

# **Bankers Hill Community Group Bylaws**

## **Mission Statement**

To provide a voice for and enhance the quality of life in Bankers Hill by supporting actions and events that benefit our neighborhood.

## **Goals**

1. Provide a forum that gives a voice to the community.
2. Inform members of relevant issues and stimulate involvement.
3. Provide an interface with elected officials and government.

## **Membership**

1. Bankers Hill Community Group (BHCG) welcomes a membership of residents, business owners and property owners in Bankers Hill. Currently there is no dues structure.

## **Steering Committee**

1. All Bankers Hill residents, business owners and property owners are welcome to attend Steering Committee meetings.
2. Attendance at three Steering Committee meetings in one calendar year is required to gain voting privileges.
3. The Steering Committee is responsible for setting monthly meeting agendas.
4. All meetings will be led by the BHCG chairperson.

## **Board**

1. The Board consists of five members.
2. The first year, all five members will be elected at once.
3. After the first year Board elections will be held annually for a term of two years with two members elected odd years; three members elected the even years.
4. Any member of the BHCG may nominate themselves or another member for a Board position with a second from another BHCG member.
5. Nominees to the Board must live, own a business or property within Bankers Hill and have attended a minimum five BHCG meetings as well as at least three Steering Committee meetings in the year prior to nominations for election.
6. After each annual election, the Board will meet to determine officers from the board (Chair, Vice-Chair, Secretary, Treasurer and Logistics).
7. The Board is responsible for the execution of all action items.
8. Each Board member will participate at the monthly Steering Committee meeting.

9. A Board member may be removed by majority vote of the Board, and the group will appoint a replacement for the remaining term.
10. The Board will fill any vacancy created by the resignation of a Board member for the remainder of the Board member's term.
11. The Board may establish working committees to focus on specific community issues.

### **Chairperson Responsibilities**

1. Set Steering Committee meeting dates and locations.
2. Chair or appoint someone to facilitate the Steering Committee meetings.
3. Chair or appoint someone to facilitate the monthly BHCG meetings.
4. Manage the follow-up on all actions items.

### **Vice Chairperson Responsibilities**

1. Assume the Chair's responsibilities in their absence.
2. Assist other Board members at the direction of the Chair.

### **Secretary Responsibilities**

1. Record meeting minutes of the Steering Committee and the BHCG monthly meetings including attendance, motions and action items.
2. Manage the member database and send out notifications.
3. Prepare and distribute press releases at the direction of the Board.

### **Treasurer Responsibilities**

1. Manage the BHCG bank account and provide the group with a report at monthly meetings.
2. Monitor expenses to ensure budget compliance.

### **Logistics Director Responsibilities**

1. See that monthly BHCG meetings are welcoming and inviting.
2. Establish a system to obtain contact information from members.
3. Organize any events for the BHCG throughout the year as approved by the Board.
4. Establish a system to encourage participation on the Steering Committee.
5. Organize volunteers for set-up and tear-down of meeting facilities.

## **Voting**

1. Persons living or owning a business or property in Bankers Hill are allowed to vote. One vote per individual in<sup>1</sup> attendance.
2. Voting will be conducted by counting raised hands.
3. Annual voting for Board members will be conducted by paper ballot at the annual meeting. Each member shall show proof of Bankers Hill<sup>2</sup> residence, a neighborhood business license or property ownership to receive a ballot.

## **Bylaw Modifications**

1. The bylaws may be changed at annual meetings or as specified in item #3 below.
2. Amendments to the bylaws shall be proposed and seconded at the monthly meeting prior to the annual meeting and then voted on at the annual meeting. Modifications of the bylaws shall be determined by a simple majority vote of the members in attendance at the annual meeting.
3. Steering Committee may recommend an amendment to the bylaws at anytime by simple majority vote which is ratified by the BHCG by a simple majority vote of members present.

## **Annual Meeting**

1. The annual meeting shall be conducted at the monthly meeting on the third Monday of May.
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