

The Friends of Big Finn Hill Park Trails Bylaws

Approved October 21, 2015

ARTICLE I – NAME, PURPOSE

Section 1: The name of the organization shall be “The Friends of Big Finn Hill Park Trails”.

Section 2: The Friends of Big Finn Hill Park Trails is a non-profit organization. The Friends of Big Finn Hill Park Trails shall not conduct any activities inappropriate for a non-profit organization.

Section 3: The Friends of Big Finn Hill Park Trails is committed to assisting King County Parks with disseminating information relating to implementing the Big Finn Hill Park trails plan as well as current events within the park.

Section 4: Mission statement

The Friends of Big Finn Hill Park Trails promotes safe, sustainable multi-use trails within a healthy, natural environment while fostering relationships and engaging the broader community.

ARTICLE II – PARTICIPATION

Section 1: Participation in the Friends of Big Finn Hills Park Trails group is open to any resident of the region supported by the park - which includes King County in the state of Washington and surrounding areas - and supporting the purpose and mission of The Friends of Big Finn Hill Park Trails. Participants may nominate and vote for the Executive Committee as described below.

ARTICLE III – MEETINGS & NOTICES

Section 1: There shall be an annual meeting which shall take place in October of each year, and requires a quorum (participants present shall constitute a quorum) of members. Participants should receive notice of the annual meeting at least thirty (30) days in advance via e-mail (if subscribed) as well as notices posted in the Big Finn Hill Park. Voting by proxy at the annual meeting is allowed.

Section 2: The Executive Committee (defined below) shall hold regular General meetings. Any participant may attend General meetings. Separate from regularly scheduled General meetings, the Chair of the Executive Committee may call General meetings of participants as needed. General meetings may be deferred by a majority vote of Executive Committee members.

Section 3: Any participant may attend General meetings. Participants should receive notice of General meetings at least ten (10) days in advance via e-mail (provided the participant has supplied appropriate contact information to the Executive Committee) as well as posted notices in the Big Finn Hill Park.

Section 4: Other than General meetings, the Chair or two Committee members may call Special meetings of the Executive Committee. Special meetings shall follow the same procedures as General meetings regarding minutes and voting. Actions that can be taken during Special meetings are the same as those at General meetings.

Section 5: King County Parks should have a representative at General and Special Meetings. A County Park representative is not required for an Executive Committee quorum. A representative of King County Parks, the land steward, will participate in Friends' meetings as a non-voting member. King County Parks' representative's role is to provide advice, education, and ensure all projects are designed, completed and maintained to King County Parks trail construction and environmental standards. King County Parks will ensure that activities adhere to the approved trail plan. In addition, the representative will facilitate communication with KC Parks' management and the broader community.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1: Committee Role, Size, Compensation.

The Executive Committee is responsible for overall policy and direction of the The Friends of Big Finn Hill Park Trails group and delegates responsibility for day-to-day operations to the committee chairs and participants. The Executive Committee will be elected from the participants of The Friends of Big Finn Hill Park Trails at an annual meeting of the entire group. The Executive Committee shall have ten (10) members composed of two (2) members from the following Interest Groups which represent the different facets of those interested in park use and impact - Neighbors, Walkers, Dog Walkers, Mountain Bikers and At Large

members. The Number and Type of Interest Groups may be changed by the Executive Committee. Executive Committee members receive no compensation.

Executive Committee members are responsible for representing the interests of the Interest Group they represent.

Executive Committee members are responsible for communication to and from members of their Interest Group.

Section 2: Regular Meetings.

The Executive Committee shall meet monthly, at an agreed upon time and place. Any Friends of Big Finn Hill Park Trails group participant may attend regular monthly Executive Committee meetings. King County Parks should have a representative at Regular and Special Meetings.

Section 3: Election of Officers.

Two (2) Executive Committee members for each Interest Group will be elected by a simple majority vote of the participants aligned with that Interest group and present at the annual meeting. Participants may only be aligned with a single Interest Group for purposes of electing Executive Committee members. An Executive Committee member may only represent a single Interest Group.

Section 4: Terms.

All Executive Committee members shall serve 2 year terms, with members of an interest group serving staggered terms (e.g. Alice and Bob represent Dog Walkers. Alice would serve from 2014-2016 and Bob would serve from 2015-2017). Executive Committee members are eligible for re-election.

Section 5: Executive Committee Quorum and Voting.

An Executive Committee meeting must be attended by at least one Executive Committee member for each of the Interest Groups before business can be transacted or motions made or passed. Each Interest Group has one vote. The Executive Committee representatives for an Interest Group may decide on the vote for that Interest Group in any way they choose.

Section 6: Officers and Duties.

There shall be three officers of the Executive Committee, consisting of a Chair, Vice Chair and Secretary. Officers will be elected at the annual meeting.

Duties of the Chair, Vice Chair and Secretary are as follows:

The Chair shall convene regularly scheduled Committee meetings and shall preside or arrange for other officers to preside at each meeting in the following order: Vice Chair and Secretary. The Chair shall act as the organization's agent, signing and executing all authorized documents.

The Vice Chair will chair committees on special subject as designated by the Executive Committee.

The Secretary shall be responsible for keeping records of Committee actions, including overseeing the taking of minutes at all Executive Committee and General meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Committee member, and assuring that good records are maintained. The Secretary shall maintain a list of committees, their members, and the participants of the organization.

Section 7: Executive Committee actions

Any action that the Executive Committee is required or permitted to take may be taken without a meeting if all Committee members consent in writing to the action. Such action by written consent shall have the same force and effect as any other validly approved action of the Executive Committee. All such consents shall be filed with the minutes of the proceedings of the Executive Committee.

Section 8: Vacancies.

When a vacancy on the Executive Committee exists, nominations for new members may be received from current participants of the Friends of Big Finn Hill Park Trails by the Secretary at least two weeks in advance of a regular General meeting. These nominations shall be circulated among participants in advance of a regular General meeting, and shall be voted upon by participants in attendance of the General meeting. These vacancies will be filled only to the end of the departing Executive Committee member's term.

Section 9: Resignation, Termination and Absences

Resignation from the Executive Committee must be in writing and received by the Secretary. A Committee member shall be removed from the Committee if she or he has three unexcused absences from regular Committee meetings in a year. An unexcused absence occurs if all of the following occur : no notification, no proxy present. An Executive Committee member may be removed for other reasons by 7 out of 9 votes (the evicted member does not get to vote) of the remaining Committee members.

Section 10: Committees

The Executive Committee may create committees as needed.

Chairs of all committees are selected by members of the Executive Committee.

Section 11: Meeting governance

The rules in the current version of Robert's Rules of Order shall govern The Friends of Big Finn Hill Park Trails meetings in all cases to which they are applicable and provided they are not inconsistent with The Friends of Big Finn Hill Park Trails bylaws.

ARTICLE V – AMENDMENTS

Section 1: Amendments to Bylaws

These Bylaws may be amended when necessary by 7 of 10 votes of the participants at the monthly Executive Committee meetings. Proposed amendments must be submitted to all Friends of Big Finn Hill Park Trails group participants at least three (3) weeks before being brought to a vote.

The Bylaws were approved at a meeting of "The Friends of Big Finn Hill Park Trails" on October 21, 2015.