

Bylaws of the Echo Lake Neighborhood Association

I. NAME & ORGANIZATION

- A. The name of the organization shall be the Echo Lake Neighborhood Association (hereinafter referred to as the "Association").
- B. The Association operates as a non-profit organization and may incorporate under the laws of the State of Washington. Further, the Association may file for non-profit status, as defined in Section 501(c)(3) of the Internal Revenue Service code.

II. BOUNDARIES

The boundaries of the Association are Aurora Avenue North (Washington State Highway #99) to the west, Interstate Freeway #5 to the east, North and Northeast 185th Street to the south, and North and Northeast 205th Street (Washington State Highway #104) to the north, or as established by the City of Shoreline.

III. MISSION STATEMENT

The mission of the Echo Lake Neighborhood Association is to build community by providing a forum for sharing information, connecting neighbors, promoting activities, and fostering civic involvement in our diverse community.

IV. VISION AND VALUES

- A. We are a volunteer association striving to make our neighborhood a better place to live, with membership being open to everyone residing or working in the Echo Lake Neighborhood.
- B. We are responsive to our community's needs through the relationships we build with our neighbors, neighborhood businesses, community organizations, and the City of Shoreline.
- C. We provide informative speakers at meetings and publish a monthly newsletter, email list and website, operating as a conduit to keep our neighbors informed about city operations, community organizations and events, and potential developments and changes in the neighborhood.
- D. We promote activities within our neighborhood, such as the beautification projects at Echo Lake Park and Shoreline Park, and an annual summer event.
- E. We offer an opportunity for our neighbors to bring forth their concerns and problems, providing direction and connecting them to resources for further investigation of their issues.

V. MEMBERSHIP REQUIREMENTS

- A. Individual membership is available to any person who resides or works within the geographic area as described in Section II. Membership dues are not required, but donations are welcomed.
- B. Voting
 - 1. Individual voting members shall be of legal voting age.
 - 2. Voting by proxy or by absentee ballot shall not be permitted.

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VI. BOARD OF DIRECTORS AND OFFICERS

- A. Board of Directors and Officers. The Board of Directors (hereinafter referred to as the "Board") shall consist of at least 4, but not more than 8, Board members. Of those Board members, officers shall consist of a Contact Chair, Secretary and Treasurer. The Association may opt to combine the Secretary and Treasurer functions.
- B. Term. The Board of Directors and Officers shall be elected at the regular meeting of the Association in January, to assume office immediately. In the event elections are unable to be held in January, current Board members will remain in office until elections can be held. The Board of Directors and Officers may be re-elected for consecutive terms.
- C. Duties. The Board may operate as a cooperative leadership group and determine the tentative agenda for each meeting, shall administer the Association meetings, and shall establish special committees as needed. Meeting responsibilities may be on a rotation schedule of the Board members.
 - 1. Contact Chair. The Contact Chair shall serve as the contact person for all notices and mailings to the Association. Information received shall be shared with the rest of the Board.
 - 2. Secretary. The Secretary or designee shall keep minutes of all meetings, and be custodian of records of the Association. The Secretary shall coordinate communication with the membership.
 - 3. Treasurer. The Treasurer shall maintain the treasury and financial records for the Association, and report the financial activity to the rest of the Board and the Association.
- D. Board Meetings. Meetings shall be called as the business of the Association dictates, and held at a time and location determined by the Board.
- E. Quorum. A minimum of half of the current Board members shall constitute a quorum for Board meetings.
- F. Checks. Designated Board members shall be authorized to sign checks. Two signatures shall be required.
- G. Removal from office. A Board member or Officer may be removed from office by a majority vote of all voting members in attendance at the regular meeting of the Association at which the vote is taken.
- H. Vacancies. Vacancies in the Board or Officers of the Association may be filled for the remainder of the term by majority vote of all voting members in attendance at the regular meeting of the Association at which the vote is taken.

VII. MEETINGS

- A. Regular meetings. Regular meetings of the Association shall be held at 7:00 p.m. on the third Tuesday of January through June and September through November, at a designated location in the City of Shoreline, as the Board may specify.
- B. Special meetings. The Board may, from time to time, call special meetings, to be held at such place and time as the Board may specify.

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VII. MEETINGS (continued)

- C. Notice of meetings. The Board shall give notice of meetings to those members who have provided a mail or email address to the Association. Meeting notice shall be posted on the Association website.
- D. The Board shall set the agenda for all meetings and designate a Chair to execute the agenda.
- E. Quorum. A quorum shall consist of 12 members for any general business or special meeting.
- F. Public meetings. All meetings of the Association shall be open to the public, without discrimination due to race, sex, religion, color, national origin, handicap or political affiliation.
- G. Robert's Rules of Order. Meetings of the Association shall be guided by the most current version of Robert's Rules of Order.

VIII. COMMITTEES

- A. The Board may form committees in support of Association activities. The committees shall work under the guidance of the Board.
- B. Standing Committees
 - 1. Membership. Maintain address and email lists of members for communication purposes.
 - 2. Communications. Notice is sent out prior to monthly membership meetings and the annual summer event.
 - 3. Newsletter Circulation. Assist the City of Shoreline with the distribution of the Echo News newsletter and special mailings.
 - 4. Webmaster. Maintain the Association website.
 - 5. Work Party and Picnic. Coordinate an annual work party and picnic at Echo Lake Park.
- C. Ad-hoc Committees. These committees may be formed from time to time as need dictates and remain in existence until they are dissolved.
- D. The Board may be supported by Association members for designated activities, such as school liaisons and gardening programs, as volunteers are available.

IX. PUBLICATIONS

- A. The Association may publish a newsletter or other media to provide news and information of community interest to the residents of the Echo Lake Neighborhood. A Website will be maintained by a Webmaster, under the direction of the Board.
- B. The preparation, production and distribution of published material, including all editorial and business functions, shall be administered by the Board.
- C. A newsletter is published monthly from January to June and September to November. This schedule may be changed by the Board.

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IX. PUBLICATIONS (continued)

- D. The newsletter mailings and electronic messages shall be sent to the addresses of record.
- E. The content of publications shall be guided by the purpose of the Association, and shall not provide a forum for personal opinions regarding social, religious or political issues. If publications are funded in any part by the City of Shoreline, the content is subject to review and edit by the City.

X. COUNCIL OF NEIGHBORHOODS

- A. The Association is a City of Shoreline-sponsored organization and is a member of the City of Shoreline's Council of Neighborhoods.
- B. The Board shall appoint two representatives to attend the Council of Neighborhoods meetings.

XI. AMENDMENTS

- A. Proposed amendments. Any member may propose, in writing, an amendment to the Bylaws. Before the amendment can be submitted for consideration of the membership, it must be approved by the Board or bear the written endorsement of at least 12 members.
- B. Notice. Notice of any proposed amendment approved or endorsed shall be given by mail to the membership, postmarked at least five (5) days prior to the meeting date. Announcement of the proposed amendment in the newsletter shall be considered due notice.
- C. Adoption. Adoption shall require affirmation by two-thirds of the votes cast at a regular business meeting for which due notice has been given.
- D. Effective. Amendments shall become effective immediately upon adoption by such two-thirds majority vote.

XII. DISSOLUTION

In the event of the dissolution of the Association, any remaining assets, after discharge of all liabilities and obligations, shall be transferred to one or more organizations exempt under Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the organization shall benefit any individual.

Adopted this 15th day of February, 2011.

(Signature on original copy)

Diane Hettrick

Secretary, Echo Lake Neighborhood Association