

SANTA CLARA COMMUNITY ORGANIZATION

Established 1977

BY-LAWS

(Amended June, & July 2005)

- Article I** **Name:**
- Section 1 The name of this organization shall be the Santa Clara Community Organization
- Article II** **Geographic Area (referred to as "area" herein):**
- Section 1 The Santa Clara Community Organization will encompass that area west of the Willamette River, north of Beltline Road, east of the Southern Pacific Railroad tracks, and south of Beacon Drive and Awbrey Lane.
- Article III** **Purpose and Membership:**
- Section 1 The purpose of the Santa Clara Community Organization is to advocate on behalf of the people living in the area and to represent the community organization's views to Lane County, the City of Eugene and other decision-making agencies, on matters affecting the general welfare and development of the area and facilitating communication within the community.
- Section 2a The membership of the Organization is open to any resident, property owner, or business owner, 18 years of age or older within the boundaries described in Article II.
- Section 2b Membership shall become void immediately upon termination of ownership or residency in the Santa Clara Community Organization area as described in Article II
- Section 3a Voting by proxy or by absentee ballot shall not be allowed. Each member in good standing shall be entitled to one vote. A member in good standing is defined as one who has attended at least one prior general or executive board meeting within the immediately preceding twelve months, and whose name appears on the register of attendance for at least the one required meeting attended.
- Section 3b The Santa Clara Community Organization shall keep and maintain attendance lists for all such meetings for at least 1 (one) year.
- Section 4 No dues are required as a condition of membership.
- Section 5 No member shall represent himself to speak for the Executive Board or for the organization unless specifically authorized by the Executive Board.

Article IV

The Executive Board:

- Section 1 The Executive Board shall consist of nine members
- Section 2 Board members shall be elected to a two-year term which shall terminate in January two years after their election. Election shall be by a majority of the members in good standing who are in attendance at a general membership meeting conducted during the month of January each year. If an election is not held in January, the election shall be held as soon as practical at a general membership meeting thereafter. Board members are entitled to serve until their position is filled as provided in these bylaws.
- Section 3a The Executive Board shall be responsible for making decisions and taking action on behalf of the general membership between general meetings on all matters concerning the purpose of the Organization.
- Section 3b The Executive Board's decisions representing the Santa Clara Community Organization on an issue or issues where the general membership has not yet voted shall be shared with the membership at the next general meeting. The membership may override the Board's decision by a two-thirds vote.
- Section 3c The Board shall represent the Santa Clara Community Organization's opinions to the County Board of Commissioners, the City of Eugene, and any other appropriate decision makers. Such advisory opinions will specify whether the position is one of the general membership or the Executive Board. If there is a minority position on the issue represented by at least one third of those voting, this shall also be presented.
- Section 4 Whenever a vacancy occurs on the Executive Board, that vacancy shall be filled by a majority vote of the members in good standing who are in attendance at the next general membership meeting. The newly-elected board member shall serve for the remaining term of the vacated position. Pending a general membership meeting, executive board vacancies may be temporarily filled by the Santa Clara Community Organization chairperson with the consent of the majority of the members of the Executive Board after a polling of the Executive Board members.
- Section 5 A member of this board who shall absent himself from three consecutive meetings, either executive or general, may have his seat declared vacant by the Executive Board.
- Section 6 A board member may be recalled by a 2/3 vote of the members in good standing at a general meeting. Such a motion may be voted on only after notice has been given at a previous general meeting and the board member who is the subject of the motion has been notified in writing by the Executive Board of the intention to recall him.

Article V

Officers:

- Section 1 The officers shall consist of a Chairperson, Vice-Chairperson, and Secretary/ treasurer.
- Section 2 The officers shall be executive board members elected by a majority vote of the membership of the Executive Board in attendance at a regularly scheduled meeting of the board in January following a regularly scheduled meeting of the board at which notice of the election was given and shall serve a one-year term. If an election is not held in January, the election shall be held as soon as practical thereafter. Officers are entitled to serve until their position is filled as provided in these bylaws.
- Section 3 Vacant officer positions shall be filled by a majority vote of the membership of the Executive Board present at a regularly scheduled meeting of the board following a regularly scheduled meeting of the board at which notice of the election was given.
- Section 4 Executive Board officers may vote as Executive Board members.

Article VI

Duties of the officers:

- Section 1 Chairperson: The chairperson shall have general supervisory and directional powers of the activities of the board. He or she shall preside at all meetings of the board and general membership.
- Section 2 Vice-Chairperson: In the absence of the chairperson, the vice-chairperson shall execute all powers of the chairperson and shall have other duties as assigned.
- Section 3 Secretary/Treasurer: The Secretary/Treasurer shall prepare correspondence required of the Board and shall prepare and disseminate notices and publications as directed. The Secretary/Treasurer shall record the minutes of all general membership and executive board meetings and provide copies of the minutes to the City and to the membership as necessary. The Secretary/Treasurer is responsible for circulation and maintenance of the register of attendance. The Secretary/Treasurer shall keep the financial records of the Organization and report at each general membership meeting on the status of the Organization's accounts.

Article VII

Meetings

- Section 1 The Executive Board shall hold regularly scheduled Executive Board meetings and a minimum four general membership meetings each year at times and places set by the Executive Board.

- Section 2 Notice of General Membership Meetings shall be made in such a manner as to ensure as thorough a distribution of the notice as possible to all residents of the community and shall be included in the County public meetings calendar. Notice shall include the meeting date, time, place and agenda.
- Section 3 A quorum at Executive Board meetings shall be a majority of board members. A quorum at General Membership meetings shall be ten SCCO members not including the Executive Board.
- Section 4 Any SCCO member may raise agenda items at a General Meeting, but those items may not be voted upon until the next General Meeting unless two-thirds of those members present at the meeting determine that a time-sensitive emergency exists.
- Section 5 SCCO meetings shall be conducted according to generally-accepted rules and procedures, with an emphasis on allowing those persons present at the meeting to have and opportunity to be heard.

Article VIII Committees

- Section 1 In order to carry out the work of the Organization, committees may be created by a majority vote of the executive board members present.
- Section 2 Committee membership shall consist of interested Organization members appointed by the chairperson.
- Section 3 The chairperson of the Executive Board shall appoint a committee chairperson. The committee chairperson shall be responsible for scheduling committee meetings, establishing agendas, supervising committee work, and reporting to the Executive board

Article IX Amendments:

- Section 1 After adoption, these by-laws may be amended by a majority vote of members in good standing present at a general membership meeting providing the amendment has been introduced at a previous general membership meeting.