

# **Gresham Butte Neighborhood Association**

## **BYLAWS**

### **ARTICLE I**

#### **ORGANIZATION: Name, Purpose, Boundary**

**Section 1. The Name.** The name of this organization shall be the Gresham Butte Neighborhood Association, hereinafter referred to as the Association.

**Section 2. Purpose.** The purpose of this organization shall be to provide an opportunity for members to cooperate with each other and the City on matters affecting the neighborhood and the City as a whole. Means of accomplishing this purpose shall include but not be limited to:

A. Providing a public forum for the review and evaluation of issues and problems affecting our neighborhood and our city, and the education of citizens, groups and government bodies with respect to such issues and problems;

B. Serving as a voice for our neighborhood in presenting our views and testimony before all private and public bodies and the City Council on issues and concerns having impact on both our neighborhood and our city;

C. Providing better channels of communication and dissemination of accurate information between the government and the citizens at large:  
and

D. Promoting a forum through which citizens may promote and implement neighborhood activities such as long-range planning, public safety programs, and the general livability of the neighborhoods.

**Section 3. Boundary.** The boundary shall be as follows : Beginning at the northwestern point of parcel 1S3E16B 600 adjacent to Johnson Creek, running south along the westerly property lines to SW 14<sup>th</sup> Drive, then easterly to SW Heiney Road continuing south on SW Heiney Road to SW Binford Lake Parkway then east to Towle Road continuing south on Towle Road and extending in a straight line to the southernmost Gresham city boundary then east following the Gresham city boundary in an easterly manner to the Springwater Corridor then following the Springwater Corridor northwesterly to a point intersecting with Johnson Creek then westerly along Johnson Creek back to the point of origin.

## **ARTICLE II**

### **Membership**

**Section 1. Voting Member.** A voting member is:

- i) any person at least 18 years old who owns property, lives or conducts a business within the boundaries of the Association or
- ii) is a representative of the youth advisory committee living in the neighborhood.

Upon request, identification may be required for proof of eligibility.

**Section 2. Discrimination.** The Association shall not deny membership rights or access to the benefits of the Association to any individual on the basis of race, creed, color, gender, age, heritage, national origin, disability or income.

**Section 3. Voting Rights.** Only voting members are entitled to vote on any Association matter. Every member present at the meeting shall be entitled to one vote on each matter being acted upon by the Association.

**Section 4. Membership Dues.** No membership dues or fees shall be required in order to belong to the Association. All contributions provided to the Association shall be voluntary.

## **ARTICLE III**

### **Meetings of Members**

**Section 1. Number of Meetings.** The members of the Association shall hold at least two general membership meetings annually.

**Section 2. Special Meetings.** Special meetings may be called by the president or by 10 members. Notice shall be given in the same manner as provided for in Section 3 below.

**Section 3. Notice.** Written or printed notice of a regular meeting, including the place, day, and hour of the meeting, and the purpose or purposes for which the meeting is called, shall be delivered not less than 15 days before the date of the

meeting, either personally, by mail, orally or electronically by or at the direction of the president, or the secretary; or the officers or persons calling the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, with postage fully prepaid. Except for the meeting to elect officers, notice to members may be made by email using an email list of past attendees. "Emergency" meetings may be called with a minimum of 3 days notice.

**Section 4. Quorum.** Those members present at any annual or special meeting of the members constitute a quorum at the meeting provided such members shall be not less than ten. A vote of the majority of the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members.

**Section 5. Minutes.** Minutes shall be taken by the secretary or a member designated to serve as secretary for the meeting. The minutes shall be provided to the City within a reasonable time preferably within 2-3 weeks so the City can make them public on the website.

## **ARTICLE IV**

### **Executive Board**

**Section 1. Officers.** The officers of the Association shall be a President, a Vice President, a Secretary, Treasurer and the Land Use Chair. A list of current officers shall be kept on file with the City of Gresham.

**Section 2. Term of Office.** The President, Vice President, Secretary and Treasurer shall be elected annually by the membership. The Land Use Chair shall be appointed by the President. Each elected officer shall hold office until his/her successor has been duly elected and qualified.

**Section 3. Vacancies.** A vacancy in any elected position because of death, resignation, disqualification, or otherwise, may be filled for the unexpired portion of the term by a member chosen by the executive board members or by the membership at the next annual meeting or at a special meeting called thereof.

**Section 4. Powers and Duties.**

**A. President.** The president shall preside at all meetings of the Executive Board; conduct the business of the Association by mail; appoint committee

chairpersons: prepare an annual budget and report; and be responsible for upholding the Association's Bylaws and rules.

**B. Vice President.** The vice president shall assume the responsibilities of and perform the duties of the president in his absence and perform such other duties as assigned.

**C. Secretary.** The secretary shall record and keep the minutes of all Executive Board and membership meetings; mail notices and information to members as required; maintain a file of Association documents; maintain a file of incoming and outgoing correspondence; and assure that the City receive such information as ordinances require.

**D. Treasurer.** The treasurer shall receive and disburse all Association funds; deposit Association funds in such banking institutions as the Executive Board shall authorize; prepare and present monthly operating statements to the Executive Board; present a financial report at the annual membership meeting; and present a treasurer's report at each meeting.

**E. Land Use Director.** The land use director shall consult with the President or Board to coordinate Early Neighborhood Notification as required by City of Gresham code and to make appropriate Association public comment on land use applications or code changes; may delegate the writing or presentation of such public comments; and chair the Land Use Committee if it exists.

## **ARTICLE V**

### **Election of Officers**

**Section 1. Time and Place.** The officers shall be elected at the first annual meeting of the members of the Association.

**Section 2. Eligibility.** Only persons eligible for membership shall be qualified to hold elected or appointed positions.

**Section 3. Election.** All nominees shall be submitted to the members present at the annual meeting. Nominees shall consent to the nomination, either verbally at the meeting or in writing submitted at the meeting. Nominees for each office shall be elected according to total number of votes received from attendees.

## **ARTICLE VI**

### **Meetings of Executive Board**

**Section 1. Time and Place.** Regular meetings of the Executive Board shall be held at such time and place as the Executive Board shall determine. Meetings of the Executive Board shall be open to all members of the Association.

**Section 2. Special Meeting.** Special meeting of the Executive Board may be called by or at the request of the president or any two officers and shall be held at such place as the officers may determine.

**Section 3. Notice.** Once the time and place of regular board meetings is established and announced, no further notice of such regular meetings shall be required, unless there is a permanent change. Notice of all other meetings of the Executive Board shall be as given in Article III, section 3 at least seven days prior to the date of the meeting.

**Section 4. Quorum.** A quorum shall consist of a majority of the members of the Executive Board for the transaction of business.

**Section 5. Board Decisions.** The act of the majority of the officers present at a meeting at which a quorum is present shall be the act of the Executive Board unless the act of a greater number is required by law or by these Bylaws.

**Section 6. Conduct of Business.** All business shall be conducted according to Roberts Rules of Order using informal modifications unless such modifications are objected to by any member.

## **ARTICLE VII**

### **Committees**

**Section 1. Standing Committees.** All standing committees shall be in existence for the duration of the Association and members shall be appointed on an annual basis.

**A. Bylaws Committee.** The Vice President shall be the chair of this committee. The purpose of this committee shall be to reviewing and update the bylaws.

**B. Finance Committee.** The Treasurer shall be the chair of this committee. The purpose of this committee shall be to prepare a recommended budget for the Association.

**C. Land Use Committee.** The Land Use Committee shall exist for the purpose of reviewing proposed land use, road construction and zoning changes that affect the area of the Association. The Land Use committee shall make recommendations to the Executive Board Committee regarding the Association's position and action on such issues.

**Section 2. Other Committees.** All other committees shall be ad hoc and created at the direction and duration of the Executive Board.

## **ARTICLE VIII**

### **Miscellaneous**

**Section 1. Grievances.** Any member objecting to or challenging any action of an officer, committee, or the Executive Board of the Association shall provide written notice to the officer, members of the committee, or the Board within 15 days of such action specifying the action objected to or challenged and the grounds for the challenge. The officer, committee, or board shall review the written objection or challenge and shall consider such action or refer the matter:

A. To the full Executive Board, in the case of a challenge or objection to an action of an officer or committee, or

B. To the members in the case of a challenge or objection to an action of the full Executive Board.

## **ARTICLE IX**

### **Amendments**

**Section 1. Amendments.** These Bylaws may be amended at any regular or special meeting of the members at which a quorum is present by a majority vote of all members present and voting at the meeting, provided that notice of such an amendment shall have been given to all members of the Executive Board at least thirty (30) days prior to the date on which the amendment is to be approved.

**Section 2. Placement.** An up-to-date copy of the Bylaws shall be kept with the City.

Approved on 12/10/2012.



Mads Ledet, President

12/11/2012