

Arnold Creek Neighborhood Association Bylaws

Adopted December 8, 2015

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ARTICLE I: NAME

The name of the organization shall be Arnold Creek Neighborhood Association (ACNA).

ARTICLE II: PURPOSE

The purposes for which this association (ACNA) is organized are:

- a) To consider and act on issues that affect the livability and quality of the neighborhood;
- b) To provide an open process by which all residents and businesses operating in the ACNA may involve themselves in the affairs of the neighborhood;
- c) To take positions in matters of civic interest and promote those positions in communications;
- d) To inform residents of events or plans affecting the neighborhood;
- e) To establish and maintain open lines of communication with other organizations, such as district coalitions, other neighborhood associations, and city, county, regional, and state government agencies; and
- f) To do and perform all the activities related to the above purposes, to have and enjoy all the powers granted, and engage in any lawful activities for which nonprofit corporations may be organized under Chapter 65 of the Oregon Revised Statutes or its equivalent future statutory language.

ARTICLE III: BOUNDARIES

Section 1. Boundaries of the ACNA are defined as follows:

- From the intersection of SW Boones Ferry Road and SW Arnold Street go south on SW Boones Ferry Road to the intersection with 11140 SW Boones Ferry Road.
- Jog east and then south to include 11140, 11240, 11304 and 11328 SW Boones Ferry Rd and the fifth lot that abuts 11328 SW Boones Ferry Road (no address at this time).
- Then continue south on SW Boones Ferry Road to the intersection with 11640 SW Boones Ferry Road.
- Jog east and then south to include 11640, 11744, 11826 SW Boones Ferry Road and the Tryon Estates Subdivision.
- Then follow SW 8th Drive south to where it intersects with the city limits.
- Then follow the city limits south and then generally west to the intersection of SW 35th Ave. and SW Stephenson Street.
- Then north on SW 35th Ave. to SW Maricara Street.

- Then east on SW Maricara Street to SW 25th Ave.
- Then north on SW 25th Ave. to the southwest corner of Lot 92, Edge Cliff.
- Then eastward following the southern boundaries of the Edge Cliff lots fronting SW Luradel Street to the southern boundary of Lot 79, Edge Cliff.
- Then southeasterly following the northeast boundary of Lot 105 to SW Lancaster Road.
- Then follow SW Lancaster Road west and then south to SW Arnold Street.
- Then east on SW Arnold Street to the intersection of SW Boones Ferry Road.

The term “city limits” herein refers to the city limits of the City of Portland as of March 21st, 2012.

(See ACNA Map 1: Boundaries)

Section 2. Geographic Districts

The ACNA has been divided into geographic districts-- North, South, East, and West--and are described as follows:

- North: The North district is the section North of SW Arnold.
- South: The South district is the section south of SW Stephenson and east of the boundary with Mountain Park.
- East: The East district is defined by SW Lancaster on the west, SW Arnold on the north, SW Boones Ferry Road on the east and SW Stephenson on the south.
- West: The West district is defined by SW 35th on the west, SW Arnold on the north, SW Lancaster on the east, SW Stephenson between SW Lancaster and the western border with Mountain Park on the south where the boundary turns south of SW Stephenson onto 34th and follows the ACNA boundary to SW 35th.
- Residents on the boundary streets, SW Arnold Street, SW Stephenson Road, and Lancaster Road are defined as residing in the geographic district bordering the side of the street of the resident’s property.

(See ACNA Map 2: 4 Geographic Districts)

ARTICLE IV: MEMBERSHIP

Section 1. Eligibility.

All residents, property owners, and one representative from each business that holds a business license located within the ACNA boundaries, and 18 years of age or older, as defined by these bylaws are eligible to be a member of the ACNA.

Section 2. Consent.

An eligible person shall qualify to become a member of the association by providing written consent as established by the ACNA. Individuals may provide written consent by checking the appropriate box on an ACNA meeting sign-in sheet.

An eligible person shall become an active member of the ACNA upon attendance at their second (2nd) meeting within one year. The meeting may be a General Membership, Board, or Special meeting.

Section 3. Term of Membership.

An individual's term of active membership shall expire October 15 annually. Membership may be renewed by attending at least one ACNA meeting every six months thereafter (at least one meeting from November through April and one meeting from May through October). Individuals are not limited in the number of times they may renew their membership. If an individual's membership expires and is not renewed, the resident can reactivate their membership pursuant to Article IV Section 2.

(See ACNA sample sign-in sheet and ACNA sample Membership Tracking Spreadsheet attached.)

Section 4. Dues or Fees.

Dues or fees shall not be required.

Section 5. Voting.

Each active member shall be entitled to one vote.

Section 6. Member Powers.

Each active member is eligible to vote for election of Board Directors, amendments to the bylaws, removal of a board member, and election for the dissolution or merger of the ACNA.

ARTICLE V: BOARD OF DIRECTORS

Section 1. Number and Composition of Board Members.

The Board of Directors shall be composed of officers and Delegates as described herein.

The number of Directors may vary between a minimum of three and a maximum of fifteen (15).

- a. The five (5) officers include the President (or Co-Presidents), Vice-President, Treasurer, Secretary, and the E-Communications Coordinator.

- b. There shall be no more than six (6) district Delegates as follows:
North district may have no more than one (1) district Delegate.
South district may have no more than two (2) district Delegates.
East district may have no more than one (1) district Delegate.
West district may have no more than two (2) district Delegates.
To run for a district Delegate position an active member must reside in the applicable district. (refer to Article III Section 2)

- c. There shall be no more than three (3) "at-large" Delegates total. The at-large Delegates may reside in any of the ACNA districts, though the total number of Delegates, including both district Delegates and at-large Delegates is limited as follows:
 - i. North district shall have no more than two (2) Delegates total.
 - ii. South district shall have no more than four (4) Delegates total.
 - iii. East district shall have no more than two (2) Delegates total.
 - iv. West district shall have no more than four (4) Delegates total.

- d. All officers and Delegates are elected by the active members in attendance at the annual meeting.

- e. Board positions can be held by the same individual as long as the President and Secretary positions are not combined.

- f. At least two districts must be represented in the officer positions.

- g. An immediate past President may serve as an advisory member of the Board.

Section 2. Eligibility for Board Service.

Only active members shall be qualified to hold an elected or appointed position.

Section 3. Terms of Office and Term Limits.

The term of office for ACNA Board members shall be one year. A Board member may be reelected without limitation on the number of terms s/he may serve.

Section 4. Removal.

Any elected or appointed Board member may be removed, with or without cause, by a majority vote of the active members at the next general meeting or at a special meeting called for that purpose if no general meeting is scheduled in the next thirty (30) days.

A Board member who has missed three Board meetings or four General meetings shall no longer be a member of the Board.

Section 5. Board Vacancies.

Vacancies on the Board may be filled by a vote by the Board of Directors. A member appointed to fill a vacancy shall serve until the next election.

Section 6. Powers and Duties of the Board.

- a. The Board shall be responsible for and in charge of governing the organization, including managing the affairs of the association, and for assuring that members are informed of business that affects them through reasonable means of notification.
- b. The role of the officers is to support the Board as a whole in carrying out its governance responsibilities.
- c. The Board must act in the best interest of the ACNA. In certain instances, the Board may seek input from the general membership with an advisory or straw vote, but is not bound specifically to act according to the desire of the majority of members attending a particular meeting.
- d. Elected and appointed Directors have the same powers and responsibilities.
- e. After an annual election, one of the first duties of the Board is to appoint ACNA committee chairs and to recruit and appoint volunteers to serve and represent ACNA on district coalition (SWNI) committees.
- f. The Board will elect the ACNA Representative to the SWNI Board. This position shall be filled by a member of the ACNA Board.
- g. Within thirty (30) days of becoming a Board member, the officer or delegate must sign and acknowledge the ACNA Bylaws and NA Handbook form (see form attached).
- h. The Board is encouraged, for purposes of continuity, to annually identify and maintain a list of priority projects and issues for the association.

Section 7. Fundraising and Allocation of ACNA Funds.

All fundraising activities must be authorized and approved by the ACNA Board prior to beginning any fundraising activities. Requirements of the *SWNI Fiscal Sponsorship Policy and Instructions* must be met (see policy attached).

Any request for grants or allocation of ACNA funds must be approved by the ACNA Board.

ARTICLE VI: OFFICERS

Section 1. Titles and Eligibility.

The officers of the ACNA shall be President or Co-President, Vice-President, Treasurer, Secretary, and E-Communications Coordinator.

Section 2. Terms of Office.

Officers shall serve a one (1) year term and may be reelected without limitation on the number of terms they may serve.

Section 3. Vacancy.

If a Board vacancy occurs, the vacancy may be filled by a vote of the Board.

Unless otherwise specified herein, the Board must delegate the duties of a vacant Board office to one or more Directors until the position is filled.

If officer positions are not filled during the election or become vacant, the Board may vote to implement a caretaker model form of governance. (Guidelines for the caretaker model are attached.)

Section 4. Duties of Board Officers.

- a. President: The President shall be the chief officer of the association and shall act as the Chair of the Board. The President shall: prepare or propose the agenda for Board and membership meetings, preside at all Board and membership meetings; represent the position of the Board and the interests of the association; act as spokesperson for the association; and serve as the public contact for the association.

The position of President may be filled by two people serving as Co-President and the duties are as follows:

- b. Co-President: The Co-Presidents shall mutually share the responsibilities of the chief officer of the association and the Chair of the Board. The Co-Presidents shall: prepare or propose the agenda for Board and membership meetings, preside at all Board and membership meetings, represent the position of the Board and the interests of the association, act as spokesperson for the association, serve as the public contact for the association.

In the event that a vote becomes necessary, such as a tie-breaking vote, the Co-Presidents will have only one vote total.

In the event that one Co-President is not available, the available Co-President may act independently.

<p>c. <u>Vice President</u>: The Vice President shall perform the duties of the President in his/her absence and when requested.</p>
<p>d. <u>Secretary</u>: The Secretary shall: record and maintain minutes of membership and board meetings, assist the President with the correspondence of the association; maintain the non-financial files of the association; provide notice of all membership and Board meetings; authenticate the records of the corporation; maintain current and accurate Board and membership lists; and send approved minutes to the neighborhood district coalition office (SWNI).</p> <p>The Secretary is responsible for keeping a record of meeting attendance and the Member list. Meeting attendance will be maintained on the ACNA Tracking spreadsheet (see attached).</p>
<p>e. <u>Treasurer</u>: The Treasurer shall have overall responsibility for all the association's funds. The Treasurer shall: maintain full and accurate accounts of all financial records of the corporation; and shall present financial reports at all the Board meetings and general membership meetings.</p>
<p>f. <u>E-Communications Coordinator</u>: The E-Communications Coordinator shall be responsible to update the ACNA website, write and transmit e-newsletters, and update the ACNA Board approved social media sites, in accordance with direction of the Board of Directors.</p>

ARTICLE VII: ACNA COMMITTEES

Section 1. Establishment of Committees.

The Board may establish standing and ad hoc committees, as it deems necessary and desirable. Such committees may be advisory to the Board or may exercise the authority of the Board. Upon establishment of any committee, the Board shall identify the scope of the committee’s authority and duties and the number of members and shall appoint the committee’s membership.

All ACNA committees shall be composed of 2 or more members.

Section 2. Advisory Committees.

The Board may establish advisory committees as standing or ad hoc committees. Active members of the association are eligible to serve on these committees. The Board appoints the committee members. Advisory committees are not required to comply with open meeting, notice, quorum, or public records requirements. Advisory committees may make recommendations to the Board but cannot implement recommendations or projects without Board approval.

At least one ACNA Board member must serve on each advisory committee.

Section 3. Committees with Board Authority.

Any committee that exercises any of the authority of the Board shall be composed of two or more Directors, elected by a majority vote of all Directors. All members of a committee with Board authority shall be active ACNA members. Committees with Board authority must abide by the requirements of the Board regarding open meetings, notification, public records, and quorum.

Within thirty (30) days of becoming a committee chair with board authority, the chair must sign and acknowledge the ACNA Bylaws and NA Handbook form (see form attached).

ACNA Land Use Committee: In the event of a time-sensitive matter, the ACNA Land Use committee has Board authority to respond to City land use notices and reviews, proposed planning regulations, and local jurisdiction policy questions involving land use. Any action taken by the ACNA Land Use committee between Board meetings shall be reported to the Board by email communication within two days or prior to the next board meeting, whichever occurs first.

Section 4. Limitations on Committees with Board Authority.

Any committee action outside the approved guidelines shall be null and void. All decisions of a committee with Board authority must be reviewed by the Board at the next regular meeting. The Board may reverse a committee’s decisions in full or in part or may remand the decision back to the original committee by a majority vote.

Section 5. Committee Vacancies.

In the event of a committee vacancy during the year, the President will ask for members to volunteer. The board has final authority to fill vacancies.

ARTICLE VIII: MEETINGS

Section 1. Membership Meetings.

a. Annual Meeting: The annual meeting of the membership shall be held each year in the month of February on a date set by the Board. The business of the annual meeting shall include a report from the Board on the state of the association, and the annual election of Directors to the Board, including the officers, district Delegates, and at-large Delegates. Notice of the annual meeting to the public and members must be at least 30 days in advance. [See "Article IX: Elections" for required content of notice for Annual Election.]

b. Regular (or General) Membership Meetings: Regular membership meetings will be held at least 6 times a year at a regular day and time set by the Board. The membership shall advise the Board of current concerns and possible actions. Notice of regular membership meetings to members and to the public must be at least 7 days in advance.

c. Special Membership Meetings: The Board may call a special meeting of the membership. Notice of special membership meetings to members and to the public must be at least 7 days in advance.

Section 2. Board Meetings.

a. Regular Board Meetings: The Board shall meet at least 3 times a year on a day and time set by the Board to conduct the business of the ACNA. Notice of regular meetings of the Board to the public must be at least 7 days in advance. Direct notice to the Directors and individuals known to have an interest in topics on the meeting agenda must be provided at least 5 days in advance.

b. Special Board Meetings: The President or Board may call a special meeting of the Board when the timeliness of the regular meeting is insufficient to take action on particular issues. Notice of special meetings of the Board must be made to the public at least 7 days in advance and must identify the topics on the agenda. Direct notice to the board and individuals known to have an interest in topic(s) must be provided at least one day in advance. The Board can only discuss and make decisions at special meetings on the topics on the agenda.

c. Emergency Board Meetings: The President or a majority of the Board may call an emergency meeting of the Board when there is insufficient time to address timely business within the notice requirements of a

regular or special meeting. Notice of an emergency Board meeting to the Board and the membership must be at least 24 hours in advance. Direct notice to individuals known to have an interest in a particular agenda item must be provided.

Section 3. Quorum.

- a. Membership Meeting: A quorum for a meeting constitutes attendance by six active members.
- b. Board of Directors Meeting: A quorum for a Board meeting shall be a majority of the number of Directors in office immediately before the meeting begins, or six (6) Board members, whichever is less.
- c. Committee with Board Authority Meeting: A quorum for a meeting of a committee with Board authority shall be a majority of the number of committee members immediately before the meeting begins. Advisory committees do not require a quorum to meet.

Section 4. Setting Meeting Agendas.

- a. General Membership Meetings: General membership meeting agendas shall be set by the President or elected officers, and approved by the Board. Items may be added to the meeting agenda by request of an active member.
- b. Board Meetings: Board meeting agendas shall be set by the President or elected officers, and approved by the Board.
- c. Committee Meetings: Committee meeting agendas are set by the committee chair.
- d. Amending the Agenda: Active ACNA members may vote to amend the agenda at the beginning of the meeting, including adding new items, deleting items, or changing the order of agenda items.
- e. Caretaker Model: In the case of working under the caretaker model, see the Caretaker Model Guidelines (attached).

Section 5. Calling and Cancelling a Meeting.

- a. Membership Meetings: Regular membership meetings are established in ARTICLE VIII, Section 1 or by the Board. The President or Board may call a special membership meeting. General membership meetings may be cancelled by a majority vote of the Board.
- b. Board Meetings: Regular Board meetings are established in ~~the bylaws~~ ARTICLE VIII, Section 2 or set by the Board. The President or Board may call a special Board meeting. Board meetings may be cancelled by a majority vote of the Board.
- c. Committee Meetings: Committee meetings are scheduled by the committee chair and/or the committee members. Committee meetings may be cancelled by the committee chair or the individual that called the meeting.

Section 6. Deliberation and Decision Making.

Action is taken by a majority vote of those eligible to vote at a meeting, unless otherwise specified herein. The procedures for deliberation and decision-making shall be established by the Board. The Board must act in the best interest of the ACNA, seeking input from the general membership via a discussion and/or an advisory vote. (See ARTICLE V Board of Directors, Section 6 Powers and Duties of the Board.) All decisions of the Board shall be documented in the meeting minutes, posted on the ACNA website, and made available at the general membership meeting.

a. E-Mail Communication: The Board may decide if, and under what circumstances, Board communication may be conducted using e-mail.

The agreed upon process for e-mail communications shall comply with ONI Standards regarding open meetings requirements and include:

1. All Board decisions requiring deliberation must be done at a Board meeting.
2. The President may propose meeting agendas and seek Board input and initial approval via email.
3. Board meeting minute corrections may be submitted by email and shall be voted on at the next Board meeting.
4. Committees with Board Authority may use email for communication between Board meetings.
5. The Board must document any actions made by email in the Board meeting minutes.
6. Board Email communications shall be kept on file in the ACNA records.

ARTICLE IX: ELECTIONS

Section 1. Annual Election.

The active members shall elect the Directors at the annual election. The annual election will be held at the annual meeting during the month of February.

The President, with Board approval, will assign the following tasks to one or more individuals or committees (such as a nominations and/or elections committee):

- Confirm terms of office of current Board members
- Determine number of open Director positions
- In cooperation with the Board, seek eligible candidates to run for open Director positions
- If not already established, develop a process for the election, including

who will preside over the annual election, and submit it to the Board for approval

- Establish a process to determine, at the election, who is eligible to vote (Refer to ARTICLE IV Membership, Section 1 Eligibility)
- Provide formal notice of the annual election. The notice should include:
 - Date, time, place
 - Number and type of open positions
 - Process by which a member can declare their interest in being a candidate for a Board position
 - Requirements for eligibility to vote (refer to ARTICLE IV MEMBERSHIP).
- Prepare ballots and any other materials needed for the election

Section 2. Election of Board of Directors.

- a. All officers and delegates are elected by the active members in attendance at the annual meeting.

At the conclusion of the annual meeting, those elected become the new Board of Directors.

Section 3. Voting Eligibility.

Current active members are eligible to vote in the annual election.

Section 4. Nomination Process.

- a. Self-Nomination [or election] Committee: Any eligible member may announce their intentions for candidacy by e-mail to the Board or by announcement at a general membership meeting. The Secretary shall verify member eligibility.
- b. Nomination from the Floor at the Annual Election. Time shall be provided at the annual meeting for members to nominate members from the floor to be added to the ballot. Nominations from the floor do not require a second. Individuals nominated from the floor must consent to be nominated. The Secretary shall verify member eligibility.
- c. No Write-in Votes: Votes for individuals written in on ballots who have not been nominated through the designated nomination process will not be counted.

Section 5. Voting Process.

Voting at the annual election shall be by secret paper ballot.

Members must be present to vote. Proxy voting and voting by mail are prohibited. Candidates do not need to be present to be elected.

During the election process, voting shall be conducted in the following order to provide ample opportunity for volunteers to serve the Association: First, a vote shall be conducted to elect officers. At the conclusion of that vote, a second vote shall be conducted to elect the district Delegates and the at-large Delegates.

An active member may vote for all Board positions. District Delegates and at-large Delegates are elected by the active members in attendance at the annual meeting.

Election of an officer requires a majority vote of the members voting in the annual election. Election of district Delegates and at-large Delegates require a minimum of two votes to be elected.

If more than two candidates are running for an officer position and none receives a majority of votes, the candidates that receive the two highest vote counts advance to a second round of voting.

In the event that no candidate for an officer position receives a majority of the votes, and/or in the event of a tie, the newly elected Board shall vote by secret paper ballot vote to break the tie and determine the final outcome of the election.

(Refer to the sample voting templates attached.)

ARTICLE X: GRIEVANCE PROCESS

Section 1. Other Forms of Conflict Resolution are Encouraged.

All parties are encouraged to resolve disagreements and disputes through one-on-one dialogue, discussions with Directors and members, and/or formal mediation whenever possible.

Section 2. Eligibility to File a Grievance.

A person or group harmed as a result of a decision of the ACNA, or the process in which a decision was made, may file a formal grievance if they believe the action taken by the ACNA violated a provision of these bylaws, a formally-adopted policy of the ACNA, or the ONI Standards.

Section 3. Filing a Grievance.

Grievances must be submitted, in writing (hard copy or via email), to the ACNA Board within 45 business days of the alleged violation.

ACNA Board can choose to extend the 45 business day requirement one

additional month, if a compelling case can be made to do so.

A grievance must: identify the approximate date of the action being grieved and the provision of the ACNA bylaws, or the ONI Standards, which allegedly were violated; describe how the provision was violated and how the grievant was harmed by this action; and identify the remedy the grievant is seeking.

The grievant shall submit the grievance on the ONI Grievance form (See form attached.)

Section 4. Initial Review and Response.

- a. The Board or the Board's designee will review the proposed grievance and determine whether it meets criteria for a grievance as defined in this article. If the proposed grievance is found not to meet the criteria, the Board or its designee will inform the grievant in writing of this determination and the reasons for the determination. If the proposed grievance is found to meet the criteria, the review process continues.
- b. If the Board elects not to pursue the grievance, the grievant may appeal pursuant to ONI Standards for Neighborhood Associations.

Section 5. Grievance Committee.

If the proposed grievance meets the criteria in section 4a, the review process continues and a Grievance Committee designated by the Board, which may include members of the Board, shall offer the grievant an opportunity to present information relevant to the grievance and shall gather other relevant information. The Board shall use best efforts to find individuals for service on the Grievance Committee who are impartial. The Grievance Committee shall present its findings and recommendations to the Board within 45 calendar days after the formation of the committee.

Section 6. Board Action.

After receiving the findings and recommendations from the grievance committee, the Board shall consider the findings and recommendations and render a decision on the grievance. The Board shall notify the grievant of the Board's decision, recommendations, and findings, in writing, within 15 business days from the receipt of the grievance committee report.

Remedies need to focus on the harm done. Where possible harm should be undone and changes instituted, when possible, to ensure that the harm does not occur again. Remedies in the grievance process do not include punishment – such as removal of a board member or officer. The removal of a board member or officer is a separate process.

Remedies may include: acknowledgement of error and appropriate apologies; repeal of a decision; redoing a process—where feasible; rectification of a procedure; or a good faith commitment not to repeat the error.

The grievant is allowed to appeal the Board decision pursuant to ONI Standards for Neighborhood Associations.

During the grievance process, the Grievance Committee and Board shall retain all records of what was submitted, findings and recommendations documents, and final action documents, which shall be filed in the ACNA records.

ARTICLE XI: INDEMNITY

ACNA will indemnify to the extent allowed by law but limited to the face value of its liability insurance any person who is made, or threatened to be made, a party to an action, suit, or other proceeding, by reason of the fact that the person is or was a director, officer, volunteer, or agent of the ACNA.

ARTICLE XII: CONFLICT OF INTEREST

To protect the integrity of the ACNA's decision-making processes, Directors will disclose to the Board any interest they have in a transaction or decision of the Board that may result in a financial benefit or gain to them and/or their business, family members and/or significant other, employer, and/or close associates, and other nonprofit organizations with which they are affiliated. Directors will disclose, in writing, to the Board any potential conflict of interest or loyalty that they have in the transaction or decisions of the Board. The Director will not be present for or participate in any Board discussion of, or vote on, the transaction or decision.

In the event that a Director acknowledges a potential conflict of interest and recuses herself/himself, this action shall be recorded in the meeting minutes.

All Board members share in the responsibility of identifying whether or not a fellow Board member may have a potential conflict of interest or conflict of loyalty.

Within thirty (30) days of becoming a Director or ACNA committee chair, the Director/committee chair shall sign the ACNA Conflict of Interest policy statement acknowledging they have read the policy and will abide by it. The signed document shall be filed in the ACNA records. (See the ACNA Conflict of Interest Policy Statement attached.)

ARTICLE XIII: NON-DISCRIMINATION

The ACNA will 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 its policies, recommendations or actions.

ARTICLE XIV: ONI STANDARDS

The ACNA, in all its activities, shall comply with the requirements of the Office of Neighborhood Involvement (ONI) Standards for Neighborhood Associations.

ARTICLE XV: AMENDMENT OF BYLAWS

All proposed amendments to these bylaws must be submitted to the Board in writing (hard copy or via email). Amendments may be proposed by the Board, or by an active member via a petition signed by eight (8) active ACNA members.

The Board shall submit proposed amendments to the members for a reading at a general meeting. The Board shall schedule a vote on the adoption of the amendment(s) at a subsequent general meeting. This process shall be completed within 120 days or less.

Section 1. Notice.

Notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provided to all members a minimum of 30 days before the general meeting at which the amendment(s) will be voted on. The notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment(s).

Section 2. Adoption.

Adoption and amendment of these bylaws shall require a two-thirds (2/3) vote by the members present at a general membership meeting. Adopted amendment(s) will take effect immediately upon the adjournment of the meeting at which the amendment(s) were approved unless otherwise so stated in the amendment.

[final date/signatures/previous revisions]

Date Adopted: [insert date on which the Members or Board approved the bylaws amendment(s)]12-08-15 *Debbie Griffin*

Previous Revisions: [list the dates earlier bylaws amendments revisions were adopted]10-12-04

ATTACHMENTS:

ACNA Map 1: Boundaries

ACNA Map 2: 4 Geographic Districts

ACNA Map 3: Approximate No. of Households per District

ACNA General or Special Meeting Sign in Sheet

ACNA Board Meeting Sign in Sheet

ACNA Bylaws and Neighborhood Association Handbook form

ACNA Membership Tracking Spreadsheet

ONI Grievance Form

Voting Ballots:

ACNA Officer Ballot Sample

ACNA Officer Voting Results Sample

ACNA Delegate Ballot Sample (District Delegates and "At-Large" Delegates)

ACNA Delegate Voting Results Sample

ACNA Officer Runoff Ballot Sample

ACNA Officer Runoff Voting Results Sample

ACNA Conflict of Interest Policy Statement

SWNI Fiscal Sponsorship Policy Final 04-25-2012

Caretaker Model Guidelines