

## UNIVERSITY PARK COMMUNITY CLUB BY-LAWS

PREAMBLE: The purpose of the University Park Community Club is to protect and improve the social and physical environment of University Park in the interest of promoting its character as a low-density residential area.

### Article I. Name

The name of this organization shall be the University Park Community Club.

### Article II. Boundaries

University Park is bounded on the north by Ravenna Park, on the south by NE 50th Street, on the east (from north to south) by the alley east of 20th Ave NE / Ravenna Blvd / property line east of 21st Avenue NE, and on the west by the alley between 16th Avenue NE, and 15th Avenue NE.

### Article III. Membership

Section 1. Membership shall be open to all persons who both own and reside in structures within the boundaries of the club.

Section 2. Membership is obtained by payment of annual dues, which are determined yearly by the Board. Dues changes must be approved by the General Membership. The right to vote in a meeting of the General Membership is obtained by the payment of dues at or before the meeting in question.

Section 3. The operating year of the Club goes from July 1 to June 30 of the following year.

### Article IV. Board Members

Section 1. The Board shall consist of up to ten (10) Board Members. They shall be elected for a term of one year by the General Membership at the annual General Membership meeting, provided that the nominee is a member, is willing to serve, and that there is advance notice of the prospective nominee of not less than seven days before the meeting. Board Members shall take office immediately.

Section 2. The Board Members shall typically meet monthly, but at least quarterly and at such other times as the President may direct.

Section 3. At least half the Board Members must be present to constitute a quorum to enact official business.

Section 4. Individual Board Members, unless authorized by a majority of the board, shall refrain from publicly identifying with a politically partisan issue or office-holder or candidate while simultaneously identifying themselves as Board members.

Section 5. The Board may appoint a club member to fill any vacancy on the Board that occurs between annual General Membership meetings.

Section 6. All Board meetings shall be open only to the General Membership.

#### Article V. Officers

Section 1. The Club shall have the following Officers, selected from the Board Members: President, Vice-President, Secretary and Treasurer. These officers shall be elected at the annual General Membership meeting.

Section 2. In the event that there is no candidate for these offices, or for filling a vacancy due to resignation or other reason, the Board may by simple majority of all Board Members elect from among themselves or the General Membership new holders of such offices for the remainder of the year-long term.

Section 3. The President shall serve as the Chair of the Board.

Section 4. The Vice-President shall serve in the absence of the President.

Section 5. In collaboration with other Board members the Secretary shall notify members of General Membership meetings and agendas for General Membership meetings at least seven days before meetings; shall prepare minutes of Board meetings and forward them to the general membership. The minutes shall record results of votes on important matters. The Secretary shall maintain a file of Club correspondence.

Section 6. The Treasurer shall maintain general membership accounting records (address, dues paid, etc.), carry out necessary banking activities by receiving funds and dispersing them as determined by the Board. The Treasurer shall present periodic quarterly reports of the Club's financial position to the Board and at the annual General Membership meeting. The Treasurer shall file the annual report as required by the Secretary of State of the State of Washington and pay the filing fee.

## Article VI. Communication with Members

The Club shall maintain an electronic list server to communicate important information to the members. Messages sent to this server meet the requirements for notification of Club members as specified elsewhere in these By-Laws. Only people authorized by the board can post messages to the server. In general, only members can be subscribers of the list server.

The Club shall also maintain a website with general information about the Club and important events.

## Article VII. Meetings

Section 1. All UPCC general meetings shall be open to the public. All meetings of the Board, however, shall be open to General Members only.

Section 2. The annual meeting of the General Membership each year will normally be held in June. Meetings of the General Membership shall be quarterly (Fall, Winter, Spring) unless directed otherwise by the Board. Additional meetings may be called by the President, by the Board, or by the written petition of at least fifteen members.

Section 3. The Board shall be responsible for making public the agenda for meetings of the general membership at least one week prior to the meeting.

Section 4. Fifteen members or ten percent of the members of the Club (whichever is the larger) shall constitute a quorum at General Membership meetings.

Section 5. Meetings of the Board shall be at times chosen by the Board.

## Article VIII. Elections

Elections shall be by ballot (personal, printed or electronic). When there is only one candidate for an office, election may be by voice vote or acclamation.

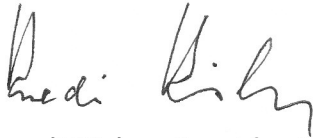
## Article IX. Parliamentary Authority

Roberts Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

## Article X. Amendments

These By-Laws may be amended by the members by a two-thirds majority vote of the members in attendance at a General Membership meeting, providing that the proposed changes in writing are delivered to each member at least seven days before the meeting at which the changes will be considered.

ADOPTED BY GENERAL MEMBERSHIP MEETING HELD ON NOVEMBER 18, 2015

A handwritten signature in black ink, appearing to read "Ruedi Risler". The signature is written in a cursive style with a large initial "R" and a long, sweeping tail.

Ruedi Risler, President