

## ARTICLE I - NAME AND OBJECTIVE

### Section 1: NAME

Sherwood Forest Community Club - More particularly described as that residential community within the district generally bounded by N.E. 24th Street on the south, 164th Avenue N.E. on the east, Bellevue-Redmond Road on the north, and 156th Avenue N.E. on the west.

### Section 2: OBJECTIVE

The objectives and purposes of this organization shall be to cultivate a community spirit, to promote social fellowship among the members, to consider such subjects of public interest in general as well as those relating to the betterment of conditions in the community in particular, and for the taking of appropriate action to further and carry out the will of the majority upon aforesaid subjects.

## ARTICLE II - MEMBERSHIP

**Section 1:** Membership in this organization may be ACTIVE, NON-VOTING, ASSOCIATE, or HONORARY, as follows:

### **A. Active Membership**

All residents of the district who are at least eighteen years of age are eligible for active membership in the organization. Active membership is automatic upon payment of membership dues for the household-property in which they reside.

### **B. Non-voting Membership**

All residents of the district who are not active members are automatically non-voting members. Non-voting members may not vote, or hold an office or trusteeship, but may participate in other activities of the organization.

### **C. Associate Membership**

Persons who do not reside in the district who are at least eighteen years of age and are interested in the welfare of the community are eligible for associate membership. Associate membership is automatic upon payment of membership dues by the individual associate member. An associate member may not vote or hold an office or trusteeship unless he or she owns residential property within the district or is specifically authorized by a majority vote at a general meeting. Associate members may participate in other activities of the organization.

### **D. Honorary Membership**

Any person is eligible for honorary membership upon receiving a two-thirds vote at any general meeting. Honorary membership is for a period of five years, and is exempt from the payment of dues. Honorary members may not vote or hold an office or trusteeship, but may participate in other activities of the organization.

**Section 2:** Membership in this organization, except honorary membership, shall be renewed annually dependent upon qualifications listed in this article.

## ARTICLE III - DUES AND ASSESSMENTS

**Section 1:** Dues for active membership are assessed on each household. Dues for associate membership are assessed on each associate member. ~~Dues are assessed on a calendar year basis.~~ Setting the amount of the dues requires at least seven days previous notice and a two-thirds approval at a general meeting.

**Section 2:** There will be no initiation fee.

**Section 3:** ~~Membership is active for 12 months from the month the dues are paid. Dues collection shall occur during the last three months of a calendar year. Dues paid during this period apply to membership through the remainder of the current year and the next year. Dues paid outside of the collection period apply to membership for the calendar year in which they are paid.~~

**Section 4:** Residents who have been active members and experience an exceptional case of hardship may receive special consideration by the President to waive the dues requirements.

**Section 5:** Special monetary assessments may be levied against the members of this organization. Such assessments require at least seven days previous notice, two-thirds approval, and voting by ballot.

## ARTICLE IV – OFFICERS AND TRUSTEES, ELECTIONS, VACANCIES

### **Section 1: OFFICERS**

**A.** The officers of this organization shall be President, Vice-President, Secretary, and Treasurer. These officers shall be members elected at the annual meeting for a one-year term. Officers shall take office upon adjournment of the annual meeting.

**B.** The outgoing officers will be available in an advisory capacity on request of the incoming officers for a period no less than six months after the election of new officers.

### **Section 2: BOARD OF TRUSTEES**

**A.** There shall be a Board of Trustees composed of three elected members. The trustees shall be elected at the annual meeting to staggered three-year terms, one trustee term expiring each year.

**B.** ~~Should there be more than one vacancy, t~~Trustee positions will be filled as determined by order of results of the election: the candidate with the most votes to serve the longest term, the candidate with the second most votes to serve the second longest term, and the candidate with the third most votes to serve the third longest term, ~~should these vacancies exist.~~

**Section 3:** No member shall hold more than one office or trusteeship at a time. No member shall be eligible to serve in the same office, or as a trustee, for more than ~~two~~four consecutive terms.

**Section 4:** Election of officers and trustees requires at least seven days previous notice and voting by ballot.

**Section 5:** An officer or trustee who fails to attend three consecutive Executive Board meetings may be removed from office upon a two-thirds vote of the remaining officers and trustees.

**Section 6:** A vacancy occurring in the office of President shall be filled by the Vice President. Vacancies in other offices or trusteeships, should they arise, will be filled within ~~30~~thirty days of the declared

vacancy. The President, upon concurrence of the majority of the remaining officers and trustees, shall appoint a member to fulfill the office or trusteeship until the next election.

## ARTICLE V: - DUTIES OF OFFICERS

### Section 1: PRESIDENT

The duties of the President shall be to: preside at all meetings of this organization and at the meetings of the Executive Board; appoint and remove members of all committees excepting those chosen by the membership upon majority vote at a general meeting; issue a call for all general meetings; approve orders upon the treasury for payment of money; sign all papers or documents approved by the organization which may require the President's signature; and generally to do and perform such duties as are usually vested in the office of President of a community club. Upon election to this office, the President shall automatically become Chair of the Executive Board.

### Section 2: VICE PRESIDENT

The Vice President shall preside in the absence of the President and shall perform all other duties of the President in case of the President's disability or ~~absence from the city~~inability to perform their duties, and to assist the President whenever so requested.

### Section 3: SECRETARY

The Secretary shall keep a record of all meetings of the organization and the Executive Board, and shall perform such other duties as may be delegated to the office by the President.

### Section 4: TREASURER

A. The Treasurer shall receive and deposit in a bank checking and/or savings account all monies of the organization, of which the Treasurer is to be the custodian, keeping an accurate account of the same, and shall not disburse any monies except for expenditures that have been approved by the Executive Board. Upon approval by the Executive Board, a petty cash fund may be maintained by the Treasurer within limits specified by the Executive Board.

B. The Treasurer shall be responsible for preparing and submitting all forms and documents related to taxes (federal, state, local and income taxes) and legal status of the organization.

C. Semiannual detailed accounting will be given to the Executive Board, and shall be made available to members upon request. One of said accountings shall be for fiscal year period (October 1 - September 30).

D. All officers of the organization may be authorized to sign checks drawn against the organization's checking account. Such authorization shall be determined by the Trustees. ~~A minimum of two officers must affix their signatures to checks of over two hundred and fifty dollars (\$250.00) drawn against the account.~~ Receipts shall be deposited to, and disbursements shall be made from, the organization's checking account. Deposits to, or withdrawals from, the organization's savings account shall be taken from, or deposited to, the organization's checking account.

E. The ~~books-records~~ of the Treasurer shall be open for inspection at reasonable times by any member of the organization.

F. An acceptable entry system shall be board approved for recording transactions. The system shall contain verifiable information needed for audit compliance and record tracking for all bank account transactions. Such system shall be verifiable against bank statements. A double entry system shall be used in keeping the books and shall be recorded in books of original entry and the ledgers.

#### **Section 5: TRUSTEE**

The Trustees shall examine the treasurer's accounts annually and being that the Treasurer's accounts and reports are correct they shall sign a statement of that fact and present this signed report to the membership at the annual meeting.

### **ARTICLE VI - MEETINGS**

#### **Section 1: REGULAR GENERAL MEETINGS**

A. Regular general meetings of the membership may be called by the President or by a majority of the Executive Board at any time upon notification to all members at least seven days prior to such a meeting.

B. An issue or question to be considered by the membership at a regular general meeting may be presented to the President or Secretary of the organization, or may be referred to the membership by the Executive Board. Upon approval of the Executive Board, notification of the issue or question to be considered shall be included in the call for the meeting.

C. An issue or question raised from the floor at a regular general meeting is subject to postponement until a subsequent general meeting for the purpose of providing notice to the membership, unless consideration is agreed to by unanimous consent at the meeting.

D. A regular general meeting shall be held during the month of October and shall be designated as the annual meeting.

#### **Section 2: SPECIAL GENERAL MEETINGS**

A. In order to provide the membership the ability to force the consideration of an issue or question which the Executive Board refuses to bring before a regular general meeting, a specific issue or question may be submitted to the President accompanied by a petition containing names, addresses and signatures of a minimum of twenty active members.

~~B.~~ A special general meeting to consider the specific issue or question shall be called by the President within thirty days of receipt of the petition with notification made to all members at least seven days prior to such a meeting.

#### **~~Section 3: Previous notice and general meeting required.~~**

~~A minimum of seven days previous notice and a general meeting are required for consideration of the following: setting membership dues; enacting special assessments; and setting organization policies~~

~~regarding issues which affect individual property rights including land use, land development and street improvements.~~

#### **Section 34: EXECUTIVE BOARD MEETINGS**

Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held ~~on the first Monday of each month~~ ly as designated by the President. Special meetings of the Executive Board may be called by the President or shall be called upon the request of three members of the Executive Board.

### **ARTICLE VII - EXECUTIVE BOARD**

**Section 1:** The Executive Board shall comprise the officers and trustees of the organization.

**Section 2:** The Executive Board shall have full power and authority over the affairs of the organization. ~~except for those items listed in Article VI, Section 3.~~ The Board shall be subject to the orders of the organization, and none of its acts shall conflict with action taken by the membership.

### **ARTICLE VIII (QUORUM)**

At any duly called general meeting of this organization, a quorum for transaction of business shall consist of those voting members in attendance or by ballot.

### **ARTICLE IX (VOTING)**

**Section 1:** To be eligible to vote for officers, trustees, or any other matter, a member of the organization must have an active membership status or an associate membership status with voting rights. These members are referred to in elsewhere in these bylaws as voting members.

**Section 2:** Normal voting will be taken in accordance with voting procedure as defined in the parliamentary authority.

#### **Section 3: BALLOTING**

**A.** Voting by ballot is required for officer and trustee elections, consideration of special assessments, and amendments to the bylaws.

**B.** For voting by ballot, a ballot shall be made available to all voting members at least seven days in advance. Ballots shall be ~~deposited recorded by~~ with the Secretary of the organization prior to the end of voting at the annual meeting (for elections) or the general meeting at which the issue or question is considered.

**C.** The results of balloting shall be reported ~~in the next issue of the newsletter or at the next regular general meeting, whichever comes first~~ to the membership within seven days of the election.

### **ARTICLE X - COMMITTEES**

~~All committees shall consist of a minimum of three persons.~~ A committee may call for whatever assistance is required. All committee chair ~~persons~~ men shall be appointed by the President and at the time of appointment will be designated as a standing or special committee. The chairperson shall appoint committee members.

## ARTICLE XI - AMENDMENTS

These bylaws may be amended with at least seven days previous notice, two-thirds approval and voting by ballot. The proposed amendment shall be ~~mailed or~~ delivered to each voting member with the ballot.

## ARTICLE XII (ORDER OF BUSINESS)

### SECTION 1: REGULAR MEETINGS

#### A. READING OF MINUTES

#### B. TREASURER'S REPORT

#### C. COMMUNICATIONS

#### D. REPORTS OF SPECIAL COMMITTEES; STANDING COMMITTEES; OFFICERS AND TRUSTEES

#### E. UNFINISHED BUSINESS

#### F. NEW BUSINESS

#### G. ANNOUNCEMENTS

#### H. PROGRAM

#### I. ADJOURNMENT

### SECTION 2: SPECIAL MEETINGS

#### A. DECLARATION OF PURPOSE OF MEETING

#### B. PRESENTATION OF ITEM FOR CONSIDERATION

#### C. DISCUSSION

#### D. STATING OF THE QUESTION

#### E. VOTING

#### F. ANNOUNCEMENT OF VOTING RESULTS

#### G. ADJOURNMENT

## ARTICLE XIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order (newly revised) shall govern the proceedings of this organization where not in conflict with these bylaws.

DULY ADOPTED, ~~29 SEPTEMBER 1992~~ \*\*\* INSERT DATE HERE \*\*\*

- [PT] Make sure to change that date.

PRESIDENT

VICE-PRESIDENT

SECRETARY

**TREASURER**