

Sherwood Forest Community Club, Inc.

BELLEVUE, WASHINGTON

BYLAWS

ARTICLE I (Name and Object)

Section 1: NAME: Sherwood Forest Community Club, Inc. - More particularly described as that community generally bounded by N. E. 24th Street on the south, 164th Avenue N. E. on the east, N. E. 31st Street on the north, and 156th Avenue N. E. and the Bellevue-Redmond Road on the west. The specific area included is shown on the attached community map. (See Appendix 1.)

Section 2: OBJECTIVE: The objectives and purposes of this organization shall be to cultivate a community spirit, to promote social fellowship among the members and to consider such subjects of public interest in general as well as those relating to the betterment of conditions in the community in particular, and for the taking of appropriate action to further and carry out the will of the majority upon aforesaid subjects.

ARTICLE II (Membership)

Section 1: Membership in this organization may be ACTIVE, ASSOCIATE, or HONORARY, as follows:

A. Active Members:

All persons are eligible to become active members of this organization who at the time of filing their application shall be residents of property in the district described herein, who have been duly accepted for membership as hereinafter set out, and who pay as required herein prescribed annual membership fees, except associate and honorary members.

Each active family membership shall entitle both spouses of a marital community to full membership and each spouse will have one vote and be entitled to participate in the discussions and matters properly brought before this organization.

B. Associate Members:

Associate members shall comprise persons living outside the district as set forth herein, who are interested in the welfare of the Sherwood Forest community. Associate members shall pay the same membership dues as active members and shall be duly accepted for membership as hereinafter set out. Associate members shall have all privileges of this organization but cannot vote or hold any office except when authorized so to do by a majority vote of this organization's active membership present at any regular meeting.

C. Honorary Members:

Honorary members shall comprise persons who reside within or without the district set forth herein, who do not qualify as active or associate members of this organization. Such persons shall be admitted to membership by a two-

C. Honorary Members (continued)

thirds majority vote at any regular meeting. Honorary members shall be exempt from the payment of dues and shall have all privileges of this organization except to vote or to hold office. Honorary membership shall be for a period of five years.

Section 2: Membership in this organization shall be renewed annually dependent upon qualifications as listed under Articles II and III of this constitution.

ARTICLE III (Dues and Assessments)

Section 1: Dues shall be assessed per fiscal year (October 1 - September 30) on each family membership. The amount of the dues shall be determined by a two-thirds favorable vote of those present at a meeting called to consider this item.

Section 2: There will be no initiation fee.

Section 3: Dues are payable within sixty (60) days before the beginning of the calendar year.

Section 4: Previous members who permitted their dues to lapse shall be readmitted when they pay their dues for the previous and current fiscal year and continue to qualify under Articles II and III of this constitution and by-laws.

Section 5: Special monetary assessments may be levied against the members of this organization. Such assessments must be voted approved by two-thirds of the total registered members after reasonable notice has been given to all members that such an issue is being considered.

Section 6: Residents who have been active members and experience an exceptional case of hardship may receive special consideration by the President to waive the dues requirements.

ARTICLE IV (Club Meetings, Election of Officers and Trustees)

Section 1: Periodic meetings of this organization shall be held.

A. Meetings may be called by the President or by a majority of the officers of the club at any time upon notification to all members at least four days prior to such meeting.

B. A meeting of the club during the month of September shall be designated as the annual meeting.

Section 2: The officers of this club shall be President, Vice-President, Secretary, and Treasurer. These officers shall be members elected for a one-year term, by secret ballot, at the annual meeting. An officer may not be elected to more than two successive terms for any one office. Officers shall take office in October.

Section 3:

- A. The outgoing officers will be available in an advisory capacity on request of the incoming officers for a period no less than six months after the election of new officers.
- B. In addition to the above officers, there shall be a Board of Trustees composed of three elected members in addition to the club President. The elected Trustees shall be members elected at the annual meeting by secret ballot for initial terms of one (1), two (2), and three (3) years, respectively, to be determined by order of results of the election; the candidate with the most votes to serve three years, the next, two years, and the last, one year. Subsequent to the initial term, all succeeding trustee terms shall be three years. A trustee may be elected to an office but may not be reelected to a trusteeship for at least one year following a maximum of two successive terms.

Section 4: A vacancy occurring in the office of President shall be filled by the Vice President. The Vice President's office, as well as vacancies in other offices and trusteeships, should they arise, will be filled within 30 days of the declared vacancy. The President, upon concurrence of the majority of the remaining officers and trustees, shall appoint a member of the community to complete the term of the vacated office.

ARTICLE V (Duties of Officers)

Section 1: The duties of the President shall be to preside at all meetings of this organization and at the meetings of the Board of Trustees; to appoint and remove members of all committees excepting those chosen by the membership upon majority vote at a regular meeting or duly authorized special meeting; to issue a call for all special meetings; to approve orders upon the treasury for payment of money; to sign all papers or documents approved by the club which may require his signature, and, generally to do and perform such duties as are usually vested in the office of President of a community club. Upon election to this office, the President shall automatically become Chairman of the Board of Trustees.

Section 2: The Vice President shall preside in the absence of the President and shall perform all other duties of the President in case of his disability or absence from the city, and to assist the President whenever so requested.

Section 3: The Secretary shall keep a record of all meetings of the club, officers' meetings, and Board of Trustees meetings, and shall perform such other duties as may be delegated to the office by the President.

Section 4:

A. The Treasurer shall receive and deposit in a bank checking and/or savings account all monies of the organization, of which he is to be the custodian, keeping an accurate account of the same, and shall not disburse any monies except for expenditures that have been approved by the Board of Trustees. Upon approval by the Board of Trustees, a petty cash fund may be maintained by the Treasurer within limits specified by the Board of Trustees.

B. The Treasurer shall be responsible for preparing and submitting all forms and documents related to taxes (federal, state, local and income taxes) and legal status of the organization.

C. Semiannual detailed accounting will be given. Such accounting shall be published and distributed to all members.

D. The Treasurer's accounts will be examined annually by the Board of Trustees and being that the Treasurer's accounts and reports are correct they shall sign a statement of that fact and present this signed report to the membership at the annual meeting.

E. All officers of the organization may be authorized to sign checks drawn against the organization's checking account. Such authorization shall be determined by the Board of Trustees. A minimum of two officers must affix their signatures to checks drawn against the account(s).

F. The books of the Treasurer shall be open for inspection at reasonable times by any member of the club.

G. The Treasurer shall be bonded to an amount determined by the Board of Trustees and the bonding fee paid by the club.

Section 5: A double entry system shall be used in keeping the books and shall be recorded in books of original entry and the ledgers. The profit and loss statement and financial statement will be made for presentation at the annual meeting. The Treasurer is also responsible for the income tax statement.

Section 6: An officer or trustee who fails to attend three Board or regular meetings may be removed from office upon a two-thirds majority vote of the remaining officers and trustees. The vacancy will be filled in accordance with Article IV, Section 3.

ARTICLE VI (Quorum)

Section 1: At any regular and duly called meeting of this organization, a quorum for transaction of business shall consist of those members in attendance at the meeting.

ARTICLE VII (Voting)

Section 1: To be eligible to vote for officers, trustees, or any other matter, a member of the organization must have a current membership status as herein specified.

Section 2: A secret ballot will be used for elections of officers and trustees. A show of hands will be sufficient for voting on other issues unless majority of members present request secret ballot.

A. A specific issue or question may be submitted by mail to the members for balloting.

B. A specific issue or question to be considered by the members will be presented in writing to the President or Secretary of the organization. Such presentation may be made during a general meeting of the members or may be presented directly to the President or Secretary of the organization between general meetings.

C. A specific issue presented to the President or Secretary of the organization shall be considered by the officers and trustees and upon the approval of a majority of the officers and trustees, shall be presented to the members for discussion and/or balloting.

D. The results of membership balloting shall be reported in the next issue of the newsletter or at the next general meeting, whichever comes first.

E. A special general meeting shall be called by the President to consider a specific issue or question (other than for the purpose of electing officers or trustees) as determined by a majority of the officers and trustees or when so requested by a minimum of 10% of the active members of the organization.

Section 3: This constitution and by-laws may be amended by a two-thirds majority approval of the voting members.

A. A request to amend the constitution or by-laws shall be submitted to the President or Secretary of the organization who will then present the request for amendment to the officers and trustees. Upon approval by a majority vote of the officers and trustees, the members shall be notified of a special, general meeting called for the purpose of presenting and discussing the amendment. A vote shall be taken in accord with Article VII, Sections 2 and 3 of this constitution and by-laws.

B. A ballot shall be made available for active members who are unable to attend the special meeting called to consider an amendment to the constitution or by-laws. These ballots shall be deposited with the Secretary of the organization prior to the adjournment of the special meeting called to consider an amendment to the constitution or by-laws.

Section 4: Resolutions made by the Board of Trustees or appointed committees to the President or Secretary of the organization shall be submitted in writing at least three days prior to a meeting at which such resolution is to be presented to the membership of the club.

ARTICLE VIII (Committees)

Section 1: All committees shall consist of a minimum of three persons. A committee may call for whatever assistance is required. All committee chairmen shall be appointed by the President and at the time of appointment will be designated as a standing or special committee.

ARTICLE IX (Amendments)

Section 1: A proposed amendment to this constitution and by-laws shall be submitted in writing to the President or Secretary of the organization. Upon approval

Section 1 (Continued)

as provided in Article VII, Section 4, the amendment shall be printed and mailed or delivered to each active member. At the meeting called for the consideration of the amendment, the amendment shall be read to the members prior to balloting.

Section 2: Voting will be in accordance with Article VII, Section 3.

ARTICLE X (Order of Business)

Section 1: Regular meetings.

- A. Reading of minutes; Treasurer's report; communications.
- B. Reports of special committees; standing committees; officers and trustees.
- C. Unfinished business; new business; announcements; program; adjournment.

Section 2: Special meetings.

- A. Declaration of purpose of meeting.
- B. Presentation of item for consideration.
- C. Proponents presentation.
- D. Opponents presentation.
- E. Rebuttal.
- F. Discussion.
- G. Summary statement by President.
- H. Adjournment.

ARTICLE XI (Parliamentary Procedure)

Section 1: Robert's Rules of Order (revised) shall govern the proceedings of this organization where not in conflict with this constitution and by-laws.

APPROVED:

Edward J. Gattuso President
William C. Gerson Vice President
Joseph R. Bohenhagen Secretary
Stephen A. Winstell Treasurer

Date of Approval: January 24, 1977