



bylaws of the

Woodburn Association of Neighbors

I. Name

The name of this organization is Woodburn Association of Neighbors (“Association”), also referred to as WAN.

II. Purpose

The purpose of this organization shall be to build neighborliness and to promote goodwill, pride and cooperation amongst residents and property owners of the area, to preserve and improve the quality of living and residential character of Woodburn; to represent the collective interests of neighbors, and to address the needs in the community such as traffic, litter, and security.

III. Definition

The Woodburn Neighborhood is bound by the following streets: Richwood (starting at 318 Richwood), down through Whitemoore Park, across to Preston Road around to Downs Avenue, down to Richwood Avenue, down to Vernon Street, up to Orlando Street, down Finnell Street to Shaw Place down to Charles Avenue, up to Des Moines, out Des Moines to Hampton Street, left up to Ice's Ferry Road, (The Mile Ground), left to Monongalia to Snider Street, down to Union Street. down to Marion Street, down to Monongalia Avenue, down to Richwood.

IV. Membership

A membership is available to any adult resident of, or property owner within the geographical boundaries set forth in Section III. Association dues shall be \$5 per person per annum. Unless otherwise provided in the bylaws, only members who have paid current dues and are present at an Association or Committee meeting are entitled to vote; the majority of members present shall carry any motion. There shall be no voting by proxy. Voting on issues which can affect property values shall be limited to those members of the association who are property owners actively occupying property in the neighborhood. All members of the association may vote on all other matters, including elections.

V. Organization

A. Executive Committee

The Executive Committee shall be made up of all elected officers and all Standing Committee Chairpersons. Meetings of the Executive Committee shall be held preceding each Association meeting and at other times as needed. Time and location of these meetings will be at the discretion of the President or any other two members of the Executive Committee. The Executive Committee collectively shall be

responsible for ongoing operations of the Association; recommending of long and short range goals to the membership; discussion of major policy issues; and implementation of Association policy. When emergency situations arise, the Executive Committee may act on behalf of the Association, provided that each such action is subsequently reported to a meeting of the Association and approved or disapproved by vote of the members present.

B. Responsibilities of Executive Committee

1. The President in conjunction with the Vice-President shall:
 - Act as primary contact and public liaison for the Association
 - Set meeting agendas
 - Preside at meetings of the Association
 - Chair the Executive Committee meetings
 - Facilitate the creation, monitoring and achievement of yearly goals
 - Create and send letters on behalf of the Association when required and approved by the Association members
2. The Vice-President in conjunction with the President shall:
 - Fulfill all responsibilities of the President for the remainder of the term, if the President is incapable or unwilling to fulfill the duties of the position
 - Share responsibilities listed under President as required and agreed upon with the President
3. The Treasurer shall:
 - Receive all Association money and pay all association bills
 - Keep records of checking account and bank statements
 - Handle Association membership records, such as dues paid
 - Provide appropriate budget monitoring reports as required by the executive committee or the Association
4. The Secretary shall:
 - Keep and distribute minutes of the Association meetings
 - Keep records of the Association
 - Assist in other Association communications, as needed (meeting agendas, newsletter, etc.)
 - Maintain a membership database
 - Communicate to a webmaster, as needed

C. Standing Committees

Through normal course of procedures, the Association may elect or authorize Standing Committees. These committees shall be established to address a specific issue or activity and shall be made up of members of the Woodburn Neighborhood Association. They will report to the Association at minimum on a quarterly basis. They may not take action on behalf of the Association without Association approval.

VI. Meetings

A. Association

The Association shall meet at least quarterly. Such meetings shall be called by the President or a majority at a meeting of the Executive Committee. The annual business meeting for the Association shall take place in January at which time officers shall be elected. Other meetings during the year shall address: (1) special program material, (2) discussions of topics of general interest to the members, and (3) business requiring action by the full Association. Members shall be notified of official meetings by written notices distributed by mail, hand, telephone call, voicemail message, or by e-mail.

B. Quorum

A quorum of this Association is defined as 25 percent or ten paid members, whichever is fewer, of the paid membership, including two members of the Executive Committee of the Association.

VII. Elections

A. Nominations

The Executive Committee shall serve as the Nominating Committee and shall meet during the last quarter of the calendar year. The Nominating Committee shall identify nominees for each office from those members of the Association who consent to serve if elected. The President shall present the slate of nominees at the January meeting.

B. Elections

At the January meeting, the officers of the Association shall be elected for a one-year term from February 1 to January 31 by a majority vote of the Association members present and voting in a secret-ballot election.

VIII. Finance

Annual dues of \$5 per person shall be collected from members for the year beginning February 1 and ending January 31 to cover normal operating expenses such as photocopies, postage, refreshments for meetings and applicable fees.

IX. Amendments

These by-laws may be amended by a two-thirds (2/3) vote of members present provided that amendment proposals have been introduced and discussed at the previous meeting of the Association and listed on the agenda.

Adopted: October 22, 2006