

ARTICLE I: PURPOSE

The **THREE CREEKS COMMUNITY PARTNERS**, a corporation in the state of Washington, and hereafter referred to as TCCP is organized exclusively for charitable, religious, educational or scientific purposes as defined within section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The corporation will provide support of children's and senior services, public projects, and events that enhance safety and the quality of life for citizens within the boundaries of the Three Creeks Special Planning Area of Clark County, Washington.

ARTICLE II: BOARD OF DIRECTORS

Section 1 Eligibility

To be eligible for selection to the board of directors, candidates must reside, work, or own a business, within the boundaries of the Three Creeks Special Planning Area.

Section 2 Board Role

The Board of Directors shall be responsible to keep updated all TCCP organizational documents, enforce TCCP policy, and to provide direction to TCCP committees.

Section 3 Number of Board Members

The number of board members shall be determined by the Board. Keeping in mind the need to insure the proper function and operation of the board, the minimum number shall be no less than five (5) board members.

Section 4 Compensation

Membership on the Board is voluntary and includes no compensation. Board members may be reimbursed for reasonable approved expenses as approved by the Board.

Section 5 Additions to the Board

Additions to the board shall require a motion and second, and a simple majority vote of members present.

Section 6 Resignation and Removal of Board Members

Resignation from the Board must be in writing and received by the Chair.

A Board member may be removed for cause. Cause may include actions taken by a Board Member that have, or could have, a negative impact on the TCCP or its members. Prior to a vote, the Board Member will be notified of the potential removal and offered an opportunity to respond.

Section 6 Board Officers

There shall be four (4) officers of the Board: Chair, Vice Chair, Secretary and Treasurer. The length of service for each officer position shall be one (1) year.

Section 7 Board Officer Election

Election of Board Officers shall take place at the annual meeting. This shall be the first order of business, and the newly elected officer shall assume the aforementioned responsibilities at that time.

Section 8 Board Officer Duties

The duties of TCCP Board Officers shall be as follows:

Chair

The Chair presides over all meetings of the Board, sets the agenda for the regular and annual meetings, makes committee assignments, and is *ex officio* a member of all committees.

Vice Chair

The Vice Chair presides at meetings in the absence of the Chair, serves as the chair of the Advisory Committee, and performs other duties as assigned by the Chair.

Secretary

The Secretary shall be responsible for keeping records of Board actions, taking minutes at all board meetings, sending out meeting announcements, distributing copies of meeting minutes and the meeting agendas to each Board member, and assuring that corporate records are maintained.

Treasurer

The Treasurer shall make a report of the TCCP funds at each Board meeting. The Treasurer shall serve as Chair the Finance Committee.

ARTICLE III: COMMITTEES

Section 1 Committees

The Board may create committees as needed for the proper function of the organization. Types of committees shall include Standing and Special committees. Formation of a committee shall be by a simple majority vote of the board. Except where specified by these Bylaws, selection of the chair for a committee shall be made by the TCCP Board Chair.

Section 2 Standing Committees

Standing committees are a permanent committee appointed to deal with a specified subject.

Standing Committees for the TCCP may include, but not be limited to, Finance and Advisory.

Section 3 Standing Committee Charters

The TCCP Board shall adopt, by a simple majority vote, charters for each created standing committee.

The committee charter is a document defining the committee's responsibilities to the TCCP board. The charter also may include requirements for committee meetings, committee members, and the committee's authority.

Standing Committee Charters shall be created by the TCCP Board, requiring a simple majority vote of the TCCP Board for adoption.

Standing Committee Charters shall be reviewed annually and revised as deemed necessary.

ARTICLE IV: MEETINGS

Section 1 Rules

The Board shall establish rules for the conduct of all meetings of the board and committees. Meeting rules shall be reviewed annually and revised as deemed necessary. Rules for meeting shall be included in the Board policies and procedures.

Section 2 General Meetings

The Board shall meet quarterly to receive reports, make policy decisions and decide on funding projects. Meetings will be held quarterly on the first Wednesday of the following months: February, May, August, and November. Any change to this schedule may only occur by an action of the Board.

Section 3 Annual Meeting.

The annual meeting shall be held during the February quarterly meeting.

Section 4 Special Meetings

Special meetings may be called by the Board Chair or by 50% or more of the board at their request.

Section 5 Meeting Notices

Notice of general and annual meetings shall be given to each member by email not less than seven (7) days before the meeting. Notices of special meetings are required to be given to each member by email no less than three (3) days before the special meeting.

Section 6 Quorum

A quorum for all meetings shall be defined as a simple majority.

ARTICLE V: AMENDMENTS

Section 1 Amending Bylaws

These Bylaws may be amended when necessary by a three-fourths (3/4) majority of the Board of Directors.