

# **NORTH RENTON NEIGHBORHOOD ASSOCIATION ESTABLISHED 1999**

## **Bylaws of the North Renton Neighborhood Association**

### **Preamble**

The North Renton Neighborhood Association is a non-profit organization formed under the laws of the State of Washington and the City of Renton. Our Mission is to elevate the integrity of the neighborhood in order to enhance the quality of life for all our Residents.

### **ARTICLE I. NAME**

The name of the organization shall be the North Renton Neighborhood Association.

### **ARTICLE II. GOALS**

The Goals of this organization shall be as follows:

#### **Section 2.01**

To conduct public meetings and distribute newsletters on a regular basis in order to educate the public on subjects beneficial to the community.

#### **Section 2.02**

To cultivate a community spirit through welcoming everyone, communicating in a consistent & transparent manner to the neighbors and community at large.

#### **Section 2.03**

To maintain a vigilant awareness of private or government activities that affect the quality of life in North Renton. To elect members of the community who will have the responsibility of being aware of such activities and of taking any appropriate action to further or protect the interest of the community.

#### **Section 2.04**

To provide an organized way for residents of the North Renton Neighborhood Association to participate in discussions of any proposal affecting the community.

#### **Section 2.05**

Should the Association dissolve at any point and there be any funds left in the Association account which do not have designated use or return of funds (for example – Grant money from the City which may have covenants on their use) those unallocated funds shall be distributed to another nonprofit with like-minded causes and goals, per the requirement of 501(c)3 ez if obtained by the Association.

## **ARTICLE III. THE COMMUNITY SERVED**

North 8th Street to the South. 1-405 to the East, Bronson Way to the South and the Cedar River to the West. Provided, however, that any matter of concern which may affect the community within the above-described district is a proper subject for discussion and action by this organization. In addition, areas peripheral to the community served may be a topic for discussion and action by this organization as necessary.

## **ARTICLE IV. MEMBERSHIP**

### **Section 4.01**

Voting Members. Any person who is a resident of the community described in Article 3, or who owns property or a business in the community, or is an appointed Student Ambassador of the Board, is eligible to become a Voting Member of this organization upon completion of a membership information card.

### **Section 4.02**

Associate Members. Any person who is interested in the welfare of the organization but unable to qualify as a Voting Member, may apply for Associate Membership. The dues for Associate Members will be the same as for Voting Members, and Associate Members shall have the rights and privileges of Voting Members, with voice and no vote, and they may not serve as an Officer of the Organization.

## **ARTICLE V. DUES**

The Board shall at their November meeting establish what the annual dues structures will be for the following year, taking into consideration past and anticipated future operating costs as well as the need to ensure that membership dues are reasonable. Dues should be structured in such a way as to cover ongoing costs, but also to ensure membership dues are not a barrier to full participation.

## **ARTICLE VI. VOTING RIGHTS**

Annual membership dues shall be for the period of January 1 to December 31. No member shall be entitled to vote if his or her dues have not been paid as of the date of the vote. The Treasurer shall send electronic, or by mail if electronic means are not available, reminder statements. Dues for the following year shall be paid before December 31. Dues may be prorated for the first year of membership.

## **ARTICLE VII. POWER AND DUTIES OF THE DIRECTORS/OFFICERS**

### **Board of Directors**

### **Section 7.01**

The affairs of the Association shall be governed by a Board which shall consist of not fewer than five nor more than nine Directors (not including Student Ambassadors), who shall be elected by the members of the Association. The Board shall also include the Officers and up to 2 (two) appointed Student Ambassadors. Student Ambassadors shall be included in the count for quorum once voting rights have been granted.

### **Section 7.02**

The members of the association at any annual meeting may change the number of Directors within those limits, but shall not reduce the number in such a manner to deny an incumbent Director (unless removed for cause) a full term in office.

### **Section 7.03**

Power and Duties of the Board. The Board shall make recommendations on NRNA matters subject to approval of the membership.

### **Section 7.04**

Election and Term of Office. The Association shall elect a Board of Directors. Nominations for Board of Directors will be at the October meeting. With the election of the Board of Directors to be at the November meeting.

Each Director shall pay dues and shall be a voting Member. Any Director who no longer qualifies as a Voting Member shall no longer hold Office, and the position shall be declared vacant by the Board. The Board may also declare a position vacant if any Director is absent from more than 3 meetings during a calendar year.

### **Section 7.05**

The term for Directors will begin immediately following the meeting at which they were elected. The normal term of office will be for three years and until their successors are elected and take office. The terms will be staggered however, one third of the Directors shall be elected for one year, the same number shall be elected for two years, and the remainder elected every three years. Until such time that the Board consists of members with terms that are staggered over three years.

## **Election of Officers**

### **Section 7.06**

The officers of the Association shall be elected annually at the first meeting of the Association in November. The officers shall consist of PRESIDENT, VICE PRESIDENT, TREASURER AND SECRETARY.

(a) The President shall chair the Board.

(b) In order to conduct official business, a quorum of a majority of the Board members shall be present, a majority of those present shall be necessary for any decision.

(c) Each Officer shall pay dues and shall be a voting Member. Any Officer who no longer qualifies as a Voting Member shall no longer hold Office, and the position shall be declared vacant by the Board. The Board may also declare a position vacant if any Officer is absent from more than 3 meetings during a calendar year.

(d) The board shall, by a majority vote, designate a person to complete the term of any

Officer whose position has been vacated, subject to the approval of the Association, except for a vacancy in the office of the President which shall be filled by the Vice-President.

(e) The terms of office for each Officer shall be one year, from December 1st to November 30th. If for any reason new Officers are not elected as herein provided, the existing officers shall continue to serve until their successors have been elected.

(f) The Board shall hold a minimum of 6 monthly meetings each year, the time and place to be determined annually by the Board. The President may also call a meeting of the Board by making a valid effort to contact all members of the Board at least 24 hours in advance.

(g) An Officer may be removed from office by a majority vote of the Voting Members present at membership or special meeting. Notice of such proposed action shall have been distributed to the Membership at least 10 days prior to the meeting. Notices will be sent out using the email distribution list. The Board may, however, remove an Officer, for cause in cases where actions may involve violations of law, such as financial malfeasance.

(h) No Officer shall publicly take a position on any question in the name of the Association, unless such a position has been approved by the Board, or by the Voting Members.

#### **Section 7.07**

(a) The Association Board of Directors shall appoint up to two (2) student Ambassadors (grade 9 – 12) who shall serve as a member of the Board of Directors.

(b) Their term shall be a one (1) year term to run concurrent with our calendar year (January through December).

(c) While efforts to recruit a Student Ambassador should be prioritized to those who reside in the North Renton neighborhood, this does not preclude a Student Ambassador from serving who lives outside the North Renton Association boundaries but is involved in the Renton School District in some capacity.

(d) Upon completing a 60 day probationary period, a Student Ambassador shall have the same voting rights as our resident Board members and shall be subject to the same process for removal of officers as stated in Section 7.06(g) above.

### **ARTICLE VIII. DUTIES OF OFFICERS**

#### **Section 8.01**

The President shall preside at all Membership Meetings; appoint and remove committee chairpersons, call all Special Meetings, implement Board decisions and perform such duties of the office of the President. To the extent possible, the President shall inform the membership of such activities and seek membership approval when necessary.

### **Section 8.02**

The Vice-President shall perform the duties of the President in the absence or the disability of the President.

### **Section 8.03**

The Secretary shall keep full and accurate minutes of all meetings of this association and such other duties of a secretarial nature as is usually performed by the Secretary of an association. The Secretary shall maintain the permanent records of the organization.

### **Section 8.04**

The Treasurer shall keep a register of the membership of the association, showing their addresses and dues record, and shall also be the custodian of the funds of the association, and keep a record of all receipts and the disbursements, and render a financial report to the Association at the regular monthly meetings.

### **Section 8.05**

The incoming Treasurer shall supervise the preparation of an annual budget in cooperation with the Board. The Treasurer shall pay the bills for those items included in the budget, and any other explicitly authorized by the Board. The Treasurer shall turn over to the successor all monies and property, together with a full accounting of the same.

### **Section 8.06**

The Board may, at its discretion, require a bond for the Treasurer with the premium to be paid by the association. The Board may also require an audit of the books at any time.

## **ARTICLE IX. MEMBERSHIP MEETINGS**

### **Section 9.01**

No fewer than 6 monthly meetings shall be scheduled each calendar year. Said meetings are to be held at a time and place determined annually by the Board and communicated to the general membership. The Officers shall be responsible for Association Meetings and Membership Marketing Programs. Special meetings of the Membership may be held upon the order of the President, upon the request of a majority of the Board or petition of the Members. Notice of the Special Meeting shall be distributed to each Member at least 5 days prior to the meeting. Notices will be sent out using the electronic mailing list.

### **Section 9.02**

No notice of regular Membership Meetings shall be necessary, but is encouraged as part of the Associations communication efforts.

### **Section 9.03**

Twelve Voting Members shall constitute a quorum for the transaction of any business at a Membership Meeting, and the majority of those voting shall be necessary for any official action; provided, however, a decision to override the Board is controlled by paragraph 9.04 of this Article.

### **Section 9.04**

The Membership may set forth a motion to override a decision of the Board by a majority vote at a regular Membership or Special Meeting for which a quorum is at least 12 voting members, at that time the motion will move to a full vote for all voting members. Notice of the proposed override must be communicated to the Membership at least 5 days prior to the meeting.

### **Section 9.05**

Parliamentary rulings shall govern procedure in accordance with the most recent edition of Robert's Rules of Order except as herein otherwise provided.

### **Section 9.06**

Any voting member who is unable to attend the meeting where a vote will take place, due to exceptional circumstances, can petition the Board to submit their vote in writing to the Secretary, cc'ing the President, c 24 hours before the meeting where the vote will take place. This practice is not encouraged and therefore each voting member may vote by proxy only one time per year subject to the requirements of this section being met.

## **ARTICLE X. COMMITTEES**

The President may appoint any committees helpful in carrying out the objectives of the association. Such committees shall report to the Board, and shall not publicly take a position on any question in the name of the Association, unless such a position has been approved by the Board or by the Membership.

## **ARTICLE XI. AMENDMENTS**

These Bylaws may be amended at any regular Membership or Special Meeting by a vote of two-thirds of the Members present providing that the proposed amendment shall have been submitted in writing at the preceding meeting, and written notice distributed to the Members at least 5 days prior to the Meeting. Notices will be sent out using the mailing list.

## **ARTICLE XII. CODE OF CONDUCT**

In order to ensure meetings are conducted in a manner befitting a neighborhood association there shall be a code of conduct in effect for membership meetings, board meetings, and for general conduct for matters pertaining to the association. This code shall apply to Officers, Board Members, the general membership, and to those taking interest in and participating in the Association and Association - related activities.