

# Bolton Neighborhood Association West Linn, Oregon By-Laws

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## Article One

### Name and Purpose

#### Section 1: Name of Organization

The name of the organization shall be The Bolton Neighborhood Association

#### Section 2: Statement of Purpose

The purposes of the Bolton Neighborhood Association shall be:

To maintain and improve the quality of life of residents of the Bolton Neighborhood;

To encourage and foster community involvement by the residents of the Bolton Neighborhood;

To encourage and foster effective communication between the residents of the Bolton Neighborhood and local governing bodies; and

To serve as a resource for information for Bolton Neighborhood on issues of concern to the community.

## Article Two

### Membership and Procedures

#### Section 1: Eligibility for Membership

Membership in the Association shall be open to all residents, property owners, governmental agencies, business owners and non-profit organizations and associations located within the following described boundaries:

Northern: Mary S. Young Park

Eastern: Willamette River

Southern: Willamette River

Western: Highway 43 at Mark Lane (both sides, one lot deep on Western border) south to Barlow then southeastern along the ridge to Willamette River.

(see attached Map)

### **Section 2: Voting**

All eligible members located within the Bolton Neighborhood Association boundaries, of voting age, are entitled to one vote each to be cast during attendance at any general or special meeting within the previous 12 months.

### **Section 3: Quorum**

Seven members present at any meeting of members constitutes a quorum at said meeting.

### **Section 4: Meetings**

All meetings of the association shall be open to the general public. All meetings shall be held at regular times and regular intervals, no less than quarterly.

### **Special Meetings**

May be called by the president of the association or by written request of three or more members of the association.

No special meetings shall be held unless there is adequate time to announce the meeting.

### **Section 5: General Meeting Limitations on Non-Agenda Items**

No official action shall be taken on behalf of the association at a general meeting of the association unless the item appeared on the agenda of the meeting as publicly announced. Exceptions may be made for urgent situations as deemed necessary by the chairperson.

### **Section Six: Amendments to the By-Laws**

Notice of upcoming by-law amendments will be published agenda items for two consecutive meetings. Amendments will be presented in writing and be discussed by the membership at the first meeting. The vote will be taken at the following general meeting.

## **Article Three**

### **Funding**

No dues or membership fees shall be charged; however voluntary contributions will be accepted. Fundraising activities may be held if appropriate.

## Article Four

### Officers

Bi-annually nominations will be made at the October general meeting. Election of officers shall be held at the following November general meeting.

President: to preside at all general meetings and to generally oversee and coordinate the functions of the association.

Vice-President: to assist the president with the duties of his/her office and preside in the absence of the president.

Secretary: to keep the permanent records of the association including minutes of the meetings, correspondence, and current list of officers.

A vacancy in any office may be filled by the voting membership for the unexpired portion of the term.

## Article Five

### Standing and Special Committees

#### Section 1: Standing Committees

Standing committees shall be permanent and shall report activities at each general meeting

Communication committee: publicize the association's agenda and activities in all ways deemed effective.

Hospitality committee: set up meeting room and refreshments and organize any other social functions desired.

Beautification committee: organize and carry out any and all projects desired in order to enhance and maintain our neighborhood.

#### Section 2: Special Committees

Will be appointed as the need arises.

#### Section 3: Removal of Officers

An officer or chairperson shall be removed by a 2/3 majority vote of the voting membership present at a general meeting or special meeting called for that purpose, whenever in its judgment the best interest of the organization will be served.