

# **BYLAWS of the BRIARCREST NEIGHBORHOOD ASSOCIATION**

## **ARTICLE I: Name**

The name of the organization shall be the Briarcrest Neighborhood Association and may commonly be referred to as the “BNA.”

The geographical shape of the Briarcrest Neighborhood is similar to an upside-down capital T. The boundaries are NE 145<sup>th</sup> St. on the south to Bothell Way NE on the east (from 145<sup>th</sup> St. to 150<sup>th</sup> St.), north along the west border of Briarcrest Elementary School and then on various streets along the border with Lake Forest Park to NE 168<sup>th</sup> St. The farthest-north extent is NE 168<sup>th</sup> St. On the west, the neighborhood is bounded by 15<sup>th</sup> Ave. NE from NE 145<sup>th</sup> St. to NE 150<sup>th</sup> St., east on 150<sup>th</sup>, and then north on 25<sup>th</sup> Ave. NE to NE 168<sup>th</sup> St.

The official mailing address of the organization shall be the same as the home mailing address of the current Director, or a PO Box as designated by the Director.

## **ARTICLE II: Purpose**

The purpose of the organization is to promote community, serve as a representative voice of the neighborhood, foster dialog and action, and offer opportunities for public service. Pursuant to this goal the organization shall:

- Promote interaction and fellowship within the community;
- Facilitate the flow of information of concern and interest to the neighborhood;
- Educate and inform about issues of public concern;
- Promote and initiate projects which enhance quality of life in the community;
- Serve as a conduit of information between the community, city government, schools, and others;
- Work with other neighborhood associations and organizations for mutual benefit; and
- Advocate on behalf of Briarcrest residents with entities including but not limited to the City of Shoreline and Shoreline School District 412.

## **ARTICLE III: Belonging**

All residents, property owners, business licensees, schools, and organizations within the community of Briarcrest are welcomed as members of the BNA. The BNA shall not levy dues but may occasionally request donations.

No person shall be discriminated against based on race, color, creed, age, sex, gender identity, marital status, sexual orientation, religion, national origin, veteran status, mental or physical handicap, political affiliation, or any other reasons prohibited by law.

A "member" is anyone whose email address is listed on "the Email List," whether active or inactive. "The Email List" refers to the list of email addresses on the BNA Email List.

For voting purposes, "a majority of Active Participants" means a majority of those present at a BNA meeting where the topic to be voted on is discussed and/or those responding to an email question sent to the Email List.

#### **ARTICLE IV: Officers/Positions**

##### **Election of officers**

Nominations shall be presented by no later than the general-membership meeting in April. At that meeting, the attendees shall nominate a slate of candidates for the following offices: Director, Assistant Director, Secretary, and Treasurer. The candidate slate may include one or more candidates for each position. The slate of candidates shall be published by no later than the end of the second day following the April meeting. Posting on the website and sending an email to the Email List shall constitute adequate publication.

Elections will be held at the end of the general-membership meeting in May.

Elections to fill a vacancy may be held at any general-membership meeting or event, provided that a minimum of thirty days' notice of the time and place of elections is announced in the manner described above.

The term of office for each elected position shall be one year, from June 1<sup>st</sup> to May 31<sup>st</sup> of the following year. Officers may be re-elected for consecutive one-year terms.

##### **Officers**

BNA Officers' duties include, but are not limited to, the following:

##### **Duties of all officers**

All officers shall

- read and be familiar with the Bylaws of the BNA;
- regularly attend meetings of the BNA;
- maintain records and documents (paper and/or digital) pertinent to their offices; and
- transfer those records and documents to the next person holding the same office so that there is a continuing and growing archive of the office.

**Director:** The Director shall

- have overall responsibility to ensure that BNA goals and projects, as defined by the Active Participants of the BNA, are in progress or accomplished;
- ensure accountability for members taking responsibility for assigned tasks and projects;
- prepare the agenda for each meeting of the BNA after inviting input from members;
- preside at all meetings of the general membership and the Officers;
- call special meetings as necessary;
- inform the Active Participants of problems that arise;
- appoint committee chairs if necessary;
- appoint the Webmaster;
- be authorized to sign checks on behalf of the BNA;
- represent the BNA at meetings of other organizations, as advisable or necessary;
- be empowered to make decisions on behalf of the BNA, provided those decisions are compatible with the goals, directives, and projects defined by the Active Participants; and
- be the Neighborhood Contact Person with the Washington Secretary of State's office.

**Assistant Director:** The Assistant Director shall

- assist the Director in carrying out duties delegated by the Director, which shall be consistent with the Bylaws;
- prepare the agenda if the Director so requests, and preside at meetings if the Director cannot; and
- assume all duties until the next election if the Director cannot continue in the office.

**Secretary:** The Secretary shall

- take minutes of general-membership and Officer meetings, send a draft to the Email List prior to the next meeting for approval, and then send the minutes as approved to the BNA Email List, and to the BNA Webmaster for inclusion on the website;
- share responsibility with the Director for keeping all necessary and appropriate records for the BNA including, but not limited to, official documents, minutes of meetings, mini-grant applications, insurance policies, membership lists, attendance, and information about work parties and other BNA activities; and
- conduct appropriate correspondence as requested by the Director..

**Treasurer:** The Treasurer shall

- maintain an official BNA bank account;
- be responsible for completing and filing all legal forms, such as incorporation and application for non-profit status;
- receive, deposit, and disperse funds on behalf of the BNA;
- maintain financial records on behalf of the BNA;
- prepare financial reports as needed;
- complete and file required financial forms; and
- work collectively with the Secretary, as needed to ensure timely applications and reporting.
- be responsible for sharing the financial status with the Active Participants.

### **ARTICLE V: Meetings and Social Events**

The BNA shall strive to hold regularly-scheduled meetings but may hold meetings at different times, locations, and frequencies as determined by the Officers, which may include virtual meetings. The Director shall chair the meetings or may delegate that responsibility to another Officer.

Items not included on the agenda may be submitted for consideration at the beginning of the meeting. The chair of the meeting shall determine whether there is adequate time to consider the submitted item or whether the item should be held until a later meeting. Any member present who disagrees with the chair may call for a show of hands. All meetings shall be open to the public.

**Committee meetings:** Committee chairs shall schedule committee meetings and shall notify the Director of the meeting and its intended purpose.

**The general rules of procedure at meetings** shall be those contained in the current edition of Roberts' Rules of Order on Parliamentary Procedure.

**Social events** may be held periodically at times and locations to be determined by the Active Participants of the BNA. An event may be cancelled and/or rescheduled by a majority of the Active Participants. All social events are open to the public. To defray expenses for social events, admission fees may be levied or donations requested when approved by the majority of the Active Participants.

### **ARTICLE VI: Committees**

The BNA may create committees for various purposes as it deems appropriate, for time periods it deems appropriate. Committees may consist of any number of general BNA members. Each committee shall select a committee chair.

Committees may include, but are not limited to --

- Emergency Preparation Committee
- Community Outreach Committee

- School Relations Committee
- Communications Committee
- Mini-grant/Work Projects Committee
- Events Committee
- Land-use Committee
- Storytelling Committee

Committee chairs shall keep the BNA informed of their committee's work.

### **ARTICLE VII: Communication**

Prompt and regular communication among the membership of the BNA is essential for the organization's successful functioning. To that end, means of communication shall include but not be limited to the following:

- **a website** to include the geographical definition of the Briarcrest neighborhood, the purposes of the BNA, information of potential interest to the neighborhood, information about upcoming meetings of the BNA and other organizations as relevant, the Bylaws, approved minutes, and other information as deemed useful;
- **an Email List;** and
- posts on **social media** platforms.

### **ARTICLE VIII: Hiatus**

Officers may agree by consensus to temporarily suspend regular general-membership meetings in the event of insufficient turnout or an absence of issues that need to be urgently addressed. Such a hiatus will not constitute a dissolution of the organization, and the Officers may decide to resume holding meetings at any time.

### **ARTICLE IX: Finances**

All monies received by the BNA or Officers, acting on behalf of the BNA, shall be properly accounted for by the BNA Treasurer.

Monies so received shall be applied to the BNA general fund, although

- grants, donations, or gifts to the BNA shall be expended in accordance with the provisions of the grant, donation, or gift, if any.

Any disbursement of funds shall require prior approval from a majority of the Officers, although amounts up to and including \$50.00 may be dispersed by agreement between the Director (or Assistant Director if so delegated by the Director) and the Treasurer for BNA expenses without approval from the Active Participants. Such expenditures shall be reported at the next regularly scheduled BNA meeting.

In the event of dissolution, any remaining monies or assets of the BNA shall be transferred to one or more non-profit organizations exempt under Section 501(c) (3) of the Internal Revenue Service Code. Selection of said non-profit organization shall be by a majority vote of the BNA officers. If no majority of BNA Officers is achieved, the impasse shall be resolved by coin toss.

The fiscal accounting year of the BNA shall be twelve (12) months, from July 1 to June 30.

#### **ARTICLE X: Special Interests**

The BNA shall endorse no candidates for public office. Use of the BNA to promote political candidates or special interests is specifically prohibited. However, the BNA may sponsor candidate forums and/or invite speakers on ballot issues.

No member of the BNA shall present him/herself as a representative of the BNA without the express approval of a majority of the Active Participants. Upon said approval and subsequent representation, all information and resources obtained or developed while representing the BNA shall be the sole property of the BNA.

#### **ARTICLE XI: Amendments**

These Bylaws may be changed or amended by the Active Participants in substance or form.

Any BNA member may submit a proposed change or amendment to these Bylaws in writing to the Officers. The attendees shall review and discuss the proposed change or amendment at the next BNA meeting. The proposed change or amendment as well as any alternate versions put forward by members shall be posted on the BNA website and sent to the Email List. The proposed change or amendment will then be submitted to a discussion and vote of the attendees at the next regularly scheduled BNA meeting. A majority vote of those members present shall be required to amend the Bylaws.

The BNA Bylaws may be periodically reviewed and revised as deemed appropriate by the Officers and/or the Active Participants. After a determination that revisions are appropriate has been made, Active Participants shall be offered the opportunity to participate in a committee to review and revise the Bylaws. After making such revisions, the committee shall provide a draft of the proposed revisions to the Officers for review. Once the Officers approve the revisions, the revised version of the Bylaws shall be sent to the Email List at least five days prior to the meeting at which the attendees shall vote on the revisions.

*Revised in 2025 by a committee of Devra Gartenstein, Alice Keller, and Rachel Roberts. Discussed and unanimously approved at a BNA meeting on March 11, 2025.*