

Northeast Neighbors Bylaws

ARTICLE I. NAME

The name of this organization shall be Northeast Neighbors, aka NEN.

ARTICLE II. AREA

The Northeast Neighbors shall encompass that area bounded by the midline of Capitol Street NE between Mill Creek and D Street NE and otherwise by the Union Pacific Railroad tracks on the west as far north as Silverton Road NE; the western and southern boundary of the Oregon State Fairgrounds, the back lot line between 24th Street and Evergreen south to Market, the rear lot line of properties on the westerly side of 23rd Street NE between Market and D Streets NE, and the western boundaries of the Oregon State Hospital and Oregon State Penitentiary grounds on the east; and State Street on the south; hereinafter called the Neighborhood.

The Neighborhood shall be divided into four quadrants. D Street NE shall be the north south dividing line. The east west dividing line shall be 17th Street NE.

Areas contiguous to Northeast Neighbors but not included in any other neighborhood association shall be considered as areas of common concern to all neighborhoods bordering them.

ARTICLE III. PURPOSE

The purpose of this organization shall be exclusively social and civic; to promote, coordinate, and implement all aspects of community planning through neighborhood participation and advice to Salem City Council; to provide a vehicle for maximum citizen participation in promoting the livability and environment of the neighborhood; to provide an opportunity for members to participate together in their mutual interests and to promote and coordinate communication among its members and between neighborhood and city government, all of which is not for profit. NEN shall respect and encourage diversity and goodwill for all residents.

This association shall be nonpartisan and will assist in the dissemination of information on all matters affecting the growth and development of the above described neighborhood.

ARTICLE IV. GENERAL MEMBERSHIP

Section 1. The general membership shall be open to anyone who lives, owns property, or is engaged in business within NEN.

Section 2. There shall be an annual general membership meeting, held between September 1 and November 20, to elect members of the Executive Board. The Board may call additional general membership meetings as needed. Public notice of general membership meetings shall be provided by electronic or print media at least 14 days prior to the meeting.

Section 3. General membership meetings are for the purposes of electing Board members and amending or repealing the bylaws.

Section 4. Each general member of legal voting age shall be entitled to vote at the general meetings. There shall be no voting by proxy. Votes shall be decided by a majority of ballots cast.

Section 5. Changes to the bylaws shall become effective upon passage.

ARTICLE V. THE EXECUTIVE BOARD

Section 1. Executive Board membership is open to any general members of NEN who are of legal voting age. The Executive Board shall consist of at least nine and no more than 21 elected members. The Executive Board will strive to have at least two members and no more than five members from each quadrant.

Section 2. Board members shall be elected by a majority of ballots cast at a general membership meeting.

Section 3. All elected Board members shall serve a two-year term. Terms run from January 1 to December 31. There is no limit on the number of terms a board member may serve.

Section 4. If a vacancy occurs on the Executive Board, the vacancy may be filled by majority vote by secret balloting at the next annual general membership meeting or filled by secret majority vote at an Executive Board meeting. If elected at an Executive Board meeting, the member's term shall run until the end of that calendar year.

Section 5. Any member of this Board who is absent from three consecutive meetings, regular or specially called, shall be removed from the Board and notified in writing that their position has been vacated. Board members needing to take an extended leave of absence must do so in writing and be approved by the Board. A leave of absence shall not exceed 3 months.

ARTICLE VI. OFFICERS OF THE EXECUTIVE BOARD

Section 1. The officers of the Executive Board shall consist of a chairperson, vice chairperson, secretary, and treasurer. These last two positions may be filled by the same person. An historian may be appointed.

Section 2. The officers of the Executive Board shall be selected from and elected by the membership of the Executive Board.

Section 3. Officers of the Executive Board shall serve for a one-year term, from January 1 to December 31. There is no limit on the number of terms an officer may serve.

ARTICLE VII. DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD

Section 1. In special situations, a majority of the officers of the Executive Board may approve a vote by mail, electronic, or telephone.

Section 2. The chairperson shall have general supervisory and directional powers of the activities of the Board and the neighborhood. He/she shall preside at all meetings of the Board and general membership and shall be an ex officio member of all committees.

Section 3. The vice chairperson shall perform all duties such as the chairperson shall direct, and in the absence of the chairperson the vice chairperson shall perform all duties of the chairperson.

Section 4. The secretary shall record the minutes of all membership and Executive Board meetings; one copy shall be maintained by Association and one shall be filed with the Department of Community Services.

Section 5. With respect to any funds and assets contributed to or collected by the neighborhood, said officer shall assume responsibility for deposits and disbursements and shall account for such funds and assets by keeping a record of all amounts received and disbursed. The treasurer shall be notified at the time that any request for funds is made to the city.

ARTICLE VIII. DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board may call periodic general membership meetings at a place and time to be set by the Executive Board. Public notice of the meetings shall be provided via electronic or print media at least 14 days prior to the meeting.

Section 2. The Executive Board shall conduct such business and take such action as may be necessary to accomplish the purpose of the neighborhood. The Executive Board may set its own meeting schedule, but shall hold at least one meeting each month, with at least five (5) days' notice.

Section 3. At least fifty percent (50%) of the members of the Executive Board shall constitute a quorum for the transaction of business. Executive Board members granted a leave of absence will be excluded from the number of board members counted in establishing a quorum. There shall be no voting by proxy.

Section 4. Special meetings of the Executive Board may be called by the chairperson or, if he/she is absent, by the vice chairperson or by the secretary or treasurer. Notice of the time and place of any special Board meeting shall be given to each Board member, either personally, by email or by mail, at least five (5) days prior to such meeting. Notice shall state the purpose of the meetings.

ARTICLE IX. COMMITTEES

Section 1. To carry out work of the neighborhood, committees may be created by a majority vote of the Executive Board.

Section 2. Committee membership shall consist of all those neighborhood members interested in serving on a particular committee and at least one Executive Board member.

Section 3. Except in cases where the Executive Board appoints a chairperson for a committee, each committee shall choose its own officers.

ARTICLE X. TRUST AND AGENCY ACCOUNT

Section 1: NEN has access to a Trust and Agency Account ("Account") provided and maintained by the City of Salem where donations made to the benefit of NEN may be deposited. The use of these funds is outlined in the Grant Agreement between the City of Salem and NEN. The Agreement is attached hereto, and by this reference incorporated herein.

- Section 2:
- a. No later than August 1st of each year, NEN shall provide to the City of Salem a roster of the current Board Members, including their contact information, and minutes from the meeting where the election of the Board Members occurred.
 - b. To request funds from the Account, the NEN must submit a written request to the City, specifying the use of the funds and how the proposed use complies with the Agreement and the Salem Revised Code as applicable to Neighborhood Associations.
 - c. The written request must be approved by a resolution of the Executive Board, and signed by an authorized representative of NEN. The Board may designate the authorized representative in the resolution, or otherwise provided in these bylaws. Proof of the authorized representative's authority to sign the request must be provided to the City at the same time the request is submitted.
 - d. All receipts must be provided to the City of Salem to account for the expenditure at the time of request or within 30 days after the check is processed. Checks issued by the City of Salem will be made payable to the designee listed on the written request.