

BY -LAWS
WEST BELLEVUE COMMUNITY CLUB

ARTICLE I – NAME - PURPOSE

The name of the organization shall be the West Bellevue ^{Community} Club. The general purpose is to promote issues of concern to the residents of the association.

ARTICLE II – MEMBERSHIP

Any resident-owner living within the area described in Article Three of the Articles of Incorporation may become a member of this organization by payment of annual dues. Payment of dues shall be considered a membership for one residential household and adults residing therein, no matter how many adults live in that residence. Each membership shall be entitled to one vote per issue. The membership and vote is connected to the property, not the number residing therein. Members in good standing shall be those persons as defined above who have paid their current annual dues. Members must be present to vote on all issues, except for election of the Board. Absentee ballots may be used for election of the Board, however, all other requirements of Article VI, Sec. 2. must be fulfilled.

ARTICLE III – DUES

The annual dues of the club shall be determined by a majority vote of the Board and are due at the Annual Meeting every year. Dues that should exceed twenty-five dollars (\$25.00) shall require a majority vote of members in good standing at the Annual Meeting.

ARTICLE IV – FINANCE

No indebtedness of any kind may be incurred except by the President, Vice President or Treasurer. No expenditure in excess of two hundred dollars (\$200.00) shall be incurred except upon the approval of the Board of Directors. No indebtedness may be incurred on behalf of the club. Funds must be raised in advance for any large expenditure. The club shall provide for such audit and control of its funds as are necessary for their safekeeping and legal requirements.

ARTICLE V – BOARD OF DIRECTORS AND OFFICERS

Section 1. Board of Directors: The number of directors constituting the Board of Directors shall be no less than five or more than seven. The President and Vice President

shall be members of the Board of Directors. All Board Members have a fiduciary responsibility to the club. All Board Members, working on behalf of the club, shall report back to the Board for all final decisions. Any Board Member who acts without authority, misrepresents or impairs the business of the Club or Board may be removed by a majority vote of the Board.

fail to fulfill responsibilities of officer

Section 2. Officers: the Board of Directors shall elect the officers of the club. The officers shall be a President, Vice President and Treasurer (who is not required to be a Board Member). A secretary is optional. All must be members in good standing.

Section 3. President: The President shall be the chief executive officer and shall preside at all meetings of the membership and Board Meetings. The President shall renew the State License as a Non-Profit Corporation before the end of March each year. The President shall call an Annual Meeting in the spring of each year and other meetings as necessary.

Section 4. Vice President: The Vice President shall fulfill the duties of the President when necessary, and assist the President in the performance of his/her duties, or perform such other duties as requested by the President.

Section 5. Secretary: If the club has a secretary, the secretary shall take minutes of all meetings and assist with meeting notification and correspondence upon request.

Section 6. Treasurer: The Treasurer shall have the custody of the funds of the corporation and shall keep full and accurate accounts of receipts and disbursements in the books belonging to the corporation and shall deposit moneys in the corporation account in a bank designated by the Board. All funds withdrawn from the account must have the signature of the Treasurer and at least one other designated Board Member. The Treasurer shall disburse the funds of the club in payment of bills properly authorized by the Board or membership. The Treasurer shall render to the Board and membership an account of the financial transactions and financial condition of the club annually. The Board may request an audit of the books at any time to be carried out by appointees of the club who are members in good standing.

ARTICLE VI – NOMINATION AND ELECTION OF BOARD MEMBERS AND OFFICERS

Section 1. Nomination of Board Members: Notification of the Annual Meeting shall invite suggestions from the membership to the Board. The Board shall review all suggestions and bring forth a recommended slate for the Annual Meeting, keeping in mind a balance of representation within the geographic area of the club whenever possible. A minimum notification of ten-days is required for the Annual Meeting. The consent of all nominees must be obtained before presenting that person as a candidate for office.

Section 2. Elections: Election of Board Members shall be held at the Annual Meeting. Absentee ballots shall be available for elections only upon request and must be returned to a Board Member prior to the election.

Section 3. Term of Office: The officers and Board of Directors shall serve for a term of one year or until their successors are elected.

Section 4. Vacancies: Vacancies of officers or the Board of Directors may be filled for the balance of the unexpired term by the Board of Directors.

Section 5. Special Elections: Special Elections may be called upon the request of ~~four or~~ ^{a majority of} more Board members or twenty (20) members in good standing. This request must be submitted to the Board in writing. A minimum of two weeks notice shall be required for any special election. Those requesting a special election shall assist in normal methods of notification for such a meeting.

ARTICLE VII – COMMITTEES

Section 1. The President or Board may appoint special committees as may be necessary to promote the welfare of the club. At least one Board Member shall be on each special committee. All such committees shall report back to the Board. Failure to report back to the Board is cause for termination as a special committee member.

Section 2. The President shall be an ex-officio member of all committees except the nomination committee should there be one.

Section 3. Committee Membership: Each member of a committee shall continue as such until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member is removed from such committee, or the committee member resigns, or unless such member shall cease to qualify as a member thereof.

ARTICLE VIII – MEETINGS

Section 1. Annual Meeting: The Annual Meeting shall be held by the first week in June. Failure to call an Annual Meeting shall result in immediate termination of the Board and Officers. All books and files are to be handed over immediately upon request to any previous Board Member and/or the designated head of a group of ten or more members in good standing.

Section 2. Special Meetings: Special Meetings of the Board or membership may be called by the President as needed, at the request of four or more Board Members, or twenty (20) or more members in good standing.

ARTICLE IX – QUORUM

Section 1. Board and Special Committee Meetings: A majority of the members of the Board/Committee shall be present to constitute a quorum for the transaction of business.

Section 2. Membership Meetings: A representation of ten (10) memberships or more of current memberships shall constitute a quorum for the transaction of business.

ARTICLE X – AMENDMENTS

These By-Laws may be amended by a two-thirds vote (2/3) of those present at a general membership meeting, with a representation of at least ten (10) memberships. Members must be given a minimum of ten days notice in advance of an amendment vote.

ARTICLE XII – DISSOLUTION

Any funds remaining upon dissolution of the club shall be contributed to a non-profit community organization.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters or procedures not specifically covered by the By-laws of this organization.