

BY-LAWS
WHITTIER HEIGHTS COMMUNITY COUNCIL

ARTICLE I: NAME

The name of this organization shall be Whittier Heights Community Council.

ARTICLE II: GEOGRAPHICAL AREA

1. This organization shall serve approximately the area of the City of Seattle which is within the following boundaries:

15th Avenue Northwest on the West; Northwest 85th Street on the North; 8th Avenue Northwest on the East and Northwest 65th Street on the South.

ARTICLE III: PURPOSE

1. Promote communications among the neighborhood population, including residents, businesses, schools and churches.
 - a. Provide a public forum for discussion of community issues.
 - b. Plan fundraising and social events to increase budget revenue and membership.
 - c. Circulate newsletter to increase awareness and inform community of pertinent issues and events.
2. Join with other community organizations on issues of mutual concern.
3. Assume the role of official voice for the community in dealing with appropriate public/private organizations.
4. Implement other appropriate activities affecting the welfare of the community.

ARTICLE IV: MEMBERSHIP

1. Membership
 - a. Membership shall be open to all persons 18 and older within the Whittier Heights Community Council area, as established by residence and/or ownership. Membership shall be open to one representative for each business, private or public organization, institution or agency. Payments of dues are required.
 - b. Only members, verified by the membership list, shall have the right to one vote.
 - c. Voting by proxy is prohibited.

2. Dues

The annual dues shall be \$5.00 per individual, family, business, organization, institution or agency; payable on January 1st for each calendar year. Dues are non-refundable.

3. Membership Meetings

- a. There shall be semi-annual meetings of the Council on the third Monday in May and November of each year. The time, place and purpose of these meetings shall be determined by the Board of Trustees.
- b. Special Meetings of the Council may be called by the Board of Trustees for the purpose of providing the public forum on issues within the scope of the Council's purpose. Special meetings may be called by the President, a majority of the Board of Trustees, nor not less than 10% of the members.
- c. Official notice of annual and special meetings shall be by newsletter delivered to members not less than five days or more than twenty days prior to the meeting. The notice shall identify the subjects eligible for action.

4. Quorum

- a. At the semi-annual meetings, 10 percent of the membership of the Community Council shall constitute a quorum for the transaction of Council business.
- b. At a special meeting, the membership attending shall constitute a quorum provided proper notice was given.
- c. All members shall sign the membership roster before voting on any motion or candidate.

5. Cancellation of Membership

Membership shall be cancelled in the event of the following occurs:

- a. Upon request of member
- b. Non-payment of dues

ARTICLE V: BOARD OF TRUSTEES

1. Board of Trustees

The Board of Trustees is comprised of the Executive Committee and Chairpersons of Committees listed:

Fundraising	Public Safety	Membership of Ballard District Council
Open Space	Land Use	Newsletter
Schools	Nominating	Traffic

Committee Chairpersons will be nominated by majority vote of the Executive Committee.

2. Executive Committee

The responsibility of for the affairs of the Council shall reside with the Executive Committee which shall consist of President, Vice President, Secretary and Treasurer.

a. The President:

- i. The President shall preside at all Board of Trustee and Community Council meetings and serve as Chief Executive, coordinating all programs and business of the organization.
- ii. The President shall see that an agenda is prepared for all meetings.
- iii. The President shall represent the Community Council before governmental bodies, agencies and/or public entities to present positions voted on by the Council. The President may assign the representation responsibility to the Vice President or other member as appropriate.

b. The Vice President:

- i. The Vice President shall assume the duties of the President during the absence or disability of the President and shall carry out such other duties as the President or Council Executive Committee may direct from time to time.
- ii. The Vice President shall maintain general membership lists and committee membership lists and shall chair the Membership Committee.
- iii. The Vice President shall convene the nominating committee in October of each even year.

c. The Secretary:

- i. The Secretary shall maintain a permanent file of all minutes, unfinished business and records utilized in the business of the organization.
- ii. The Secretary shall record the minutes of each meeting.
- iii. The Secretary shall be in charge of correspondence.

d. The Treasurer:

- i. The Treasurer shall have joint custody with the President and Vice President of all monies and securities of the Council and shall keep regular books of account. Checks must be co-signed by either the President or Vice President in the President's absence.

- ii. The Treasurer shall maintain accounting records, receive and disburse funds and provide a full financial report and outside audit at the semi-annual meetings.
 - iii. The Treasurer shall report at each Executive Committee meeting on the amount of reserves on deposit.
- e. Election of Officers:
- i. A nominating committee of three members shall be selected by the Executive Committee at least one month before the semi-annual meeting in October of each even year beginning in 1994 from nominated and voluntary candidates to select prospective officers. The nominating committee shall prepare a short description of each candidate, including place of employment, residence and reason for wanting to serve and current membership status.
 - ii. For election to any office, a simple majority shall be required.
 - iii. In the event a vacancy shall arise, the Executive Committee may appoint a replacement to serve until the next election, when the position shall be filled for the balance of the term.

ARTICLE VI: AMENDMENTS

These By-Laws may be amended by the Executive Committee.

ARTICLE VII: 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 VIII: RULES OF ORDER

The rules contained in "Robert's Rule of Order Revised" shall govern in all cases which they are not inconsistent with the By-Laws.