

BYLAWS of the BRIARCREST NEIGHBORHOOD ASSOCIATION

ARTICLE I: Name

The name of the organization shall be the Briarcrest Neighborhood Association and may commonly be referred to as the BNA.

The geographical shape of the Briarcrest Neighborhood is similar to an upside-down capital T. The boundaries are NE 145th St. on the south to Bothell Way NE on the east (from 145th St. to 150th St.), north along the west border of Briarcrest Elementary School and then on various streets along the border with Lake Forest Park to NE 168th St. The farthest-north extent is NE 168th St. On the west, the neighborhood is bounded by 15th Ave. NE from NE 145th St. to NE 150th St., east on 150th, and then north on 25th Ave. NE to NE 168th St.

The official mailing address of the organization shall be the same as the home mailing address of the current Director.

ARTICLE II: Purpose

The purpose of the organization is to promote community, serve as a representative voice of the neighborhood, foster dialog and action, and offer opportunities for public service. Pursuant to this goal the organization shall --

- Promote interaction and fellowship within the community
- Facilitate the flow of information of concern and interest to the neighborhood
- Educate and inform about issues of public concern
- Promote and initiate projects which enhance quality of life in the community
- Serve as a conduit of information between the community, city government, the Council of Neighborhoods, schools and others
- Work with other neighborhood associations and organizations for mutual benefit.

ARTICLE III: Membership

Membership is open to all residents, property owners, business licensees, schools, and organizations within the community of Briarcrest.

Affiliate membership may be extended to residents of adjoining neighborhoods and jurisdictions and to others who share common goals with the BNA.

No person shall be discriminated against or denied membership based on race, color, creed, age, sex, marital status, sexual orientation, religion, national origin,

veteran status, mental or physical handicap, political affiliation, or any other reasons prohibited by law.

ARTICLE IV: Officers/Positions

The BNA Leadership Team

The Briarcrest Neighborhood Association shall be led by a governing body known as the BNA Leadership Team. Members of the BNA Leadership Team shall consist of the officers and members who attend monthly Leadership Team meetings and contribute toward the regular operation and direction of the BNA. Leadership Team membership shall be open to all interested Briarcrest Neighborhood Association members and shall not be restricted to a minimum or a maximum number.

Election of officers

The Leadership Team shall nominate a slate of candidates for the following offices: Director, Assistant Director, Secretary, and Treasurer. The candidate slate may include one or more candidates for each position. These candidates shall be current or former members of the Leadership Team. The slate of candidates shall be published at least thirty (30) days prior to the election. Posting on the website and sending an email to all members of the neighborhood listserv shall constitute adequate publication. If possible, the slate of candidates will also be included in a newsletter.

Elections will be held at a general-membership meeting in May.

Elections to fill a vacancy may be held at any general-membership meeting or event, provided that a minimum of thirty days' notice of the time and place of elections is announced in the manner described above.

The term of office for each elected position shall be one year, from June 1st to May 31st of the following year. However, officers may be re-elected for consecutive one-year terms.

Appointments

The Leadership Team shall appoint two representatives to the Shoreline Council of Neighborhoods. They may also appoint additional member-at-large positions as needed. Any member is eligible to hold more than one position, except that no officer may serve in more than one of the four offices.

BNA Officers/Positions and duties include, but are not limited to, the following.

Officers

Duties of all officers

All officers shall

- read and be familiar with the bylaws of the BNA
- be active members of the Leadership Team
- maintain records and documents (paper and/or digital) pertinent to their offices
- transfer those records and documents to the next person holding the same office so that there is a continuing and growing archive of the office.

Director: The Director shall

- have overall responsibility to ensure that BNA goals, projects, and objectives, as defined by the Leadership Team, are accomplished or carried out
- ensure accountability for members taking responsibility for assigned tasks and projects
- prepare the agenda for each meeting of the BNA after inviting input from the Leadership Team
- preside at all meetings of the general membership and the Leadership Team
- call special meetings as necessary
- inform the Leadership Team of problems that arise
- appoint committee chairs if necessary
- be authorized to sign checks on behalf of the BNA
- represent the BNA at meetings of other organizations, as advisable or necessary
- be empowered to make decisions on behalf of the BNA, provided those decisions are compatible with the goals, directives, objectives, and projects defined by the Leadership Team
- be the Neighborhood Contact Person with the Washington Secretary of State's office.

Assistant Director: The Assistant Director shall

- assist the Director in carrying out duties delegated by the Director. Duties delegated by the Director to the Assistant Director shall be consistent with the bylaws.
- In the event that the Director cannot preside at a meeting, the Assistant Director shall prepare the agenda, if the Director so requests, and shall preside.
- If the Director cannot continue in the office, the Assistant Director shall assume all duties until the next election.

Secretary: The Secretary shall

- take minutes of general-membership and Leadership Team meetings, provide copies at the next meeting for approval, and then send the minutes as approved to the BNA webmaster for inclusion on the website
- share responsibility with the Director for keeping all necessary and appropriate records for the BNA including, but not limited to, official documents, minutes of meetings, mini-grant applications, insurance policies, membership lists, sign-in sheets from meetings, and information about work parties and other BNA activities
- be responsible for completing and filing all legal forms, such as incorporation and application for non-profit status
- conduct appropriate correspondence as requested by the Director and/or the Leadership Team
- work collectively with the Treasurer as needed to ensure timely applications and reporting.

Treasurer : The Treasurer shall

- maintain an official BNA bank account
- receive, deposit, and disperse funds on behalf of the BNA
- maintain financial records on behalf of the BNA as directed by the Leadership Team
- prepare financial reports called for by the Leadership Team
- complete and file required financial forms
- work collectively with the Secretary as needed to ensure timely applications and reporting.

Member-at-Large Positions

Council of Neighborhoods Representatives

The representatives to the Shoreline Council of Neighborhoods shall participate in the Council of Neighborhoods on behalf of the BNA and shall represent the goals and accomplishments of the BNA to the Council. They shall be allowed to vote, using their discretion, on issues before the council requiring a vote. In the event that a Council of Neighborhoods representative is unable to attend a meeting, s/he may request any other Leadership Team member to serve as alternate representative for that meeting.

The Leadership Team may appoint additional member-at-large positions as needed.

ARTICLE V: Meetings

General-membership meetings and/or social events are to be held periodically at times and locations to be determined by the Leadership Team. A meeting/event may be cancelled and/or rescheduled by a majority of the

Leadership Team, voting either in person or by email. All meetings and social events are open to the public. Admission fees or donations to defray expenses for social events may be levied when approved by the Leadership Team.

The Leadership Team shall meet on a monthly basis at a time and location determined by the Leadership Team. The Director shall chair the Leadership Team meetings or may delegate that responsibility to another Leadership Team member. Items not included on the agenda may be submitted for consideration at the beginning of the meeting. Items will be added to the agenda if a majority of the attending members of the Leadership Team approve the addition.

Committee meetings: Committee chairs shall schedule committee meetings and shall notify the Director of the meeting and its intended purpose.

The general rules of procedure at meetings shall be those contained in the current edition of Roberts' Rules of Order on Parliamentary Procedure.

ARTICLE VI: Committees

The Leadership Team may create committees for various purposes as it deems appropriate, for time periods it deems appropriate. Committees may consist of any number of general BNA members, but shall include at least one member from the Leadership Team. Each committee shall select a committee chair.

Committees may include, but are not limited to --

- Community Outreach Committee
- School Relations Committee
- Newsletter/Communications Committee
- Mini-grant/Work Projects Committee
- Events Committee
- Land-use Committee

Committee chairs shall keep the Leadership Team informed of their committee's work and shall consult with the Leadership Team as needed.

ARTICLE VII: Communication

Prompt and regular communication among the membership of the BNA is essential for the organization's successful functioning. To that end, means of communication shall include but not be limited to the following:

- **a newsletter** to be published at least quarterly, to be sent via email to all who request it. In addition, people who request paper copies of the newsletter will receive them, typically via U.S. mail.

- **a website** to include the geographical definition of the Briarcrest neighborhood, the purposes of the BNA, information of potential interest to the neighborhood, information about upcoming meetings of the BNA and other organizations as relevant, the bylaws, and other information as deemed useful by the Communications Committee and/or the Leadership Team.
- **an email listserve.**

The bylaws shall be available on the website, and a copy of the by-laws shall be made available to any member upon request.

The editor of the newsletter shall be a member of the Leadership Team. A Communications Committee shall be formed, and the committee members are also encouraged to be a part of the Leadership Team.

ARTICLE VIII: Hiatus

Officers may agree by consensus to temporarily suspend regular general-membership meetings and/or Leadership Team meetings in the event of insufficient turnout or an absence of issues that need to be urgently addressed. Such a hiatus will not constitute a dissolution of the organization, and the Leadership Team may decide to resume holding meetings at any time.

ARTICLE IX: Finances

All monies received by the BNA or by the Leadership Team or Officers on behalf of the BNA shall be properly accounted for and deposited in an official BNA bank account by the BNA Treasurer.

Monies so received will be applied to the BNA general fund with the following exceptions:

- Grants, donations or gifts to the BNA shall be expended in accordance with the provisions of the grant, donation, or gift, if any.
- Restricted donations shall be expended in accordance with the restrictions placed on those funds.

Any disbursement of funds shall require prior approval from a majority of the Leadership Team with the following exception:

- Amounts up to and including \$50.00 may be dispersed by agreement between the Director (or Assistant Director if so delegated by the Director) and the Treasurer for BNA expenses without approval from the Leadership

Team. Such expenditures shall be reported at the next regularly scheduled Leadership Team meeting.

Two signatures shall be required on all BNA account checks written for BNA expenditures. One signature shall be that of the Treasurer. In addition, the Leadership Team shall determine and designate one or more Leadership Team members who are authorized to sign BNA checks.

The Leadership Team may request voluntary annual dues from BNA members and may set a reasonable amount for those dues. Admission fees or donations to defray expenses for social events may be levied when approved by the Leadership Team.

In the event of dissolution, any remaining monies or assets of the BNA shall be transferred to one or more non-profit organizations exempt under Section 501(c)(3) of the Internal Revenue Service Code. Selection of said non-profit organization shall be by a majority vote of the BNA officers.

The fiscal accounting year of the BNA shall be twelve (12) months, from July 1 to June 30.

ARTICLE X: Special Interests

The BNA shall endorse no candidates for public office or election ballot issue. Use of the BNA to promote political candidates, causes or special interests is specifically prohibited.

No member of the BNA shall present him/herself as a representative of the BNA without the express approval of a majority of the BNA Leadership Team. Upon said approval and subsequent representation, all information and resources obtained or developed while representing the BNA shall be provided to the Leadership Team and shall be the sole property of the BNA.

ARTICLE XI: Amendments

These bylaws may be changed or amended by the general membership in substance or form.

Any BNA member may submit a proposed change or amendment to these bylaws in writing to the Leadership Team. The Leadership Team shall review and discuss the proposed change or amendment at the next Leadership Team meeting. The proposed change or amendment as well as any alternate versions put forward by the Leadership Team shall be published in the BNA Newsletter and posted on the BNA website and email list. The proposed change or amendment will then be submitted to a discussion and vote of the BNA

membership at the next regularly scheduled general membership meeting. A majority vote of those members present shall be required to amend the bylaws.

Revised in 2015 by a committee of Alice Keller, Jean Hilde, and Devra Gartenstein. Discussed and unanimously approved at a BNA meeting on Oct. 13, 2015.