



Greater Northeast Keizer Neighborhood Association

By-Laws 2025

President: Tammy Kunz

Vice President: Jane Titchenal

Secretary: Jacqueline Green

By; Tammy Kunz and Jacqueline Green, with the Board

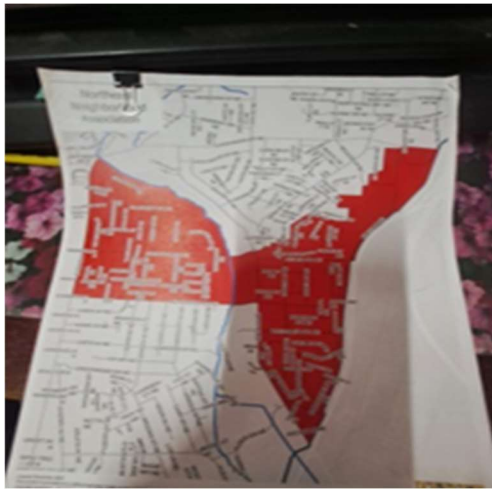
Name

The name of this organization shall be the Greater Northeast Keizer Neighborhood Association (GNEKNA), referred to as the Association in this document.

(1) Area

The area represented by the Association is bounded by:

In these boundaries for Greater Northeast Keizer Neighborhood Association once approved name change to include (GNEKNA) will be; See attached maps;



See map for other details

- To **North** Keizer Association - to Lockhaven to river road NE, to Salem Parkway; Martin Luther King JR. BLVD and surrounding community
- **East** side Salem Parkway East boundary
- **West** side River Road NE and surrounding community
- **South** - Northern Dearborn Ave to Verda from River Rd NE to Ascot Lane

Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Article II: Membership

- Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dwellers and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.
2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.
3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

- Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

- Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

- Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

Role of Chairperson

Skills of President / Chairperson: Understanding of aims & objectives of the Greater Northeast Keizer Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Greater Northeast Keizer Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

- o Is usually the first person appointed to the committee.
- o May be appointed by other committee members or by the President.
- o Meets regularly with his/her committee and reports its activities to the Board
- Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

- Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.
2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

Article V: Meetings

- Section 1: Annual Meeting:

An annual meeting shall be held each year to elect Board members, review financial reports, and discuss association priorities.

- Section 2: Special Meetings:

Special meetings may be called by the Board or upon petition by a quorum of members.

Article VI: Decision Making

- Section 1: Voting Rights: Each member in good standing shall have one vote on all matters brought before the association.

- Section 2: Quorum: A quorum for a meeting shall be over half of the membership.

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Article VII: Communications

- Section 1: Official Channels:

The association will communicate with members primarily through a newsletter, website, phone, and email updates.

- Section 2: Resident Input:

Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

- Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

- Section 1: Amendment Process: This charter may be amended by a majority vote of the membership at a duly called meeting.