

VICTORY HEIGHTS COMMUNITY COUNCIL BYLAWS

ARTICLE I — NAME AND PURPOSE

- 1.1 **Name:** This organization shall be known as the Victory Heights Community Council (VHCC).
- 1.2 **Purpose:** The purpose of the VHCC is to provide its residents with a forum for community engagement in order to raise awareness of local and citywide planning activities, share ideas, raise issues, seek equitable solutions, and get to know each other.

ARTICLE II — BOUNDARIES

- 2.1 **Boundaries:** There are natural boundaries for Victory Heights that result in the following description; however, it is also acknowledged that overlaps exist between various community boundaries. Given this, the following boundary description is not absolute: N.E. 98th Street on the south, and N.E. 115th Street on the north between Lake City Way and 15th Avenue N.E.; and N.E. 103rd Street on the south and Northgate Way N.E. on the north between 15th Ave N.E. and Roosevelt Way.

ARTICLE III — MEMBERSHIP

- 3.1 **Membership:** A voting member in good standing shall be defined as a person of 18 years of age or older who has paid annual dues and is:
 - a. a resident of Victory Heights Community and/or
 - b. an owner of a business or real property in Victory Heights

ARTICLE IV — DUES

- 4.1 **Dues:** Dues shall be set at a rate determined annually by the Board of Trustees and payable on January 1 of each year.

ARTICLE V — BOARD OF TRUSTEES, OFFICERS AND ELECTIONS

- 5.1 **Regular Elections:** Members of the Board of Trustees shall be elected by a majority of the membership attending the Council meeting. Only residents of Victory Heights may be Trustees.
 - a. Terms of Office: Trustees shall be elected for a term of two years.

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- b. Filling Vacancies: Vacant positions shall be filled for the remainder of the period until the regular election date by election by a majority of the membership attending the first VHCC meeting following the vacancy.
- c. Attendance: If a Trustee misses three (3) consecutive scheduled Board of Trustees' meetings, the position shall be considered vacated.
- d. Number and Quorum: The Board of Trustees shall consist of no more than 15 members nor less than the minimum quorum. A quorum at a Board of Trustees meeting shall be five (5) or 51%, whichever is greater.
- e. Duties: The duties of the Board of Trustees are as follows:

- 1. Meet at such times as it deems necessary, or at the request of the President, but at least at the regular VHCC meetings.
- 2. Recommend policy and provide guidance in the operation of the VHCC.
- 3. Act for the VHCC when an action is required and it is not possible to hold that action until a regular or special meeting of the VHCC, provided that the Board unanimously agrees that the action has no significant consequences for the community, or:
 - a) at least $\frac{3}{4}$ of all the Trustees support the action,
 - b) the action taken shall be reported in the next VHCC blog and at the next VHCC meeting,
 - c) the action taken be ratified, at the next VHCC meeting, and
 - d) if the action is not ratified, the Board of Trustees shall rescind the action.
- 4. Report on news and activities to the VHCC.

5.2 **Officers**: Officers of the VHCC will be selected from the Trustees by a majority of the Board of Trustees at any regular meeting.

- a. Officer positions to be filled will be:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer

b. Duties of the officers are as follows:

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1. The President shall:
 - a) preside at meetings and serve as chief executive coordinating all activities and program of the VHCC;
 - b) represent or appoint representative(s) to the North District Council; Lake City Neighborhood Alliance; or other formal neighborhood organizations
 - c) perform all other (such) duties as are incidental to the position or are properly required by the VHCC or Trustees although such duties are not delineated herein;
 - d) prepare an annual report to be presented at the annual meeting; and
 - e) appoint members, in good standing, of the VHCC to committees.

2. The Vice-President shall:
 - a) maintain neighborhood and current general-membership lists and committee-membership lists;
 - b) inform all Board of Trustee members of the time, place and dates of any of its special meetings;
 - c) assume the duties of the President during the absence or disability of the President; and
 - d) assist in the preparation of the annual report.

3. The Secretary shall:
 - a) keep a roster of attendance at the VHCC and Board of Trustee meetings;
 - b) keep minutes of the VHCC and Board of Trustee meetings and provide copies for approval;
 - c) maintain permanent files of all outside communication, minutes, unfinished business, and records utilized in the business of the VHCC and Board of Trustees;
 - d) be responsible for printing or posting on the VHCC blog or website all communication as required by the VHCC, Board of Trustees and by committees; and
 - e) assist in the preparation of the annual report.

4. The Treasurer shall:
 - a) have custody of all monies and securities of the VHCC and shall keep regular books of the account;
 - b) maintain accounting records, receive and disburse funds, and make reports to appropriate governmental agencies, as required;
 - c) prepare financial statements to be presented at the annual meeting as required by the VHCC or as requested by the President;
 - d) at each regular meeting, render to the VHCC and Board of Trustees a written and oral account of all new transactions as treasurer and of the financial condition of the VHCC;

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- e) propose criteria for expenditure limits to the VHCC;
- f) ensure that all files and records are closed and balanced upon termination of office and passed on to the new treasurer; and
- g) assist in the preparation of the annual report.

ARTICLE VI – REGULAR AND SPECIAL MEETINGS

- 6.1 **Regular Meetings**: Meetings shall normally be held on the third Tuesday of the month and be conducted according to Robert’s Rules of Order, newly revised, to the extent they are not inconsistent with these bylaws. All meetings will be open to the general public and be held at locations accessible to persons with disabilities. Meetings shall be held at least seven (7) times a year.
- 6.2 **Special Meetings**: Special meetings for a limited purpose may be called at the request of 20% of the voting members (rounded up to the nearest whole number). Notices, which include the purpose of the meetings, shall be communicated to representatives and alternates at least five (5) days before the date set for the meeting. All actions taken by a special meeting are subject to confirmation at the next regular VHCC meeting.

ARTICLE VII - DECISION-MAKING, VOTING AND QUORUM

- 7.1 **Decision-making**: A goal of the VHCC is to reach decision by consensus through a process of open dialogue in which issues are presented, defined, discussed and resolved. The President will decide whether representation at the meeting is sufficient to assure a fair and adequate hearing of perspectives and opinions. If, in the opinion of the President, consensus cannot be reached, the VHCC shall decide on one or more of the following alternatives:
- a. Continue discussion until consensus is reached;
 - b. Defer to a committee who will be charged with presenting improvements or alternatives to the proposal for future VHCC consideration;
 - c. Drop the matter; or
 - d. If a quorum is present, a simple majority (51% of those present and eligible to vote) may decide to vote on the issue. If that vote passes, a simple majority vote, as defined above, will resolve the issue.

ARTICLE VIII – COMMITTEES

- 8.1 **Committees**: Only those committees, subcommittees, and ad-hoc committees established by the VHCC or Board of Trustees may operate.

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ARTICLE VIX - AMENDMENTS

- 9.1 **Amendments**: Any VHCC representative may propose, in writing, an amendment or a change to the Bylaws. Any proposed amendment(s) shall be amended by a two-thirds (2/3) majority vote at a meeting following introduction at a prior meeting.

Adopted at the Victory Heights Community
Council meeting on _____, 2013

Revision:

ATTEST:

Secretary or President