

BYLAWS of RUSSIAN JACK PARK COMMUNITY COUNCIL

ARTICLE I NAME

The name of this community council shall be the Russian Jack Park Community Council ("RJPC").

ARTICLE II BOUNDARIES

The RJPC shall encompass the area bounded by: a line starting at the intersection of Northern Lights Boulevard and Boniface Parkway; proceeding north to the intersection of Boniface Parkway and the Glenn Highway; thence west to the intersection of Bragaw and the Glenn Highway; thence south to the intersection of Bragaw and Northern Lights Boulevard; and thence east to the point of beginning (the "Area"). (See attached map).

ARTICLE III PURPOSE

Section A. Mission

The purpose of the RJPC shall be to improve communications between the citizens of our community and the Municipality of Anchorage (MOA) and to encourage involvement of citizens in enhancing the quality of their lives.

Section B. Empowerment

The RJPC shall be empowered to pursue any lawful steps for the betterment of the Area.

ARTICLE IV MEMBERSHIP

Any person at least sixteen years age or older is eligible for membership, provided the person is a resident, homeowner, tenant, property owner, business owner, board member or local manager of a corporation, or of a non-profit association within the defined Area, and has signed the membership list.

ARTICLE V MEETINGS

At least four general membership meetings a year shall be called by the President. All meetings shall be open to the general public.

ARTICLE VI VOTING

Section A. Eligibility

Each eligible member who has signed the membership list shall be permitted to vote on issues before the Community Council. However, in order to vote on revisions to bylaws or election of officers a member must have attended at least three meetings prior to the meeting at which the vote is to take place in the preceding twelve months.

Section B. Unitary Vote

Each member of the RJPCC shall have one vote, even if an individual possesses several properties or businesses within the Area.

Section C. No Proxies

Each member must be present to vote. Proxy voting is not allowed.

ARTICLE VII EXECUTIVE BOARD

Section A. Eligibility

The Executive Board is composed of the elected officers and all chairmen of the standing committees of the RJPCC.

Section B. Meetings

The Executive Board shall meet at the call of the President or any three board members. An effort will be made to notify all board members of all meetings.

Section C. Responsibility

The Executive Board is delegated to make decisions and speak on behalf of the RJPCC, when the general membership is unable to meet. The Executive Board shall keep the membership informed of important and controversial matters and shall report all actions taken at the next General Meeting.

ARTICLE VIII OFFICERS

Section A. Positions

The RJPCC officers are the President, Vice President, Secretary, Treasurer, and Trustee. In order to serve as an elected officer, a person must be a member of the Council.

Section B. Election

Elections shall take place annually at the December General Membership Meeting.

Section C. Term of Office

Officers shall serve for one calendar year from January 1 to December 31.

Section D. Duties of Officers

1. The President. The President shall supervise RJPCC affairs, which include:

- a. call general membership meeting, preside at them, and ensure that the bylaws are followed;
- b. establish meeting agendas.
- c. be the official spokesperson (written or oral) for the RJPCC or designate an alternate.
- d. ensure that the email and postal mail membership lists are only used for council business.

2. The Vice President. The Vice President shall:

- a. assume the duties of President when the President is absent;
- b. keep custody of the membership register list (name, address, phone number) and ensure that it is available at every RJPCC meeting and provide a copy to the President.

3. The Secretary shall:

- a. ensure that a copy of these bylaws are available at every RJPCC meeting;
- b. make and keep a written report of the minutes of all meetings and submit them for approval at the following meeting and provide a copy to the President ;
- c. be responsible for maintaining records and doing correspondence.

4. The Treasurer shall:

- a. have charge of and responsibility for all RJPCC funds.
- b. deposit funds collected by the RJPCC into an account at a bank selected by the Executive Board with the Treasurer being responsible for all deposits and accounting. The President, Vice President and Treasurer are authorized to sign checks, with two signatures required for each withdrawal from the checking or savings account.
- c. ensure any expenditures of less than fifty dollars (\$50.00) is approved by the Executive Board or General Membership prior to release of the funds, and any expenditures of fifty dollars (\$50.00) and over shall only be expended after approval by the general membership.
- d. provide a written report to the membership of all receipts and expenditures at every meeting and provide a copy to the President.
- e. prepare an annual report for the first meeting after the end of the calendar year.

5. The Trustee shall:

- a. maintain a correct inventory list of all RJPCC physical properties.
- b. conduct an annual audit report of the RJPCC Treasury with the assistance of the Treasurer and a third person to be appointed by the President.
- c. present the written audit report and inventory list at the general membership at the December Meeting and provide a copy to the President.

6. Officers shall perform all duties incident to the office, plus such other duties as may be assigned by the President.

Section E. Resignations, Vacancies, and Removals

1. Resignations shall be in writing.
2. Three (3) consecutive unexcused absences may cause a vacancy. Removals, resignations, and vacancies shall be filled by appointment by the President until the next regular election.
3. Any officer of the RJPCC may be removed for violation of the Council's rules.
 - a. Written notice must be given to the elected officers and the member or officer being considered for removal at least fifteen (15) days prior to the general membership meeting at which time a vote of confidence will be taken;
 - b. Provisions must be made on the agenda for presentation of charges and for defense of the accused;
 - c. A two-thirds (2/3) vote of the RJPCC members present and voting is required for an officer to be removed.

ARTICLE IX FINANCES

Section A. Banking

All Funds collected by the RJPCC shall be deposited in a single bank account by the Treasurer.

Section B. Contributions

The RJPCC shall follow Municipal Code with regard to contributions.

Section C. Disposal of Assets

In the event that the RJPCC holds no meetings and transacts no business for one year, the MOA shall be empowered to recover and hold in trust any and all funds and physical property in the name of the RJPCC. The MOA shall transfer these funds and physical property in total to the first newly formed council occupying any portion of the Area.

ARTICLE X
COMMITTEES

Section A. Types

The RJPCC shall have both standing and ad-hoc committees.

Section B. Standing Committees

The recommended standing committees of RJPCC are Community Patrol, Zoning, Neighborhood Roads, Parks and Recreation, and Beautification. The chairman of each acting standing committee is a member of the Executive Board.

Section C. Ad Hoc Committees

Ad-hoc Committees may be established by a vote of RJPCC at any time for whatever purpose deemed necessary. The nature and duties of the committees shall be determined by the council.

ARTICLE XI
PARLIMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the RJPCC in all cases in which they are applicable.

ARTICLE XII
AMENDMENTS

These bylaws may be altered, amended or repealed by a two-thirds (2/3) vote of the members present at a general or special membership meeting, if at least fourteen (14) days written notice is given of the intention to alter, amend or repeal the bylaws at such a meeting. Such notice may be made in the form of electronic or postal mail. The notice shall include a statement of each article to be changed and the reason.

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2005 Amendments
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