

**South West Association of Neighbors Bylaws**  
**July 23, 2013**

**ARTICLE I - NAME**

The name of this organization shall be the South West Association of Neighbors.

**ARTICLE II - AREA**

The Neighborhood Association shall encompass that area bounded by all of the area within the boundaries formed by a line beginning at the railroad tracks where it meets the southern boundary of Fairmount Overlook Park; thence east along the southern boundary of Fairmount Overlook Park to the northern boundary of City View Cemetery and Pioneer Cemetery along that boundary to the centerline of Commercial Street S; thence south along the centerline of Commercial to its intersection with the centerline of Liberty Road S; thence south along the centerline of Liberty Road S to its intersection with the centerline of Browning Avenue S; thence west along the centerline of Browning Avenue S; thence south along Croisan Creek Road, including those properties and street systems that have their principal access to Croisan Creek Road to its intersection with the centerline of Kuebler Blvd; thence west on Kuebler Blvd to the intersection with the Urban Growth Boundary; thence following the Urban Growth Boundary line northerly and easterly to include the area of Illahe to a point where the centerline of Homestead Rd S, if extended, would intersect with the Urban Growth Boundary; thence south on the before mentioned extension of Homestead Rd; thence south on Homestead Rd to its intersection with the railroad tracks; thence northeasterly along the railroad tracks to the point of beginning at the southern boundary of Fairmount Overlook Park.

**ARTICLE III - PURPOSE**

The Neighborhood Association shall be advisory to City Council, the Planning Commission and all boards and commissions engaged in community planning on matters affecting the growth and development of the neighborhood. Such advisory communication may involve neighborhood plans and proposals with respect to land use, zoning, parks, open space and recreation, housing, school and community facilities, transportation and traffic and other factors affecting the livability, social, and economic aspects of the above described neighborhood.

The Neighborhood Association shall be advisory to City Council on livability and quality of life issues affecting their neighborhood.

**ARTICLE IV - MEMBERSHIP**

Section 1. The general membership shall be open to residents, property owners, and persons engaged in business in this neighborhood.

Section 2. There shall be no voting by proxy. Members present shall be entitled to one vote at all meetings when there is a quorum of the board, except for votes on expending neighborhood association funds. Votes will also be reserved for issues on and made public by the agenda. Executive Board members are entitled to one vote at each Executive Board meeting.

## **ARTICLE V - THE EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of at least 7 members.

Section 2. Executive Board members shall be elected by a majority of those in attendance at a general membership meeting held annually.

Section 3. Executive Board members shall serve a two year term.

Section 4. Whenever a vacancy occurs in the Executive Board, such vacancy shall be filled by majority vote at the next Executive Board meeting.

## **ARTICLE VI - OFFICERS**

Section 1. The officers shall consist of a Chairperson, Vice Chairperson, and Secretary/Treasurer.

Section 2. The officers shall be elected by the membership of the Executive Board at the first meeting held following the meeting specified in Article V, Section 2. The meeting shall be called by the outgoing Chairperson.

Section 3. Officers shall serve for a two year term.

Section 4. If the Chairperson resigns, the Vice Chairperson shall become the Chairperson. If there is a vacancy in the office of Vice Chairperson, or Secretary/Treasurer, it shall be filled by a majority vote of the Executive Board.

## **ARTICLE VII - DUTIES OF THE OFFICERS**

Section 1. Chairperson. The Chairperson shall have general supervisory and directional powers of the activities of the Executive Board and the Association, shall preside at all meetings of the Executive Board and general membership, and shall be ex-officio member of all committees.

Section 2. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall execute all the powers of the Chairperson.

Section 3. Secretary/Treasurer. The Secretary/Treasurer shall record the minutes of all membership and Executive Board meetings and provide the Executive Board with

copies of said minutes, retain a copy for the neighborhood files, and file one copy with the City. The Secretary/Treasurer shall also maintain the financial records of the association and be accountable for the funds of Neighborhood Association.

## **ARTICLE VIII - DUTIES OF THE EXECUTIVE BOARD**

Section 1. The Executive Board shall conduct business and take such action as may be necessary to accomplish the purposes of the association at their meetings.

Section 2. A majority of the Executive Board members present shall constitute a quorum for the transaction of business.

Section 3. Notification of meetings, etc, will be by e-mail to the list of subscribers.

## **ARTICLE IX - COMMITTEES**

Section 1. In order to carry out the work of the Association, committees (i.e., land use, transportation, parks, etc.) may be created by a majority vote of the Executive Board.

Section 2. Committee membership shall consist of all those Association members interested in serving on a particular committee.

Section 3. Each Committee shall appoint its own committee chairperson from the membership of the Board and shall elect its own secretary.

Section 4. The secretary of each committee shall present a written copy of the minutes of the committee meetings to the committee chairperson who shall file the written copy with the Executive Board Secretary.

## **ARTICLE X. MEETINGS**

Section 1. A minimum of one general meeting will be held annually for the election of Executive Board members.

Section 2. Notification of meetings, etc, will be by e-mail to the list of subscribers.

Section 3. Special meetings of the Executive Board for any purpose or purposes, may be called by the Chairperson or, if absent, by the Vice Chairperson or by the Secretary/Treasurer. Notice of the time and place of any special Executive Board meeting shall be given to each Board member, either personally or by e-mail, at least 7 days prior to such meeting. Notice shall state the purpose of the meeting.

Section 4. All meetings of this Association shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

## **ARTICLE XI. TRUST AND AGENCY ACCOUNT**

This Bylaw concerns South West Association of Neighbor'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 1<sup>st</sup> 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.

b. 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.

c. 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.

d. 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 XII - AMENDMENTS**

These bylaws may be repealed or amended or new bylaws may be adopted by a majority vote at any general membership meeting.