

# Bylaws of the Whittier Heights Community Council

## ARTICLE I: NAME

The name of this organization shall be the Whittier Heights Community Council (WHCC).

## ARTICLE 2: GEOGRAPHIC AREA

The WHCC shall serve the area within the following boundaries: 15th Ave NW to 8th Ave NW and NW 65th St to NW 85th St in Seattle, Washington.

## ARTICLE 3: PURPOSE

1. Promote communications among the neighborhood population - including residents, businesses, schools, and churches in order to:
  - a. Provide a public forum for discussion of community issues.
  - b. Plan social events for the benefit of the neighborhood.
  - c. Facilitate communications about pertinent issues and events.
2. Join with other community organizations on issues of mutual concern.
3. Represent the community with (appropriate) public/private organizations.
4. Implement other appropriate activities affecting the welfare of the community

## ARTICLE 4: MEMBERSHIP

Membership is open to any person residing in, or doing legal business within the boundaries specified in Article 2, or to others interested in joining as approved by unanimous vote of the Executive Committee.

## ARTICLE 5: MEETINGS

1. General meetings shall be held at least annually.
2. A majority of Executive Committee members must be present to hold a meeting.
3. Meeting dates shall be published to the membership mailing list and through other means as early in advance as possible.
4. Meetings will be conducted according to *Robert's Rule of Order Revised*.

## ARTICLE 6: VOTES BY MEMBERSHIP

1. A vote of the membership is required whenever the Executive Committee wishes to:
  - a. Elect new officers;
  - b. Provide formal public testimony on behalf of the organization regarding issues affecting the neighborhood;
  - c. Appropriate organizational funds for spending in excess of \$500.00.
2. A minimum of ten members of the WHCC is required in order to constitute a quorum for an allowable majority vote of the WHCC.

## ARTICLE 7: DISSOLUTION

In the event the Community Council can no longer operate due to lack of interest or active participation of the community, or that it can no longer fulfill its purpose, the Executive Committee shall have the authority, by two-thirds majority vote, to dissolve. Any remaining assets shall be donated to the charity or non-profit organization selected by majority vote of the Executive Committee.

## ARTICLE 8: ELECTED OFFICERS

1. There shall be a President, Vice-President, Secretary and Treasurer. Collectively these four officers constitute the “Executive Committee.”
2. Duties of Officers are as follows:
  - a. **President.** The President shall serve as chief executive of the WHCC and as ex-officio member of all committees. The President shall preside at all general membership and board meetings, prepare agendas for the meetings, and perform such other duties as may be delegated by the Executive Committee. The President will serve as lead facilitator for answering inquiries and communicating to members.
  - b. **Vice President.** The Vice President will coordinate with President for the purpose of planning for community meetings, for supporting communications from the WHCC, and for sharing duties among officers as appropriate. The Vice President will serve as the chair of the nominations committee and will be responsible for overseeing and implementing the process to nominate and elect all WHCC officers. In the absence or disability of the president, the vice president shall act as president.
  - c. **Secretary.** The Secretary shall be responsible for taking minutes of the general membership and board meetings, preparing Council correspondence, publicity notices for meetings, and maintaining the official membership and mailing lists. The Secretary will oversee operation of the WHCC website.
  - d. **Treasurer.** The Treasurer shall maintain all accounting and membership records of the Council, receive and disburse funds, and prepare financial statements on an annual basis or more frequently, as required by the Executive Committee, the President, or statute. The Treasurer shall maintain all annual filing of reports and required documents to the Washington State Secretary.
3. A nominating committee shall present a slate of officers to be published to the membership prior to the annual meeting; nominations may be also made from the floor prior to elections.
4. Officers shall be elected by written ballot at the first general meeting following acceptance of these bylaws and shall be elected annually thereafter.
5. Term of office shall be one year or until successors are elected.

## ARTICLE 9: REMOVAL, RESIGNATION, VACANCIES

1. An officer may be removed by a two-thirds majority of the membership voting at a duly constituted meeting of the Council for the purpose of considering that question.
2. Resignations shall be made in writing.
3. Vacancies shall be filled by appointment by the remaining officers for the remainder of the term.

## ARTICLE 10: COMMITTEES

Committees may be established by the Executive Committee or by majority vote of the general membership at any time for whatever purpose deemed necessary.

## ARTICLE 11: FINANCES AND EXPENDITURES

1. Accounting of finances will be the responsibility of the Treasurer. All members of the Executive Committee will have oversight access to all WHCC bank account records.
2. Expenditures of any WHCC funds require the signed approval of the Treasurer. In addition, any expenditures of more than \$100 require the written approval of both the Treasurer and the President or Vice President.
3. Appropriation or expenditures of funds in excess of \$500 require approval by a majority vote of the members of the Council as well as a majority of the elected officers.

## ARTICLE 12: AMENDMENTS

A motion for amendment or repeal of these bylaws may be approved by a majority vote at any general membership meeting. Following approval of said motion, a majority vote of the membership will be required at a subsequent meeting of the general membership to formally reject or ratify any changes to these bylaws made by prior approved motion to amend or repeal. Written notice of the ratification meeting and of the proposed bylaw changes shall be forwarded to all members at their last known address (email or other) at least ten (10) but not more than 30 days prior the meeting.