copies (physical or digital [saved to the Google Drive]) of them.
- 7) The President, along with the board-at-large shall safeguard the privacy of the membership.
- 8) The President shall be a signer on the association’s checking account.

Section 2. Vice-President(s):

- 1) There may be one individual Vice-President or two individuals as Co-Vice-Presidents.
- 2) The Vice-President(s) shall assist the President when necessary, by attending meetings or other community events on behalf of the FC-NA.
- 3) The Vice-President(s) performs the duties of the President in the event the President is unable to fulfill their responsibilities.

- 4) The Vice-President(s) shall be a signer on the association's checking account.
- 5) The Vice-President(s) shall have and maintain access, and organization of the FC-NA Google account (including the Google Drive) and G-mail account.

Section 3. Secretary

- 1) The Secretary shall take notes of all association and board meetings. Association meeting notes dating back 6 months or older shall be made available upon written request to the FC-NA Secretary. Notes from the last association meeting shall be available for viewing at the next association meeting with copies available upon written request.
- 2) The Secretary shall be responsible for keeping accurate records of all FC-NA business, including but not limited to, all meeting notes, meeting notices, correspondence, copies of all newsletters, and any other historical documents pertaining to the ongoing business of the association.
- 3) The Secretary shall have and maintain access, and organization of the FC-NA Google account (including the Google Drive) and G-mail account.

Section 4. Treasurer:

- 1) The Treasurer shall be the custodian of all funds of the FC-NA checking account.
- 2) 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.
- 3) The Treasurer shall have and maintain a record of any financial documents in the FC-NA Google Drive.
- 4) The Treasurer shall maintain access, and organization of the FC-NA Google account (including the Google Drive) and G-mail account.
- 5) The Treasurer shall submit all account information to an Audit Committee each year prior to Board elections.
- 6) The Treasurer shall keep accurate accounts of all income and expenditures of the FC-NA and provide a monthly bank statement to the President. The Treasurer shall prepare each check of the FC-NA which shall require two signatures. The Treasurer shall be a signer on the checking account. Three authorized signatures shall be maintained on the FC-NA's checking account.

Section 5. Board as a whole shall:

- 1) Execute a duty of loyalty to safeguard the privacy of membership;
- 2) Appoint members and establish committees to perform necessary functions and represent the association;
- 3) Make appointment(s) to fill any vacancy on the Board until the next association meeting where members will vote to fill the position;
- 4) 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 FC-NA general meeting.

Section 6. As the President, Vice-President(s), Secretary, Treasurer leave their position, all official paperwork/documents (including digital records of the Google account) 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. Nomination and Election for the Officers shall take place every other year on the even years at the first meeting of the year, or when there is a vacancy.
- Section 2. The meeting for elections will be properly noticed (mailed to all residents, emailed to the email list, and posted in the Columbian). Nominations will be taken at the meeting and candidates will have the opportunity to speak prior to the vote.
- Section 3. Candidate Eligibility: Candidates must have attended at least one previous association meeting within the prior 12 months, not including the election meeting. Verification of attendance is per attendance sign-in sheet available at the beginning of the association meeting.
- Section 4. Voting Privileges: One vote shall be allowed for each member present in-person at the election meeting. Proxy votes are not allowed
- Section 5. Voting: Election voting will be anonymous. To be by written ballot. An affirmative vote on ballots cast by a majority of those members in attendance at a general FC-NA meeting shall be required for election.
- Section 6. Terms of Office: Officers of the Board will 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. In the case that there are no new volunteers for the Board, members may continue to serve if they are re-elected.
- Section 7. The new Officer(s) shall assume office at the close of the FC-NA election meeting.

ARTICLE 11 – REMOVALS AND VACANCIES

- Section 1. Any Board member may resign their office at any time. Such resignation shall be declared in writing and will take effect upon receipt by the Board.
- 1) In addition to declaration of resignation in writing, any and all records and documents owned by the resigning member must be given to the remaining Officers or uploaded to the FC-NA Google Drive.
- Section 2. To motion to remove an Officer(s), it must be shown that they have violated one or more of the FC-NA bylaws. The motion to remove an Office(s) must be seconded. The next general FC-NA meeting will host an election for the aforementioned position (see Article 10 for election procedures).
- 1) If there is a call to remove an Officer(s) without cause, it must be brought to the attention of the association prior to the first general meeting of the calendar year, so an election may be held at the first general FC-NA meeting of the year.

- Section 3. The Board may declare the seat of any elected or selected Board member vacant if that member is absent from three consecutive board meetings without cause deemed sufficient by the Board.
- Section 4. If a Board member moves out of the neighborhood boundaries they are no longer eligible to serve and they should submit their resignation to the Board.
- Section 5. In the event of a vacancy, the Board shall announce the vacancy and ask for volunteers to fill the position and the Board may appoint a temporary officer to serve until the next scheduled meeting. A vote can be taken by members at the next meeting, and the temporary officer will serve until the election at the following meeting.

ARTICLE 12 – ASSOCIATION CLOSURE/GOING INACTIVE

In the event that the association goes inactive, the association records shall be submitted to the county Neighborhood Outreach office to be passed on to the next Board, and any remaining funds in the treasury shall be donated to Friends of the Children’s Justice Center non-profit organization.

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 a Felida Community Neighborhood Association meeting, so long as notice of proposed changes are published with the call to meeting. The FC-NA Board has the authority to address and correct scrivener’s errors, so long as the correction does not change the intent of the bylaws. These bylaws are the standard by which the Felida Community Neighborhood Association conducts its business and were adopted by the FC-NA Board after a majority vote of acceptance by the FC-NA membership on August 3, 2024.

- President: John Stubbs
- Co Vice-President: Karina Stubbs
- Co-Vice-President: Doug Morrison
- Secretary: Karina Stubbs (Interim)
- Treasurer: Doug Morrison (Interim)