

BYLAWS

NORTHEAST NEIGHBORS

October 2018

(Revision as Recommended by NEN Board on 10/16/2018)

(Additions have a double underline, deletions a ~~strikethrough~~)

ARTICLE I. NAME

The name of this organization shall be Northeast Neighbors, aka NEN.

ARTICLE II. AREA

The Northeast Neighbors shall encompass that area bounded by the midline of Capitol Street NE between Mill Creek and D Street NE and otherwise by the ~~Southern~~ Union Pacific Railroad tracks on the west as far north as Silverton Road NE; the western and southern boundary of the Oregon State Fairgrounds, the back lot line between 24th Street and Evergreen south to Market, the rear lot line of properties on the westerly side of 23rd Street NE between Market and D Streets NE, and the western boundaries of the Oregon State ~~Mental~~ Hospital and Oregon State Penitentiary grounds on the east; and State Street on the south; hereinafter called the Neighborhood.

The Neighborhood shall be divided into four quadrants. D Street NE shall be the north south dividing line. The east west dividing line shall be 17th Street NE.

Areas contiguous to Northeast Neighbors but not included in any other neighborhood association shall be considered as areas of common concern to all neighborhoods bordering them.

ARTICLE III. PURPOSE

The purpose of this organization shall be exclusively social and civic; to promote, coordinate, and implement all aspects of community planning through neighborhood participation and advice to Salem City Council; to provide a vehicle for maximum citizen participation in promoting the livability and environment of the neighborhood; to provide an opportunity for members to participate together in their mutual interest and to promote and coordinate communication among its members and between neighborhood and city government, all of which is not for profit.

This association shall be nonpartisan and will assist in the dissemination of information on all matters affecting the growth and development of the above described neighborhood.

ARTICLE IV. MEMBERSHIP

Section 1. The general membership shall be open to residents, property owners, or persons engaged in business in this neighborhood who are interested in contributing their time and effort to the objectives of this association.

Section 2 Each member of legal voting age shall be entitled to one vote at the annual meeting.

Section 3. Written notice to members may include electronic written notification.

ARTICLE V. THE EXECUTIVE BOARD

Section 1. Executive Board membership is open to all general members of the Northeast Neighbors. The Executive Board shall consist of at least nine and no more than 21 elected members of legal voting age. The Executive Board shall strive to have at least two members from each quadrant.

Section 2. Board members shall be elected by a majority of votes cast at a general membership meeting.

Section 3. All elected Board members shall serve a two year term.

Section 4. Whenever a vacancy occurs on the Executive Board, such vacancy shall be filled by majority vote at the next general membership meeting or filled by majority vote at an Executive Board meeting with approval at the next general meeting. Any member of this Board who shall have unexcused absences from ~~two~~ three consecutive meetings, regular or specially called shall be removed from the Board and notified in writing that their position ~~may be~~ has been vacated. ~~at the next Board meeting. The Board may vote to vacate the position of the absent member at the next Board meeting.~~ Members wishing to be excused must give prior notice to both the Board Chair and the Board Secretary of their absence.

Section 5. Board members may be subject to recall by a majority vote of the membership of the Association of legal voting age.

Section 6. Terms of Board members shall be staggered such that of the initial people elected, half shall serve a one year term and half shall serve a two year term.

ARTICLE VI. OFFICERS OF THE EXECUTIVE BOARD

Section 1. The officers of the Executive Board shall consist of a chairperson, vice chairperson, secretary, and treasurer. These last two positions may be filled by the same person. An historian may be appointed.

Section 2. The officers of the Executive Board shall be selected from and elected by the membership of the Executive Board.

Section 3. Officers of the Executive Board shall serve for a one year term.

ARTICLE VII. DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD

Section 1. Chairperson

The chairperson shall have general supervisory and directional powers of the activities of the Board and the neighborhood. He/she shall preside at all meetings of the Board and general membership and shall be an ex officio member of all committees.

Section 2. Vice Chairperson

The vice chairperson shall perform all duties such as the chairperson shall direct, and in the absence of the chairperson the vice chairperson shall perform all duties of the chairperson.

Section 3. Secretary

The secretary shall record the minutes of all membership and Executive Board meetings; one copy shall be maintained by Association and one shall be filed with the Department of Community Services.

Section 4. Treasurer

With respect to any funds and assets contributed to or collected by the neighborhood, said officer shall assume responsibility for deposits and disbursements and shall account for such funds and assets by keeping a record of all receipts and disbursements.

ARTICLE VIII. DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall call periodic general membership meetings at a predetermined place and time to be set by the Executive Board. The general membership is to be notified at least fourteen (14) days prior to such meeting.

Section 2. The Executive Board shall conduct such business and take such action as may be necessary to accomplish the purpose of the neighborhood. The Executive Board may set its own meeting schedule, but shall hold at least one meeting each month, with at least five (5) days notice.

Section 3. At least fifty percent (50%) of the members of the Executive Board, ~~excepting those excused by the Board,~~ shall constitute a quorum for the transaction of business.

Section 4. Special meetings of the Executive Board, for any purpose or purposes, may be called by the chairperson or, if he/she is absent, by the vice chairperson or by the secretary or treasurer. Notice of the time and place of any special Board meeting shall be given to each Board member, either personally or by mail, at least five (5) days prior to such meeting. Notice shall state the purpose of the meetings.

Section 5. Any decision by the Executive Board may be nullified by a majority vote of all general members of legal voting age.

ARTICLE IX. COMMITTEES

Section 1. To carry out work of the neighborhood, committees may be created by a majority vote of the Executive Board.

Section 2. Committee membership shall consist of all those neighborhood members interested in serving on a particular committee and at least one Executive Board member.

Section 3. Except in cases where the Executive Board appoints a chairperson for a committee, each committee shall choose its own officers.

~~Section 4. The chairperson of each committee shall be of the Executive Board.~~

ARTICLE X. TRUST AND AGENCY ACCOUNT

This Bylaw concerns Northeast Neighbors neighborhood association's use and management of funds provided through the City of Salem's Trust and Agency Account.

Section 1: The Neighborhood Association ("Association") has access to a Trust and Agency Account ("Account") provided and maintained by the City of Salem where donations made to the benefit of the Association may be deposited. The use of these funds is outlined in the Grant Agreement which was approved and executed by the Association's Board of Directors. The Agreement is attached hereto, and by this reference incorporated herein.

Section 2: a. No later than August 1st of each year, the Association shall provide to the City of Salem a roster of the current Board Members, including their contact information, and minutes from the Association meeting where the election of the Board Members occurred.

To request funds from the Account, the Association must submit a written request to the City, specifying the use of the funds and how the proposed use complies with the Agreement and the Salem Revised Code as applicable to Neighborhood Associations.

The written request must be approved by a resolution of the Board, and signed by an authorized representative of the Association. The Board may designate the authorized representative in the resolution, or otherwise provided in these bylaws. Proof of the authorized representative's authority to sign the request must be provided to the City at the same time the request is submitted.

All receipts must be provided to the City of Salem to account for the expenditure at the time of request or within 30 days after the check is processed. Checks issued by the City of Salem will be made payable to the designee listed on the written request.

ARTICLE XI. AMENDMENTS

Section 1. These bylaws may be repealed or new bylaws may be adopted by a two thirds majority vote cast at a general meeting to be set by the Board.

Section 2. Public notice of the meetings and of the intent to consider amendments to the bylaws shall be provided via electronic or print media at least fourteen (14) days prior to the meeting.