

Roseway Neighborhood Association – Bylaws

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be Roseway Neighborhood Association.

ARTICLE II. PURPOSE

The purposes for which this Association is organized are:

- a) To consider and act on issues that affect the livability and quality of the neighborhood;
- b) To provide an open process by which all potential members may involve themselves in the affairs of the neighborhood;
- c) For such other purposes as are approved by the board or membership.

ARTICLE III. BOUNDARIES

Boundaries of the Neighborhood Association shall be defined as From the center line of the intersection of N.E. 62nd Ave. and N.E Prescott St., east along N.E. Prescott St. to N.E. 82nd Ave., South on N.E. 82nd Ave. to N.E Thompson St., West on N.E Thompson St., to N.E 78th Ave. to the Northern boundary of the Rose City Golf Course, West along the northern boundary of the Rose City Golf Course, to the center line of N.E. 65th Ave., North on N.E 65th Ave. to N.E Fremont St, West on N.E Fremont St, to N.E 62nd Ave., North on N.E 62nd Ave, to N.E Prescott St.

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility: All residents, property owners, and individuals who hold a business license located within the boundaries as defined by these bylaws are eligible to be a member of the association.

Section 2. Consent: An eligible person shall become a member of the association by providing written consent during a meeting of the membership.

Section 3. Dues or Fees: Dues or fees shall not be required.

Section 4. Voting: Each member shall be entitled to one vote for election of board of

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directors and bylaw amendments.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Number and Composition of Board Members: The number of directors may vary between a minimum of three and a maximum of 15.

Section 2. Eligibility for Board Service: Only members shall be qualified to hold an elected or appointed position.

Section 3. Terms of Office: The term of office for directors shall be two years.

Section 4. Removal: Any elected or appointed director may be removed, with or without cause, by a majority vote of the members at a membership meeting called by the board of directors for that purpose.

Section 5. Board Vacancies: Vacancies on the board shall be filled by a vote of the directors currently serving on the board. A member appointed to fill a vacancy shall serve until the next election.

ARTICLE VI. OFFICERS

Section 1. Titles and Eligibility: The board shall consist of four officers: chairperson, vicechairperson, secretary and treasurer. All officers of this association must be members of the board.

Section 2. Terms of Office: An officer shall serve a two-year term. The chairperson and vice chairperson shall be selected in even numbered years. The secretary and treasurer shall be selected in odd numbered years.

Section 3. Duties of the Officers:

- a) Chairperson: The chairperson shall preside at all board and general membership meetings, prepare the agenda for general, board, and emergency meetings of the membership, and shall perform other duties as authorized by the board.

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- b) Vice-Chairperson: The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and shall perform other duties as authorized by the board.
- c) Secretary: The secretary shall record and maintain minutes of board and general membership meetings and shall perform other duties as authorized by the board.
- d) Treasurer: The treasurer shall receive, deposit and disburse funds in such manner as designated by the board and shall perform other duties as authorized by the board. The treasurer is authorized to disperse funds in accordance with board motions, including reimbursements of individuals for board-approved expenses.

ARTICLE VII. MEETINGS

Section 1. General Membership Meetings:

- a) General membership meetings will be held at least one time a year at a day and time set by the board. Notice of membership meetings to members of the public must be at least 7 days in advance of the meeting.
- b) A quorum for a general membership meeting shall be a majority of the number of board members in office immediately before the meeting begins.

Section 2. Board Meetings:

- a) The board shall meet at least 6 times a year. Public notice of meetings of the board must be at least 7 days in advance.
- b) Emergency Board Meetings: When there is insufficient time to address timely business within the notice requirements of a regular meeting, an emergency meeting may be called. Notice of an emergency meeting to all interested parties may not be less than 24 hours in advance. Only items on the announced agenda may be decided at an emergency meeting.
- c) Quorum: A quorum for a board meeting shall be a majority of the number of board members in office immediately before the meeting begins.

Section 3. Deliberation and Decision Making: The board shall make all decisions by consensus.

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ARTICLE VIII. ELECTIONS

Section 1. Annual Election: Members shall elect the directors at a membership meeting by secret paper ballot. Candidates receiving a majority of votes are elected to the board.

Section 2. Election of Officers: Directors shall meet after the annual election and select the positions of chairperson, vice-chairperson, secretary, and treasurer.

ARTICLE IX. GRIEVANCE PROCESS

Section 1. Other forms of conflict resolution are encouraged: All parties are encouraged to resolve disagreements and disputes through one-on-one dialogue, discussions with board members and general members, and/or formal mediation whenever possible.

Section 2. Eligibility to Grieve: A person or group harmed as a result of a decision of this association may file a formal grievance if they believe the action taken by the association violated a provision of these bylaws or the ONI standards.

Section 3. Filing a Grievance: Grievances must be submitted, in writing, to the chairperson, within 45 business days of the alleged violation. A grievance must state the action being grieved, the provision that was allegedly violated, how the grievant was harmed, and identify a remedy.

Section 4. Initial Review and Response: The board will review the proposed grievance, determine its findings, and render a decision on the grievance. The board shall notify the grievant of the board's decision, in writing, within 60 calendar days of the receipt of the grievance.

ARTICLE X. CONFLICT OF INTEREST

To protect the integrity of the associates decision-making processes, directors will disclose to the board any interest they have in a transaction or decision of the board that may result in a financial benefit or gain to them and/or their business, family members and/or significant other, employer, and/or close associates, and other nonprofit organizations with which they are

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affiliated. The director will not be present for or participate in any board discussion of or vote on the transaction or decision.

ARTICLE XI. NON-DISCRIMINATION

The association will not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identify, age, disability, legal citizenship, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

ARTICLE XII. ONI STANDARDS

The association, in all its activities, shall comply with the requirements of the Office of Neighborhood Involvement Standards for neighborhood associations.

ARTICLE XIII. AMENDMENT OF BYLAWS

- a. All amendments to these bylaws must be proposed in writing and announced in the published agenda of a membership meeting.
- b. Adoption and amendment of these bylaws require a two-thirds (2/3) vote by the members present at a general meeting.

ADOPTION:

DATE ADOPTED: [insert date on which the members or board approved the bylaws amendments]