

WEST HILL CAMBRIDGE NEIGHBORHOOD COUNCIL BY-LAWS

Amended and adopted by General Membership April 23, 2024.

ARTICLE I. NAME

The name of the group shall be **West Hill Cambridge Neighborhood Council**.

ARTICLE II. GOALS

Section 2.01

Purpose: To foster communication among neighbors through meetings, newsletters, contact information and events which impact the West Hill Cambridge | Kentwood neighborhood. To invite ideas from the community as to where improvements are needed and how funds are best allocated. To work with the City in becoming a more proactive community in terms of safety, security and neighborhood health. To cultivate community pride in our Neighborhood. To continue supporting neighborhood projects and serving as an Ad Hoc Advocacy for West Hill Cambridge | Kentwood neighborhood issues as they arise.

Section 2.02

Organization: To develop ties to the City of Kent, WA, through their Neighborhood Council program. To develop a working board to oversee meetings, programs and projects designated by the general membership.

Section 2.03

Awareness and Communication: To maintain an awareness of private or governmental activities at the local, state, and federal levels which impact the quality of life in the Neighborhood. To provide a safe, organized network for residents of the Neighborhood to contact the Board and one another regarding immediate issues.

ARTICLE III. THE COMMUNITY SERVED

Boundaries: The geographic boundaries of the West Hill Cambridge Neighborhood Council are shown on the attached map. Any matter of concern which may affect the defined neighborhood within the City shall be a proper subject for discussion and action by the West Hill Cambridge Neighborhood Council.

ARTICLE IV. MEMBERSHIP

Section 4.01

Members: Any resident of the defined Neighborhood as described in Article III is a member of the West Hill Cambridge Neighborhood Council and has full voting rights. A person not residing in the Neighborhood has a voice, but not a vote, and may not serve as a Board Member.

Resident Members may make monetary donations to the Neighborhood Council and it is acceptable to do so.

Section 4.02

Business Members: Any business that is interested in participating in the West Hill Cambridge Neighborhood Council may become a Business Member. A Business Member not residing in the Neighborhood has a voice, but not a vote, and may not serve as a Board Member.

Section 4.03

Quorum: In order to conduct official business, a quorum shall be a simple majority of the General Membership present at a regularly scheduled meeting of the General Membership, or at a meeting of the General Membership specially called and posted for the purpose of conducting urgent business of the West Hill Cambridge Neighborhood Council.

ARTICLE V. COUNCIL BOARD

Section 5.01

Residency: All Board Members shall be residents of the defined Neighborhood as described in Article III and legal residents of the United States of America. If a Board Member moves from the Neighborhood, then he/she shall resign his/her position.

Section 5.02

Number of Elected Officers: The affairs of the West Hill Cambridge Neighborhood Council shall be governed by Primary Officers, and up to four Officers at large who shall be elected by the general membership of the West Hill Cambridge Neighborhood Council. Officers at large will be elected if persons come forth wishing to serve on the board and no Primary Officer positions are available. A quorum shall consist of three (3) of the Primary Officers. The members of the West Hill Cambridge Neighborhood Council at any annual meeting may change the number of Elected Officers within those limits, but shall not reduce the number in such a manner as to deny an incumbent Officer (unless removed for cause) a full term in office. All the Officers, primary and at large, shall each have one vote on matters brought before the Board.

Section 5.03

Election and Term of Office: Each Elected Officer shall hold office for a term of one year. Officers may hold the same office indefinitely provided elections are held annually. The Board shall make recommendation of a candidate(s) to fill officer vacancies to the general membership at a regularly scheduled meeting of the general membership. The candidate(s) shall be elected by a majority vote of the general membership present at such meeting.

Section 5.04

The Primary Officers: The Primary Officers shall consist of Chair, Secretary, and Treasurer. It is not acceptable for a single Board Member to hold more than one of the Board positions. An office may be shared by two members serving as "co-officers," each having a vote, if approved by the general membership at the annual meeting. In this instance, the number of officers will exceed three (3).

Section 5.05

At-Large Officers: If additional persons come forward willing to serve on the board, up to four At-Large positions will be made available for those persons to serve on the board, provided they stand for election as defined in section 5.03.

ARTICLE VI. DUTIES OF THE BOARD

Section 6.01

Best Interests of the Neighborhood: As official Representatives of the West Hill Cambridge Neighborhood Council, the Council Board shall act in the best interests of the Neighborhood to further the stated goals of the West Hill Cambridge Neighborhood Council, shall act civilly and shall treat other Neighborhood Councils, their members, and city employees with respect and professionalism, regardless of one's personal beliefs on a topic.

Section 6.02

City Guidelines: Officers are charged with complying with the City's guidelines to ensure that the West Hill Cambridge Neighborhood Council remains an Official Recognized Neighborhood of the City of Kent.

Section 6.03

Quorum: In order to conduct official business, a quorum numbering three (3) of the Primary Officers, is necessary for any action to taken on behalf of the West Hill Cambridge Neighborhood Council.

Section 6.04

Individual Action: No Board Member shall publicly take a position on any question, issue, or action item, in the name of the West Hill Cambridge Neighborhood Council, unless expressly directed to do so, and approved by the Board.

Section 6.05

Removal: An Elected Officer may be removed from office by a simple majority vote of the Members present at a general membership meeting specifically called and noticed for the expressed purpose of removing an Elected Officer from office. Notice of such proposed plan shall be distributed via electronic communication to the Membership no fewer than fourteen (14) days before the vote is taken.

Section 6.06

Council Board Meetings: All meetings of the Board of West Hill Cambridge Neighborhood Council shall be open to all members.

ARTICLE VII. DUTIES OF ELECTED OFFICERS

Section 7.01

Chair: The Chair shall preside at all Council Board meetings and all membership meetings. The Chair may also call additional special meetings.

Section 7.02

Secretary: The Secretary shall keep full and accurate minutes of all meetings of the West Hill Cambridge Neighborhood Council and of the meetings of the Council Board of the West Hill Cambridge Neighborhood Council, and shall fulfill all other duties of a secretarial nature as is usually performed by the Secretary of an organization. The Secretary shall maintain the permanent records of the West Hill Cambridge Neighborhood Council.

Section 7.03

Treasurer: The Treasurer shall be the custodian of the funds of the West Hill Cambridge Neighborhood Council, and keep a record of all receipts and disbursements of the West Hill Cambridge Neighborhood Council, and render a financial report to the Council Board at the regular Board meeting. The Treasurer shall pay the bills for those items included in the budget, and any other expenditures specifically authorized by the Board. The Treasurer shall turn over to the successor all monies and property belonging to the West Hill Cambridge Neighborhood Council, together with a full account of same.

Section 7.04

At-Large Board Members: At large board members will attend board meetings and vote on issues brought forth before the council.

Section 7.05

Authorization of Expenditures: The Council Board shall have full authority to authorize any unbudgeted expenditures of the West Hill Cambridge Neighborhood Council through a simple majority vote of the Council Board.

ARTICLE VIII. MEMBERSHIP MEETINGS

Section 8.01

Annual Meetings: Meetings of the general membership shall be held on an annual basis in April of each year. The Date, Time, and Location of said meetings are to be determined by the Board, and communicated to the General Membership and the City of Kent at least ten (10) calendar days prior to the first scheduled meeting.

Special meetings of the membership may be held upon the order of the Chair upon request of a majority of the Board or by petition of General Members. Notice of the special meeting shall be communicated to the General Membership and the City of Kent at least ten (10) days prior to the meeting. Communication may be made by electronic messaging.

Section 8.02

Rules of Order: Parliamentary rulings shall govern procedure in accordance with the most recent edition of Robert's Rules of Order, except as herein otherwise provided.

ARTICLE IX. COMMITTEES

Committees: The Chair may appoint any committees helpful in carrying out the objectives of the West Hill Cambridge Neighborhood Council. Such committees shall report to the Board, and shall not publicly take a position on any question in the name of the West Hill Cambridge Neighborhood Council, unless such a position has been approved by the Board and/or the membership.

ARTICLE X. AMENDMENTS

Amendments: The Council Board shall submit proposed alterations, amendments, or repeals of by-laws to the general membership for a vote at any regular General Meeting, or any special Board Meeting called for that purpose, so long as they are not inconsistent with the stated goals of Article II. Notice of such proposed actions shall be made known to the general membership at least ten (10) days prior to any action being taken.

ARTICLE XI. BANKING

Section 11.01

Banking Relationship: The General Membership shall authorize the Council Board to open such accounts for the deposit and withdrawal of the funds of the West Hill Cambridge Neighborhood Council, with FDIC/NCUA insured banks, and in such locations as they may deem appropriate and reasonably necessary and in the best interests of the West Hill Cambridge Neighborhood Council, and to authorize the Treasurer, Chair, and Secretary to sign checks or otherwise make withdrawals with two (2) signatures required. In the event of a co-chair appointment, only one will need to establish signatory authority on behalf of the organization.

Section 11.02

Accounts: The membership further authorizes the Chair, Treasurer, and Secretary of the West Hill Cambridge Neighborhood Council, or any one of them, to execute such agreements or other documents, in the standard form provided by such banks, as are necessary to open such accounts, including, if needed, forms certifying as to the adoption of any standard form of corporate resolutions, which by their execution shall be deemed to have been authorized hereunder as if physically attached hereto and incorporated herein by this reference. In the event of a co-chair appointment, only one will need to represent the position for these purposes.

Section 11.03

Signatories: The membership further authorizes the Council Board to change the designated signatories on the corporate checking account as deemed appropriate by them, and to sign the new banking resolutions showing the changed signatories and to execute resolutions as if adopted on the date of this meeting.

ARTICLE XII. NON-DISCRIMINATION

Non-Discrimination Clause: The association 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.