

Northeast Neighbors Bylaws

Article I: Name and Purpose

Section 1.1: Name

The name of this organization shall be Northeast Neighbors.

Section 1.2: Purpose

The purpose of Northeast Neighbors is described in the Article III of the Northeast Neighbors Charter: <http://www.neneugene.org/about/charter/>

Article II: Membership

Membership eligibility and rights are described in Article IV of the Northeast Neighbors Charter: <http://www.neneugene.org/about/charter/>

Article III: Officers and Board

Section 3.1: Officers

The officers of Northeast Neighbors shall be:

- President
- Vice President
- Treasurer
- Webmaster
- Secretary

Section 3.2: Board

The Board shall consist of the officers and additional members elected by the membership, e.g., Ward 4 and Ward 5 Representatives and Members-At-Large.

Section 3.3: Duties of Officers and Board

The duties of the officers and Board shall be as follows:

- President: Preside over meetings, appoint committees, and represent the organization.
- Vice President: Perform the duties of the President in their absence or incapacity, and assist the President in the performance of their duties and responsibilities.
- Treasurer: Manage the organization's finances and prepare financial reports.
- Webmaster: Manage the organization's web and community-wide email presence.
- Secretary: Keep records of meetings and prepare reports.
- Board: Make decisions on behalf of the organization, oversee the activities of the officers, and develop and implement policies.

Section 3.4: Addition of Board Members

- The Board may, by a majority vote, increase the number of Board members.
- Board officers shall be elected as described in Article VI, Section 1, of the Northeast Neighbors Charter: <http://www.neneugene.org/about/charter/>

Section 3.5: Vacancies and Removal

- A vacancy on the Board may occur by reason of death, resignation, removal, or disqualification.
- The remaining Board members shall have the power to fill any vacancy on the Board.
- A member appointed to fill a vacancy shall serve for the unexpired term of the member whose vacancy they fill.

- A Board member elected by the members may be removed from office for cause by a majority vote of the remaining Board members at a meeting called specifically for that purpose.
- "Cause" shall include, but not be limited to, failure to attend three consecutive Board meetings without a valid excuse, violation of NeN's bylaws, or conduct detrimental to NeN's interests.

Section 3.6: Term Limits

The term for a Board member shall be three years. Board members may serve up to three consecutive terms. Shorter terms may be determined by the Board.

The term for a Board officer shall be one year.

Article IV: Meetings

Section 4.1: General Membership Meetings

Scheduling, frequency, and communication of general membership meetings are described in the Northeast Neighbors Charter, Article V, Sections 1 and 5:

<http://www.neneugene.org/about/charter/>

Section 4.2: Annual Meeting

An annual meeting of the membership shall be held to elect officers and conduct other business.

Section 4.3: Board Meetings

Board meetings shall be held once a month. Exceptions shall be made by Board consensus.

Section 4.4: Quorum

A general membership meeting quorum shall be the number of members in attendance.

A board meeting quorum shall consist of fifty percent (50%) of the board members.

Section 4.5: Procedures

NeN shall follow the Democratic Rules of Order in all areas not covered by the bylaws.

Article V: Finances

Section 5.1: Budget

An annual budget shall be prepared and approved by the Board.

Section 5.2: Financial Records

The Treasurer shall maintain accurate financial records in accordance with generally accepted accounting principles.

Section 5.3: Allocation of Funds

Funds provided by the City of Eugene shall be allocated as determined by a majority vote of the Board.

Funds obtained outside of those provided by the City of Eugene shall be approved and allocated as determined by a majority vote of the Board.

Article VI: Amendments

Section 6.1: Amendment Process

These bylaws may be amended by a majority vote of the membership at a general membership meeting.

Certificate of Secretary

I, the undersigned, certify that I am the presently elected and acting Secretary of Northeast Neighbors, and the above bylaws, consisting of 5 pages, are the bylaws of this organization as adopted by the members of Northeast Neighbors on the third day of June, 2025.

By:

A handwritten signature in black ink, appearing to read 'Melissa Woo', with a long horizontal flourish extending to the right.

4 June 2025

Melissa Woo, Secretary

Document Revisions:

- *First draft - 7 November 2024*
- *Replaced "association" with "organization" - 11 November 2024*
- *Replaced "chair" with "president" - 11 November 2024*
- *Finalized bylaws - 4 June 2025*