BYLAWS OF THE
ASHCREEK NEIGHBORHOOD ASSOCIATION

ARTICLE I - NAME

Section 1 The name of the organization shall be the Ashcreek Neighborhood Association. (ANA).

ARTICLE II - OBJECT

Section 1 The purpose of the ANA is to consider and act upon any of a broad range of issues affecting the livability and quality of the neighborhood.

Section 2 Assist and broaden communications between citizens and government on matters affecting neighborhood livability and to encourage citizen participation in many levels of decision-making.

Section 3. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

Section 4.

ARTICLE III - MEMBERSHIP

Section 1 Membership is open to any person who lives and/or owns any real property or business within the boundaries from 65th and Multnomah Blvd., east to SW 48th, south on 48th where Hume intersects with Garden Home Road, follow Garden Home Road south to 48th, 48th south to Dolph Court, Dolph Court east to 45th, south on 45th to Marigold, east on Marigold to SW Capitol Hwy., south on Capitol Hwy. To where it intersects with Collins, west on Collins to the east and north boundaries of Woods Park to 45th, south on 45th to Baird, west on Baird to where it intersects with 54th, south on 54th to Taylors Ferry Road, west on Taylors Ferry Road to 55th, south on 55th to Radcliffe Lane, west on Radcliffe Lane to 57th, south on 57th to Dickinson, east on Dickinson to 55th, south on 55th to the I-5 freeway, south on the I-5 freeway to where it intersects with SW 65th, north on 65th to Multnomah Blvd., also City of Portland property which is west of 65th, the county line between Multnomah Blvd. and the I-5 freeway.

Section 2 The ANA shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, gender identity, age, disability, legal citizenship, national origin, income, or political affiliation in any of their policies, recommendations or actions.

Section 3 Membership contributions may be collected on a volunteer basis only.

ARTICLE IV – OFFICERS and DIRECTORS

Section 1 ANA shall have a president, vice president, secretary, treasurer and six at large directors.

Section 2. The officers and directors shall be elected at the Annual Meeting in the month of April, and shall hold office for a term of two years and until their successors are elected and duly qualified. The president, vice president, secretary, treasurer, and three directors shall be elected in odd numbered years, the three directors shall be elected in even numbered years.

Section 3 In the event of a vacancy in the office of president or vice president, the executive board shall forthwith fill such vacancy.

ARTICLE V - DUTIES OF OFFICERS

Section 1 The president shall prepare the meeting agenda and preside at all meetings of the ANA and of the executive board. He shall be responsible for notifying the membership of meetings, elections, events and other relevant matters of concern to the neighborhood. He shall appoint chairmen of standing committees as may be authorized by the ANA. He shall render a condensed annual report.

Section 2 The vice president shall assume and perform the duties of the president in the absence or disability of the president. In the event of the resignation or death of the president, he shall become president for the unexpired term. He shall be thoroughly familiar with the bylaws and rules of parliamentary law and shall serve as the ANA delegate to the Southwest District Coalition Board (SWNI).

Section 3 The secretary shall keep an accurate record of the minutes of the ANA and executive board. The minutes must include the following: Members present; motions; proposals; resolutions discussed and telephone disposition; results of all votes; the substance of any topic and any discussion; and a reference to any public document which may be discussed. He shall make records of the ANA available for inspection for any purpose at any reasonable time. He shall be responsible for all correspondence of the ANA.

Section 4 The treasurer shall be held accountable for all funds and shall give an accounting at each Annual meeting; shall receive, safekeep and disburse ANA funds The treasurer shall also make the annual corporate report to the State of Oregon.

ARTICLE VI - EXECUTIVE BOARD

Section 1 There shall be an executive board which shall consist of the four officers, six at large directors, and chairs of standing committees.

Section 2 The affairs of the ANA shall be managed by the board if necessary in the interim between monthly general meetings.

Section 3 The board meetings shall be open sessions, however, only board members shall be entitled to vote. A quorum for board meetings shall be 6; decisions shall be by majority vote. Directors shall be notified of board meetings in writing or by telephone in advance. A majority of board members, by signed petition, may call a board, general, or special meeting.

Section 4 The board shall fill vacancies occurring within its membership (three (3) consecutive absences) except that of president and vice president.

Section 5 In such cases where the board is required to provide neighborhood response before the question is presented to the membership, the board must indicate to the questioner that this is the case, and shall present the action taken at a special or monthly general meeting within 30 days, or within a reasonable time for ratification by the membership where circumstances dictate.

Section 6 In case of an actual emergency, the ANA may hold a meeting with at least 24 hour notice. It must, however, describe the emergency in the minutes of the meeting and state why the meeting was held. As in the case of special meetings, a good faith effort must be made to notify the public at large and those members of the public with a special interest in the issue at hand. Only the emergency issue(s) may be dealt with at an emergency meeting.

Section 7 The board shall appoint the Grievance Committee.

ARTICLE VII - COMMITTEES

Section 1 The ANA may establish standing committees as it deems necessary..

Section 2 The ANA shall establish other special and ad hoc committees as it deems necessary..

Section 3 Committees shall make recommendations to the ANA for actions. Committees shall not have the power to act on behalf of the organization without specific authorization from ANA.

Section 4 The president shall appoint chairmen of the standing committees.

ARTICLE VIII - MEETINGS

Section 1 There shall be ten monthly membership meetings yearly. Notification for all monthly meetings shall require seven (7) days advance written or telephone notice to all active members of ANA and public notice. “Active member” is defined as one who has attended at least two of the last three monthly or special meetings of the membership.

Section 2 Special meetings of the membership may be called by the president, the board of directors, or at the written request of eleven (11) members of the association.

Section 3 The annual meeting shall be held in the spring and shall be for the purpose of electing officers.

Section 4 The president shall prepare the agenda for meetings of the membership. Any person may add an item to the agenda by submitting the item in writing or by telephone to the President at least one day prior to the meeting.. Any member of ANA may make a motion to add an item to the meeting agenda. Adoption of that motion requires a second and majority vote.

Section 5 Any ANA meeting is open to any person who wishes to be heard. However, only those eligible for membership and are active members are entitled to vote. All actions or recommendations of the general or special meetings shall be communicated to all affected parties, including minority reports.

Section 6 A quorum for any general or special meeting of ANA shall be 6. Unless otherwise specified in these bylaws, decisions of ANA shall be made by a majority vote of those members present at any meeting.

ARTICLE IX - ELECTIONS

Section 1 Only persons eligible for ANA membership shall be qualified to hold an elected or appointed position.

Section 2. Members of the board shall be elected to serve for two (2) year terms until appropriate Annual spring meeting. The election at the meeting shall be by nominations from the floor. If only one person is nominated, they may be elected by acclamation. If more than one person is nominated, the election must be by ballot and a majority vote elects.

Section 3. The four officers and three directors are elected every odd numbered year and the three directors are elected every even numbered year.

Section 4 Any officer may be removed from office and replaced by a two-thirds (2/3) vote at a monthly or special meeting.

ARTICLE X - CONFLICT OF INTEREST

Section 1 A conflict of interest exists for a member or board member whenever the member or board member holds a personal financial interest which will be impacted by the action or inaction by ANA on a proposal before the membership or board. A personal financial interest shall include a financial interest held by a member or board member and/or by members of their immediate family. A personal financial interest includes an ownership interest above 5% of a business which will be impacted by the decision of ANA. Examples of personal financial interest would

include: Ownership of property, the use or control of which is being considered by ANA; plans to purchase property, the use or control of which is under discussion by ANA; etc.

Section 2 Whenever a member of the board determines that they have a conflict of interest relating to an item under discussion, they must inform the body (membership or board) hearing the proposal that the conflict of interest exists.

ARTICLE XI - GRIEVANCE PROCEDURE

Section 1 A person or group adversely affected by a decision or policy of the ANA may submit, in writing, a complaint to the president, who will refer it to the Grievance Committee.

Section 2. Within fourteen (14) days of the receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for review of the complaint, and will, in writing, within thirty (30) days recommend a resolution of the grievance to the board.

Section 3 The committee shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, board and membership. If the committee, board and petitioner cannot reach agreement, final resolution of the complaint shall be by vote of the majority of the membership at a general or special meeting.

ARTICLE XII - PUBLIC MEETINGS/PUBLIC RECORDS REQUIREMENT

Section 1 ANA shall abide by all ONI Standards relative to public meetings and public records. Official action(s) taken by ANA must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of dissenting views should be transmitted along with any recommendation made by ANA to the City.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1 The rules contained in Robert's Rules of Order shall be the parliamentary authority in all cases not covered by these bylaws.

ARTICLE XIV - AMENDMENTS TO BYLAWS

Section 1 These bylaws may be amended at any monthly or special meeting by a 2/3 vote of the members present and voting, provided notice, including the subject, of the proposed amendment has been given in the call for the meeting.

Corrected & Amended April 1998
Corrected & Amended March 2006