Bylaws
Tiffany Park Neighborhood Association
of Renton, Washington

Created July 5, 2006
Revision A (April 4, 2009)
Revision B (July 30, 2015)
Revision C (July 19, 2018)
Revision D (Approved by the Steering Committee
on September 9, 2026; see Summary of Revisions at the end)

ARTICLE 1: INTRODUCTION

- Name - The name of the organization is "Tiffany Park Neighborhood Association".
- Purpose - The Association is a non-profit organization within which the members of the neighborhood can work together to promote and protect the residential character and property values of the neighborhood; provide an organized way for members to discuss issues affecting the neighborhood; act as a conduit to members needing assistance from the City; cultivate a greater sense of community spirit and neighborhood pride; have a larger voice and influence with the City and other groups concerning what happens within and surrounding the neighborhood; and facilitate neighborhood social activities. All meetings are public and open to any interested persons.

Boundaries - The boundaries of the Association are:

- To the NORTH: SE Royal Hills Drive to and including Lake Youngs Way SE
- To the EAST: Pierce Avenue SE to the Renton City limits
- To the SOUTH: 116th Avenue SE up to but not including SE 157th St, Edmonds Way SE up to but not including 157th Street, Kirkland Avenue to the pipeline (Kirkland Ave. ends at the pipeline).

This entire area encompasses Ponderosa Estates and Tiffany Park HOMEOWNERS Assn.

ARTICLE II: MEMBERSHIP

Eligibility - Any person residing or owning property within the neighborhood boundaries is a member of the Association. A supporting member is a dues-paying member 18 years and older. Only supporting members (dues-paying) may vote in the General Meeting or hold office.

Dues - Classes of membership and dues are determined by the Steering Committee. Annual dues are due March 31st of each year.

ARTICLE III: GENERAL MEMBERSHIP MEETINGS

ANNUAL MEETING: The Annual Meeting of the General Membership is to be convened in March of each year, or as soon thereafter as possible. The annual meeting includes the election of Steering Committee members and annual reports by Standing Committees to the membership.

A Special Meeting of the general membership meeting may be called by the Steering Committee. A special meeting must be called upon receipt by the Steering Committee of a petition requesting and stating the reason for such meeting and bearing the signatures of at least ten supporting members of the Association. Only business specified in the call may be transacted. The meeting must be called within 60 days unless a scheduled general meeting intervenes, in which case the business of the special meeting is considered at the scheduled general meeting.

- Notice - Notice of special or annual meetings must be made to the membership no less than one week in advance of the meeting.
- Quorum - A quorum at a special or annual meeting consists of eleven supporting members, two of whom are officers and two of whom are not members of the Steering Committee.
- Voting - Each supporting member (dues-paying member) is entitled to one vote.

ARTICLE IV: STEERING COMMITTEE

1. General - The Steering Committee consists of eleven members, including four officers. Steering Committee members must reside within the neighborhood. The Steering Committee is empowered to conduct the business of the Association between membership meetings. It makes recommendations for action and policy to the general membership.
2. Meetings Regular meetings of the Steering Committee are held a minimum of every two months. A quorum at Steering Committee meetings is at least one-half of the Steering Committee members. If necessary, the Committee is empowered to determine policy positions by a two-thirds vote of Steering Committee members present, but such policy shall be in the name of the Steering Committee.
3. Expenditure Limits: Expenditures of $100 or less may be approved as directed by the President. Expenditures exceeding $100 are to be approved by the Steering Committee. Also see the paragraph about the duties of the treasurer.
4. Election - The Steering Committee is elected by the general membership at the annual meeting. A list of nominees for the four officers and seven additional members of the Steering Committee shall be submitted by the Nominating and Bylaws Committee at least a week in advance. Nominations from the floor are in order, provided the nominee has agreed to serve if elected. Election to an office is by secret ballot if there is more than one candidate for the office. Election for an officer position is by majority vote; for non-officer position the seven highest vote recipients. It is preferred that candidates for the offices of President and Vice President have served on the Steering Committee for at least the year immediately preceding their nominations.

5. Vacancies - If a vacancy should occur in the office of President, the Vice President serves for the remainder of the unexpired term. Vacancies occurring in the other offices, or in other Steering Committee positions are filled by the Steering Committee, which elects a person to complete unexpired terms. If a person cannot be found to fill a position, the numbers required for quorum and voting will be adjusted accordingly until the position is filled.
6. Term - The Steering Committee members take office at the close of the meeting at which they are elected. The term extends for one year until the close of the next annual meeting or until their successors are elected. For purposes of determining eligibility for re-election or reappointment, a person who has served half or more of a term is considered to have served the whole term. When a person serves in the same office year after year, it is preferred that he or she do so for no more than three consecutive terms.
7. Removal - Steering Committee members are vested with the responsibility for preserving and enhancing the good name and reputation of the Association and for achieving the purposes stated in Article I. A Steering Committee member with unbecoming conduct or three consecutive absences from meetings is subject to removal by a two-thirds vote of Steering Committee members present. If a Steering Committee member moves from the neighborhood, then that member resigns their position.
8. Compensation - No Steering Committee member receives compensation for any service rendered to the Association. However, Steering Committee members may be reimbursed for approved expenses incurred in performance of duties.

ARTICLE V: OFFICERS AND DUTIES

The four officers of the Association, and their duties (in addition to duties prescribed by the parliamentary authority) are:

1. The President plans for and presides at all meetings, sees that all orders and resolutions are carried out, is the principal representative for the Association, and is an ex-officio member of all committees.
2. The Vice President assumes responsibilities when the President is absent, and carries out other duties required by the Steering Committee.
3. The Secretary records votes and keeps minutes of all meetings, and carries out other secretarial functions required by the Steering Committee.
4. The Treasurer collects, disburses, and safely keeps all Association monies; maintains a membership roster of supporting members; and makes periodic reports to the Steering Committee. The treasurer approves all budget details and expenditures, including financial details of grant requests sent to the City of Renton (or any other entity) and any spending approved by the President or the Steering Committee. The Treasurer turns over to the successor Treasurer all money and property, together with a full accounting.

ARTICLE VI: STANDING COMMITTEES

Members of the standing committees are elected by the Steering Committee from the general membership. The President appoints the committee chairpersons. Standing Committees MAY include Membership/Finance, Information, Nominating/Bylaws, Zoning/Transportation, Crime Prevention/Neighborhood Safety, Parks and other ad hoc committees as necessary. Committee members may be appointed by current Board Members and may include voluntary neighborhood members.

ARTICLE VII: SPECIAL COMMITTEES

Special committees may be formed by the Steering Committee or by a motion from the floor at a general membership meeting to address issues of concern to Association members. Chairpersons of the committees are appointed by the President. Such committees are dissolved upon completion of their respective tasks, or after one year whichever comes first. They may be reinstated by a majority vote of the Steering Committee, which periodically reviews the need for such committees.

ARTICLE VIII: OTHER POLICIES

1. Political Activities - Neither the Association nor any member purporting to represent or speak for the Association may endorse any candidate for public office or any political party. Membership rosters of the Association may not be used for political, commercial, or other activity not directly related to the Association.
2. Policy Determination - Policy positions of the Association are determined by a simple majority vote of supporting members voting at a general membership meeting, or, in the case of necessity between membership meetings, by a two-thirds vote of the Steering Committee. Failure by a Steering Committee member to represent this majority view is considered unbecoming conduct. Standing and Special Committees report to the Steering Committee, and do not publicly take a position on any question in the name of the Association, unless such a position has been approved by the Steering Committee or by the Membership.
3. Parliamentary Authority - Rules contained in the current edition of "Robert's Rules of Order" govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Association may adapt.
4. Amendment - These bylaws may be amended by a majority vote of the members of the Steering Committee who participate in a physical or virtual meeting of the Committee.
5. Dissolution - Upon the dissolution of the Association, by a two-thirds vote of supporting members, no class of member shall have any right nor shall receive any assets of the Association. In the event of dissolution, the Association's assets after payment of debts, shall be distributed to an organization which is tax exempt under the provisions of Section 501 (c) (3) of the Internal Revenue Code.

SUMMARY OF REVISIONS FOR SEPTEMBER 2026

ARTICLE IV, Item 3 “Expenditure Limits”
Deleted mention of printing and mailing expenses. Specified that the Steering Committee must approve expenditures over $100, superseding the previous approval level of $200. Deleted the requirement to report expenses to the membership during the annual membership meeting. Added a reference to the paragraph describing the duties of the treasurer.

ARTICLE IV, Item 4 “Election”
Changed the one-year committee service requirement for president and vice president to a one-year preference to increase flexibility in staffing.

ARTICLE V, Item 4 “[Duties of the] Treasurer”
Expanded the description of duties to eliminate confusion and provide structure for tracking expenditures. Deleted the requirement to report expenses to the membership during the annual membership meeting.