

BYLAWS

GRANDVIEW-THORPE NEIGHBORHOOD ASSOCIATION

Approved October 19, 2005

Section 1 - Name

- A. This organization shall be known as the Grandview-Thorpe Neighborhood Association.

Section 2 - Statement of Purpose

- A. The purpose of the Grandview-Thorpe Neighborhood Association is to preserve and improve the quality of life in the Grandview-Thorpe neighborhood through the following actions:
1. Review and recommend an action, a policy, or a plan to the City Council neighborhood committee, the city, and to any city agency, commission, or board on any matter affecting the Grandview-Thorpe neighborhood;
 2. Assist city agencies in determining priority needs for the neighborhood;
 3. Review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvements;
 4. Undertake to manage projects as may be agreed upon or contracted with public agencies;
 5. To source, secure, manage and disburse funds for projects, activities, or improvements which are outside of the Neighborhood Council Program but are for the benefit of the neighborhood.

Section 3 - Neighborhood Boundaries

- A. North: Interstate 90
East: Highway 195 from Interstate 90 to West 16th Avenue; Burlington Northern Railroad from West 16th Avenue to West 44th Avenue
South: West 25th Avenue from South Rustle Road to South H Street; West 44th Avenue from South H Street to Burlington Northern Railroad
West: South Garden Springs Road from Interstate 90 to South Rustle Road; South Rustle Road from South Garden Springs Road to West 25th Avenue; South H Street from West 25th Avenue to West 44th Avenue

Section 4 – Association Membership

- A. Association membership shall be open to anyone who is at least 16 years of age and resides or owns property within the boundaries of the Grandview-Thorpe Neighborhood.
- B. Voting membership shall be granted to any individual who meets the above criteria and has paid the annual membership dues of \$5.00. The voting membership year is defined by a calendar year, January through December, and is not pro-rated for partial years.
- C. There shall be no limit to the number of Grandview-Thorpe Neighborhood Association members.
- D. No member shall purport to represent the Grandview-Thorpe Neighborhood Association unless authorized to do so by the Executive Committee of the Association.

Section 5 - Associate Membership

- A. Associate membership shall be open to any person who is at least 16 years of age and does not reside within the neighborhood boundaries, or who owns a business within the neighborhood boundaries, and who wants to participate in the Grandview-Thorpe Neighborhood Association as a non-voting member. Annual dues for associate members are \$5.00.
- B. An associate member may serve on any Association committee but may not hold any office and shall have no voting authority.
- C. There shall be no limit to the number of associate members.

Section 6 - Meetings

- A. All affairs of the Grandview-Thorpe Neighborhood Association shall be governed by Robert's Rules of Order, current edition.
- B. The Association shall hold an annual meeting in the fourth quarter of each year for the purposes of electing officers and presenting an annual report of Association activities.
- C. Additional meetings of the Association may be called by the Association chair, or upon request of 30% of the voting membership of the Association.
- D. Association meetings shall be open to the public. Visitors shall be invited to participate in the discussion of the matters at hand, but only qualified voting members of the Association are eligible to vote.
- E. The minimum number of Association members necessary to establish a quorum at any meeting is 10% of all eligible voting members.
- F. Approved minutes of meetings and sign-in sheets, as a record of attendance, must be kept for all meetings of the Association and shall be forwarded to the city's neighborhood liaison to be maintained on public file, and shall be kept on file at the home of the Secretary of the Association.

Section 7 - Meeting Notification

- A. Association meeting dates and agendas shall be publicized on the Association web site and by e-mails sent to members and associate members. Other means of notification, such as mailings or newspaper notices, may be used at the discretion of the officers.
- B. Meeting notifications shall be distributed no less than seven days before the meeting date.
- C. Failure to receive a meeting notice does not invalidate the meeting. However, the provisions of this section must be complied with in good faith.

Section 8 - Officers and Duties

- A. The officers of the Grandview-Thorpe Neighborhood Association shall be: Chair, Vice-Chair, Community Assembly Representative, Secretary, Treasurer, and Web Master.
- B. Officers must be current voting members of the Association. Officers are expected to attend all Association meetings to the extent possible.
- C. Duties of the officers are as follows:
 - 1. The Chair shall be responsible for the operation of the Association and its officers pursuant to these bylaws. This shall include:

- Lead the long-term and short-term planning efforts of the Association
 - Prepare meeting agendas
 - Preside at Association meetings
 - Appoint standing and special committees
 - Monitor Association expenditures as authorized by the Association
 - Represent the Association at official functions
 - Represent the Association for governmental agencies
2. The Vice-Chair shall:
- Schedule meeting facilities
 - Assist the Chair in planning and conducting meetings
 - Assume duties of the Chair when the Chair is unavailable
 - Perform other duties assigned by the Chair
3. The Community Assembly Representative shall:
- Represent the Association at Community Assembly meetings
 - Seek a replacement when unable to attend Community Assembly meetings
 - Vote at Community Assembly meetings on behalf of the Association
 - Submit reports on Community Assembly meetings to the Web Master for posting on the Association web site and to other Association officers
4. The Secretary shall:
- Write minutes for Association meetings; submit them to the Web Master for posting on the Association web site; submit a copy to the Office of Neighborhood Services
 - Prepare a sign-in sheet for each Association meeting; submit a copy to the Office of Neighborhood Services
 - Maintain an up-to-date list of members and associate members, including addresses, e-mail addresses, and telephone numbers
 - Submit the membership list to the Office of Neighborhood Services by March 1 and September 1 of each year
 - Notify the Office of Neighborhood Services in writing of the names of newly elected officers, their term, addresses, telephone numbers, and e-mail addresses after each election
 - Produce written communications for the Association
 - Maintain written records and files for the Association
5. The Treasurer shall:
- Maintain financial records for the Association
 - Collect all monies due or donated and deposit them in the Association's bank account
 - Maintain an accurate accounting of all expenditures of the Association
 - Present a financial report to the Association at the fourth quarter annual meeting
 - Provide financial records as necessary for compliance with any governmental agency required filings
6. The Web Master shall:
- Maintain the Association web site, <http://grandviewthorpe.spokaneneighborhoods.org>, including the calendar, links, and important documents, such as the Association bylaws
 - Post Association meeting agendas, Association meeting minutes, and other official Association business on the Association web site
 - Post reports of Community Assembly meetings on the Association web site

- Monitor the Association e-mail account and forward messages to other Association officers or members as appropriate.
- In collaboration with the Secretary, maintain an up-to-date list of e-mail addresses of Association members and associate members, and send e-mail messages to all members and associate members as directed by the Chair or other officers

Section 9 - Executive Committee

- A. The Executive Committee shall be composed of the officers and the chairs of any standing committees of the Association.
- B. The Executive Committee may act for the Association between regular meetings on any matter determined urgent. Any such action shall be reported at the next regular meeting of the Association and none of its actions shall conflict with actions taken or policies formulated by the Association.
- C. The Executive Committee may authorize any officer or agent to enter into any contract, or execute and deliver any instrument in the name of, and on behalf of the Association. Such authority may be general or confined to a specific instance. Unless so authorized by the Executive Committee, no officer or agent shall have the power or authority to bind the Association by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purpose or to any amount. The Association shall not be liable for the indebtedness or obligations of any of their officers or agents.
- D. The Executive Committee authorizes the Chair to make single expenditures or obligations whose total does not exceed \$200, but must be informed at the next meeting. Expenditures exceeding \$200 must be authorized by the Executive Committee prior to expenditure.

Section 10 - Nomination, Election, and Term of Officers

- A. The Executive Committee shall serve as the nominating committee and shall propose for the fourth quarter annual meeting one or more voting members of the Association for each office for the coming year. Nominations also shall be accepted from the floor at the annual meeting. All candidates must have accepted the nomination and be qualified voting members of the Association.
- B. Officers shall be elected by the Association voting members attending the fourth quarter annual meeting; by a majority vote if there are two or fewer candidates; or a plurality vote if there are three or more candidates.
- C. Voting shall be by written ballot if there is more than one candidate for an office. The ballots shall be maintained for 60 days by the Secretary and then shall be destroyed.
- D. The term of office shall be for one year, from January 1 to December 31.
- E. The Secretary shall notify the Office of Neighborhood Services in writing of the names of newly elected officers, their term, addresses, telephone numbers, and e-mail addresses.

Section 11 - Vacancies and Removal of Officers

- A. If an officer vacates an office before the end of the term, a replacement shall be selected by the Executive Committee. The new officer shall serve for the remainder of the term.

- B. Any officer may be removed from office for good cause. Removal shall be debated by the Association and shall require a two-thirds vote of members present at a meeting of the Association, providing that a resolution proposing the consideration of the removal has been adopted at a preceding meeting and that notice of the vote for removal has been included in the call to the meeting at which the vote shall take place.

Section 12 - Committees

- A. The Chair, with the approval of the Executive Committee, may appoint the chair and members of standing committees to help conduct the business of the Association. The chair of a standing committee shall serve as a voting member of the Executive Committee, and therefore must qualify as an Association voting member as defined herein.
- B. The Chair may appoint special committees to help conduct specialized business of the Association.
- C. Committees shall report to the Association and these reports shall be entered into the minutes.

Section 13 - Amendments

- A. These bylaws may be amended by a two-thirds majority vote of those present at a regular Association meeting, providing that a resolution proposing the amendment has been posted on the Association web site at least two weeks before the meeting, and e-mail messages have been sent to Association members at least two weeks before the meeting.
- B. Amendments approved by the Association shall be forwarded within two weeks to the Office of Neighborhood Services.

Section 14 - Effective Date

- A. These bylaws of the Grandview-Thorpe Neighborhood Association shall become effective on October 20, 2005 and supersede all others.