

# **NEWPORT HILLS COMMUNITY CLUB**

**Board of Directors and Members**

**Information**

**Handbook**

Compiled by Bruce Young, October, 1999  
Updated by Bruce Young, May, 2000  
Updated by Bruce Young, May, 2001  
Revision (A) by Bruce Young, November, 2001  
Revision (B) by Bruce Young, May, 2003  
Revision (c) by Steve Kunkel, March, 2006



# **NEWPORT HILLS COMMUNITY CLUB**

## **Board of Directors and Members Information Handbook**

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## **NHCC Mission Statement and Business Conduct**

### **Mission Statement (Vision and Objectives)**

#### **(From the Newsletter Preamble)**

The Newport Hills Community Club is a volunteer neighborhood organization that serves its membership by publishing news and information, by acting as a forum for issues that pertain to our area, by supporting and taking positive action towards community improvements and promoting regular social events throughout the year for all residents who receive the Club's newsletter.

#### **(From the back of the Membership Card)**

The Newport Hills Community Club is a volunteer neighborhood organization that serves its membership by publishing news and information, by acting as a forum for issues that pertain to our area, by supporting and taking positive action towards community improvements and promoting regular social events throughout the year for all residents who receive the Club's newsletter."

"Statement of Objectives:

1. To publish a newsletter and maintain a website for distributing news and other information that may be useful and/or interesting to our membership.
2. To provide a forum for discussing and expressing opinions about issues that may challenge the positive aspects of living in this area for individuals and/or for the area as a whole.
3. To help our individual members find the most effective way(s) to act and/or react to issues that challenge their individual quality of life, especially when an issue arises that may improve the quality of life for some residents at the expense of others.
4. To be involved with local schools, churches, police and fire departments, city government, and businesses to monitor and report information about education, youth activities, crime, fire prevention, disaster preparedness, parks, streets, sidewalks, utilities, land use, park activities and commerce within our area.
5. To promote social activities by sponsoring community events such as but not limited to:
  - The Spring Egg Hunt
  - The 4th of July Picnic
  - The Cool Car Show

The Santa Claus Tour  
Holiday Lights Contest  
Volunteer Appreciation Dinner

**(From Article 3 of the NHCC Articles of Incorporation)**

The purpose of this corporation shall be the organization and operation of a community club for the pleasure and recreation, social and civic improvement, and other non-profitable purposes of the residents of Newport Hills. No part of the net earnings of this corporation shall inure to the benefit of or be distributable to its members, trustees, officers and other private persons, except that the corporation shall be authorized and empowered to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article.

## **Business Conduct (NHCC Policies of Conduct)**

(Per the by-laws and Robert's Rules of Order)

- The NHCC is an open and public organization that strives to be inclusive in promoting our quality of life.
- The NHCC promotes an area perspective and provides linkage to the entire community.
- ANYONE is welcome to attend our regular monthly board meetings to discuss an issue or offer an opinion or to just observe how we conduct club business.
- ANYONE, whether they agree or disagree with the majority of the club are welcome to participate.
- ANYONE who lives in Newport Hills, is a paid member of the NHCC and chooses to participate in a positive and constructive way is eligible and encouraged to run for the office of Trustee/Director (for the area in which they live), and they are also eligible to run for any of the club offices, i.e., president, vice-president, treasurer and secretary.

### **(Relevant extracts from the By-laws that help define our Policies)**

All households within the NHCC boundaries established by the Board are eligible for membership in the club and have one vote on business of the club membership <sup>(1)</sup>.

Members shall be notified in writing at least seven days prior to any meeting of the Corporation. The Board of Directors meet regularly at least once a month with the Board of Directors acting as representatives at large for the membership. General Membership meetings are held twice a year. Special meetings may be called with the agenda limited to the reasons specified in the call of the meeting. An effort to distribute written notices through normal channels, plus posting of said notice at local places of business will constitute notification in writing <sup>(2)</sup>.

The corporation officers are President, Vice-President, Secretary, and Treasurer, elected to one-year terms. The Directors representing the community are elected for two-year terms <sup>(3)</sup>.

Motions are only formed in the presence of a quorum. Resolutions are based on the voting and will be published to the membership in a timely manner <sup>(4)(5)(6)</sup>.

Robert's Rules of Order (revised) govern the conduct of business of the NHCC <sup>(7)</sup>.

(1) By – laws, ARTICLE II - Membership and Voting

- (2) By – laws, ARTICLE IV - Membership Meetings
- (3) By – laws, ARTICLE V - Officers and Elections
- (4) By – laws, ARTICLE VI - Duties of Officers and Directors
- (5) By – laws, ARTICLE VII - Quorum
- (6) By – laws, ARTICLE VIII - Voting
- (7) By – laws, ARTICLE XI - Parliamentary Procedure

## **Partnerships and Affiliations**

### **Partnerships**

1. Newport Hills Merchants Association
2. Newport Hills Town Homes
3. Lake Heights Community Club
4. Pembroke Meadows Homeowners Association
5. Kimberlee Park Homeowners Association
6. Coal Creek Community Coalition
7. Neighborhood Networks South
8. Somerset Homeowners Association
9. Lake Heights YMCA
10. City Of Bellevue (Parks, Planning, Police, Fire, Transportation, etc.)

**ARTICLES OF INCORPORATION  
OF  
NEWPORT HILLS COMMUNITY CLUB, INC**

**ARTICLE I**

The name of this corporation shall be NEWPORT HILLS COMMUNITY CLUB, INC., and it is organized and shall operate only as a non-profit corporation in accordance with the provisions of Chapter 24.04 of the Revised Code of Washington, and any amendments thereto. Its principal place of business shall be in Bellevue, King County, Washington, and its duration shall be perpetual.

**ARTICLE II**

Membership in this corporation shall be issued by its Board of Trustees according to the By-Laws. The interest of each member of the corporation shall be equal to that of any other member and no member shall acquire any interest which will entitle him or it to any greater voice, vote, authority or interest in the corporation than any other member.

**ARTICLE III**

The purpose of this corporation shall be the organization and operation of a community club for the pleasure and recreation, social and civic improvement, and other non-profitable purposes of the residents of Newport Hills. No part of the net earnings of this corporation shall inure to the benefit of or be distributable to its members, trustees, officers and other private persons, except that the corporation shall be authorized and empowered to make reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article.

**ARTICLE IV**

This corporation shall not have any capital stock and membership in it shall only terminate in accordance with the By-Laws of the corporation which shall prescribe both the conditions of membership and the causes or conditions of terminating membership in the corporation.

**ARTICLE V**

The corporation powers shall be exercised by a Board of Trustees of not less than five nor more than eighteen in number. The exact number of said Board, the time and manner of their election, the term of office, the mode and manner or removal and filling vacancies, and their power and authority shall be fixed by the By-Laws of the corporation.

**ARTICLE VI**



Atwater,

signature of George A.

Notary Public in and for the State  
of Washington, residing at Seattle

# **By – Laws of NEWPORT HILLS COMMUNITY CLUB, INC**

## **Article I Scope of Bylaws**

Section 1. The written Bylaws prescribe internal operating procedures for Newport Hills Community Club, Inc.

Section 2. All references herein to the “Club” shall apply to Newport Hills Community Club, Inc.

## **Article II Membership and Dues**

Section 1. Any household (those living together in the same dwelling) or family residing within the boundaries of the Club as established by the Board of Directors shall be eligible for membership.

Section 2. Any such household or family may become a member of the Club by paying the annual membership dues any time after April 1st of any year and shall remain a member through March 31st of the following year.

Section 3. Each member of the Club shall have one vote on business.

Section 4. Dues as established by the Membership prior to the year for which they are applicable are voluntary.

Section 5. Any changes in Dues must be approved by the Membership at a General Membership Meeting and such changes shall take place on January 1st of the following year.

Section 6. The entire Membership of the Club shall be divided into numbered “Areas” and each area shall be served and represented by a Trustee.

## **Article III Board of Directors**

Section 1. The Board of Directors for the Club shall consist of Officers, Trustees and the immediate Past President.

Section 2. Officers of the Club shall consist of a President, Vice President, Secretary and Treasurer.

Section 3. Terms of office for the Officers and immediate Past President positions are one year.

Section 4. The number of Areas, the number designation for each Area and the boundaries for each Area shall be determined by the Membership Chair and voted on by the Board of Directors.

Section 5. There shall be one Trustee for each Area of the Club. Trustees shall serve for two year terms.

## **Article IV Duties and Responsibilities of the Board of Directors**

(See Board of Directors and Members Information Handbook for additional details)

Section 1. The President shall preside at all meetings other than committee meetings at which he or she is in attendance, shall be a non-voting member of all committees, shall

act as coordinator of all committees and their activities, and shall direct the Club in all other ways according to these Bylaws.

Section 2. The Vice President shall act as an aid to the President, and shall perform the duties of the President in the absence of the President.

Section 3. The Secretary shall maintain the Club records and files, record the minutes of each meeting and shall perform such duties as may be delegated to the office by the President.

Section 4. The Treasurer

A. The Treasurer shall receive and deposit in a bank account(s) all monies of the Club, keeping an accurate account of the same.

B. The treasurer shall disburse monies for the following:

- i. Items approved in the Budget (See Article V, Section 6)
- ii. Items added to the Budget and approved during a Board of Directors Meeting (See Article VI, Section 5)
- iii. Items added to the Budget and unanimously approved by the Officers (See Article VI, Section 5)

C. The Treasurer shall maintain records of financial accounting for receipt and expenditures of Club Funds.

D. The treasurer shall present a detailed accounting at each regular meeting showing revenue, expenditures and bank balance.

E. The Treasurer's accounts shall be reviewed during the first thirty (30) days of each fiscal year by the Audit Committee consisting of at least two Board Members appointed by the President.

F. All books of the Treasurer shall be open for inspection at all times to any member of the Club.

Section 5. Trustees shall serve their respective Areas by Trustees shall serve their respective Areas by maintaining communications between the Club and neighbors in their respective Areas, assisting with the annual membership drive and attending at least one General Membership meeting each quarter. They may also recruit "Block Captains" to help with these duties.

Section 6. The Officers of the Club Shall prepare a budget for the forthcoming year and present it for the approval of the General Membership at the March General Membership Meeting following their election. The budget shall be no greater than 90% of the projected income for the coming year with a 10% Contingency Fund. The Contingency Fund shall be used for any item not in the budget subject to approval by the Board of Directors at a Monthly Board Meeting.

Section 7. The Board of Directors shall meet each month and shall act as representatives at large for the Membership. They shall review and decide what action to take on all matters of business that come before them at Board Meetings. They shall review all proposed amendments to the Bylaws and make recommendations to the membership. Policy positions and actions taken by the Board of Directors in dealing with governments and entities external to the Club shall be timely published on the website and in the Newsletter.

Section 8. All Board of Directors (Officers and Trustees) shall transfer all records and documents pertaining to their individual responsibilities to the incoming Officers and Trustees prior to the end of the year and shall work with incoming Officers and Trustees as required to make a smooth transition between outgoing and incoming Board Members.

## **Article V Meetings**

Section 1. "General Membership Meetings" shall take place each month. These meetings may be referred to as "Board Meetings".

Section 2. Times and places of all General Membership Meetings shall be determined by the incoming President, posted on the Club's web site and published in the Newsletter.

Section 3. "Executive Board Meetings" shall take place when scheduled by the President for Officers of the Club only.

Section 4. "Special Meetings" may be called by a majority of the Board of Directors or by ten (10) or more members submitting a written request to any member of the Board of Directors.

Section 5. The Board of Directors shall attend all General Membership Meetings and Special Meetings. Committee Chairpersons shall attend all General Membership Meetings and Special Meetings when needed.

Section 6. General Membership Meetings and Special Meetings are open to all Members.

Section 7. Executive Meetings, Retreats, Committee Meetings and other such meetings shall be scheduled and held as needed by the President, Officers and Committees.

## **Article VI Club Business and Voting**

Section 1. The Fiscal Year for the Club shall be from April 1st through March 31st.

Section 2. Any business may be transacted at any General Membership Meeting according to the following Sections of this Article.

Section 3: Any business transacted by any Member pertaining to and/or affecting the Membership outside of any Meeting shall be presented to the Board of Directors in writing or verbally at any Meeting prior to any action whenever possible.

Section 4. The nature of business at Special Meetings and other meetings shall be limited to that specified in the call of such meeting.

Section 5: Budget Revisions can take place in two ways:

A. A Revision proposed by any member of the Board, presented orally and in writing to the Board of Directors by its sponsor at a Board or Special Meeting; reviewed by the Officers and recommendations given by the Officers to the Board of Directors at the same meeting. Approval of any such Budget Revision shall be by a (2/3) two thirds vote in favor of the Revision. Any Budget Revision (addition) cannot exceed the Contingency Reserve set aside in the original Budget.

B. A Revision to the existing Budget by any Officer and approved by unanimous vote of the officers provided such Revision does not exceed 50% of the current balance of the Contingency Reserve. Such revisions if not made during a Board Meeting shall be recorded by the Secretary and reported at the next Board of Directors Meeting.

Section 6. A ballot shall be used for the election of Officers and Trustees and will be distributed to Club members only. A plurality vote will decide the winning candidate.

Section 7. An amendment of the Bylaws will require a two-thirds (2/3) of the total Club members voting for approval of such amendment at a General Membership Meeting. (See Article IX)

Section 8: An amendment of the Board of Directors and Members Handbook will require two-thirds (2/3) of those voting for approval of such amendment at a Board of Directors Meeting. (See Article XI)

Section 9. In all other voting matters, a majority vote of those Club members voting will decide the issue voice or a show of hands at the discretion of the presiding Officer.

Section 10. At General Membership Meetings, a quorum (those eligible to vote) shall consist of the incumbent Board of Directors (Officers and Trustees) in attendance at the meeting.

Section 11. At any General Membership Meeting a quorum shall consist of those Club Members in attendance at the meeting.

Section 12. Prior to any Special Meeting, the Board of Directors shall establish a definition for a quorum for that Special Meeting.

### **Article VII Nomination, Elections, Vacancies and Terms**

Section 1. Officers and Trustees shall be elected by ballot at the last General Membership Meeting of each year. Officers shall serve for (1) one year beginning in January. Trustees for "even" numbered areas shall be elected for two years of service beginning in January of "even" numbered years. Trustees for "odd" numbered areas shall be elected for two years of service beginning in January of "odd" numbered years.

Section 2. 50% of the Trustees shall be elected every other year for two year terms.

Section 3. The Vice President shall be the successor to the office of the President for the subsequent year. The immediate Past President shall be a voting member of the Board of Directors for the subsequent year.

Section 4. One person may serve as President more than one term provided that person serves as Vice President and Past President according to Section 3.

Section 5. There are no term limits for Secretary, Treasurer or Trustees.

Section 6. A vacancy occurring in the office of President shall be filled by the Vice President. The Board of Directors will make appointments to fill other vacant offices and/or Trustee positions.

Section 7. Any Board of Director position may be declared vacant if the person holding that office or position is found to be incapable for any reason, including but not limited to conflict of interest or unwillingness to perform the duties of that office, by two-thirds (2/3) vote of the Board of Directors. Any such declaration of vacancy must be preceded by giving notice to the affected person in writing seven (7) days prior to the Board Meeting at which such declaration is made.

Section 8. Terms of all offices shall begin on January 1st and end on December 31st for either one or two years depending on the office.

Section 9. Officers and Trustees shall be nominated by a Nominating Committee appointed by the President and approved by the Board of Directors. Additional Nominations may be made from the floor, with permission of the candidate. All candidates must be members of the Club.

## **Article VIII Committees**

Section 1. The President shall appoint all Committee Chairpersons designating whether the Committee is Standing or Special. Additional committee members shall be appointed by the Committee Chairperson as required.

Section 2. The Standing Committees shall be:

1. Membership (Newsletter distribution / Annual Membership Drive)
2. Newsletter
3. Audit
4. Nominating
5. web site
6. Volunteer Appreciation
7. Youth Activities (Such as the Spring Egg Hunt and Santa Claus Tour)
8. Community Outreach (Events such as the 4th of July Picnic and Car Show)
9. Land Use and Community Appearance
10. Merchants Liaison
11. Government Liaison
12. Public Safety

Section 3. All members of Standing Committees must be members of the Club.

Section 4. Committee work and discussions of issues should take place outside Board and General Membership Meetings. Reports and recommendations shall be made by Committee Chairpersons to the Membership at Board and General Membership Meetings.

## **Article IX Amendments to Bylaws**

Section 1. Proposed amendments to these Bylaws shall be first approved by the Board of Directors and then submitted to the General Membership for approval.

Section 2. Proposed amendment(s) shall be submitted by any Member of the Board of Directors for approval in writing to the Board of Directors and shall also be read during a General Membership Meeting. After the reading, any minor corrections and/or editing shall be noted. If approved, with noted minor corrections and editing, the edited version of the proposed amendments shall be submitted in writing and shall also be read at the next General Membership Meeting. If approved at this meeting, the proposed amendments shall be posted on the website and published in the next Newsletter. Comments from the Membership shall be considered by the sponsor of the amendment(s) after which the sponsor may modify the amendment(s) at his/her discretion. The sponsor shall then submit the final version of the proposed amendment(s) in writing at the next General Membership Meeting where they shall be read and acted upon after the reading.

Section 3. Adoption of Amendments: The Final Wording of the Proposed Amendment(s) shall be adopted after a vote is taken at the General Membership Meeting following approval of the Final Wording at a previous Meeting according to Sections 1 and 2 above.

Section 4. Voting: Written copies of the Proposed Amendments to the Bylaws shall be made available at all Meetings at which they will be considered, and the proposals shall be read prior to discussion and vote by the Members. Voting for amendments shall be in accordance with Article VI, Section 6.

#### **Article X Parliamentary Procedure**

Robert's Rules of Order shall govern the proceedings of this Club where not in conflict with the Articles of Incorporation and these Bylaws.

#### **Article XI Board of Directors and Members Information Handbook**

Section 1: A Board of Directors and Members Information Handbook shall be maintained by the Club. It shall contain the following information:

- a. Club Mission Statement
- b. Business Conduct
- c. A list of Partnerships and Affiliations
- d. Club Business Information
- e. Roles and Responsibilities for all Officers, Trustees and Standing Committee Chairpersons
- f. A list of Current Officers, Trustees and Standing Committee Chairpersons
- g. Calendar of Meeting Dates and Activities for the current year
- h. Club Budget for the current year
- i. List of Currently Active Goals
- j. A Record of Resolutions and Motions

Section 2: Amendments to this Handbook shall be made by submitting changes in writing to the Board of Directors and read at a General Membership Meeting. Approval of such changes shall require two thirds (2/3) of those voting at the Board Meeting.

#### **Article XII Indemnification of Board of Directors**

Section 1. Each member of the Board of Directors (Officers or Trustees), now or hereafter serving the Club, shall be indemnified and otherwise held harmless by the Club against all liabilities, judgments, awards, costs and expenses, including attorney fees, incurred in any proceeding to which he or she may be a party or become involved by reason of being or having been a Director (Trustee or Officer of the Club).

Section 2. In such cases where the Director is guilty of willful misfeasance or intentional misconduct, including but not limited to acts constituting fraud during the performance of prescribed duties or acted outside the scope of authority granted by the Membership, no right of indemnification exists. Further, such right to indemnification shall not apply if the amount of any judgment or settlement is payable to the Club itself.

Section 3. The foregoing right of indemnification shall be construed in accordance with the applicable laws in the State of Washington.

### **Article XIII Mission Statement and Statement of Objectives**

Section 1. The Club's Mission Statement shall be published with each Club newsletter and placed at the top of the front page as follows:

"Mission Statement: The Newport Hills Community Club is a volunteer neighborhood organization that serves its membership by publishing news and information, by acting as a forum for issues that pertain to our area, by supporting and taking positive action towards community improvements and promoting regular social events throughout the year for all residents who receive this newsletter. Visit our website for a complete description of the Club's mission and objectives."

Section 2. The Club's Mission Statement and a Statement of the Club's Objectives shall be published in the Club's Handbook and posted on the Club's Website as follows:

"Mission Statement: The Newport Hills Community Club is a volunteer neighborhood organization that serves its membership by publishing news and information, by acting as a forum for issues that pertain to our area, by supporting and taking positive action towards community improvements and promoting regular social events throughout the year for all residents who receive the Club's newsletter."

"Statement of Objectives:

1. To publish a newsletter and maintain a website for distributing news and other information that may be useful and/or interesting to our membership.
2. To provide a forum for discussing and expressing opinions about issues that may challenge the positive aspects of living in this area for individuals and/or for the area as a whole.
3. To help our individual members find the most effective way(s) to act and/or react to issues that challenge their individual quality of life, especially when an issue arises that may improve the quality of life for some residents at the expense of others.
4. To be involved with local schools, churches, police and fire departments, city government, and businesses to monitor and report information about education, youth activities, crime, fire prevention, disaster preparedness, parks, streets, sidewalks, utilities, land use, park activities and commerce within our area.
5. To promote social activities by sponsoring community events such as but not limited to:
  - The Spring Egg Hunt
  - The 4th of July Picnic
  - The Cool Car Show
  - The Santa Claus Tour
  - Holiday Lights Contest
  - Volunteer Appreciation Dinner

## **NHCC Business Information**

(This information should not be disseminated to the General Public)

### **Insurance**

NHCC corporation liability insurance coverage with BGI (Safeco).  
Renew yearly in April.

(List the coverage)

### **State Registration**

File Nonprofit Corporation Annual Registration Report with the Secretary of State before January 31 of each year.

(provide information)

### Bank Account Numbers:

- NHCC Market Rate Savings.
- Coal Creek Park Fund, Business Checking.
- Coal Creek Park Fund, Savings.

### Tax ID numbers: (taken from information on file with Bank of America)

- Newport Hills Community Club
- Coal Creek Park Fund

### Non-Profit Organization Tax Exempt numbers: (found in Archives of Joy Maclin)

- Newport Hills Community Club
- Newport Hills Park Society

# NEWPORT HILLS COMMUNITY CLUB

## ROLE AND RESPONSIBILITIES OF THE NHCC PRESIDENT

PREPARED BY ZS-W, JUNE 1999; UPDATED BY BWY JANUARY 2001

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### **GENERAL DESCRIPTION:**

- ⇒ Presiding officer of the Newport Hills Community Club (NHCC), functioning as both the chief executive officer and the chief operating officer of the organization.
  - ⇒ On the executive side:
    - \* Chair board meetings
    - \* Facilitate the rest of the board in making policy decisions;
    - \* Make specific recommendations to the board on matters under consideration as appropriate.
  - ⇒ On the operating side, the president works with the other officers and the area trustees to:
    - \* Fill vacant positions as they occur;
    - \* Ensure the timely publication, printing, and delivery of our quarterly newsletter;
  - ⇒ Spokesperson at public hearings, city and county meetings, and is commonly the contact person for the media when needed.
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### **MAJOR RESPONSIBILITIES:**

- ⇒ Chair the regular monthly meetings of the board, and any other special meetings as required.
  - ⇒ Chair (or act as master of ceremonies) the two general meetings of the membership held each year.
  - ⇒ Take the lead in planning general meetings.
  - ⇒ Publicly represent the views of the organization.
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### **MAJOR ACTIVITIES/TASKS:**

- ⇒ Attend monthly board meetings.
  - ⇒ Attend two general meetings per year.
  - ⇒ Write President's message for each edition of quarterly newsletter. Write other articles for the newsletter as needed.
  - ⇒ Respond as appropriate to city or county communications and newspaper articles.
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### **IMPORTANT CONTACTS:**

- ⇒ Elected and appointed officials and staff of the City of Bellevue (city council, boards and commissions, assigned Neighborhood Liaison, contacts in those departments likely to be working on issues or projects that affect Newport Hills)
  - ⇒ Leadership of other community organizations
  - ⇒ Neighborhood Networks (North and South)
  - ⇒ Area trustees and the residents of Newport Hills
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### **ADDITIONAL IMPORTANT INFORMATION:**

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# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<b><u>Roles and Responsibilities of the NHCC</u></b> <b><u>Prepared by</u></b> 1999	Vice President Lloyd Novakowski, June
<b><u>General Description:</u></b> <ul style="list-style-type: none"><li>• Preside over Newport Hills Community Club meetings in the absence of the President</li><li>• Recruit new Trustees</li><li>• Help Trustees Acquire Block Captains</li><li>• Audit the NHCC Treasurers Books once a year</li><li>• Chair the Nomination Committee once a year</li></ul>	
<b><u>Major Responsibilities:</u></b> <ul style="list-style-type: none"><li>• Preside over Newport Hills Community Club monthly Board meetings in the absence of the President</li><li>• Canvas the NHCC area for Trustees and help recruit Block Captains</li></ul>	
<b><u>Major Activities/Tasks:</u></b> <ul style="list-style-type: none"><li>• Attend monthly meetings</li><li>• Attend the General Membership Meetings</li><li>• Respond to residents inquiries</li><li>• Help in the break down of the quarterly newsletter to the Trustees</li></ul>	
<b><u>Important Contacts:</u></b> <ul style="list-style-type: none"><li>• Neighborhood Networks (North and South)</li><li>• Area Trustees and the residents of Newport Hills</li><li>• Contacts with the Water District</li></ul>	
<b><u>Additional Important Information:</u></b>    	

# **NEWPORT HILLS COMMUNITY CLUB**

## **Role and Responsibilities of the NHCC Treasurer**

Prepared by Sandy Schmidt, August 1999 & updated January, 2001

### **Responsibilities:**

- Provide a Monthly Treasurer's Report to be presented at the monthly NHCC meetings (approximately 20 copies needed).
- Prepare a Budget for the coming fiscal year beginning March 1.
  - Present the proposed Budget to the Board for approval.
  - Present the proposed Budget to the general membership at the March General Membership Meeting (approximately 100 copies needed).
  - Close out the actual Budget for the year.
- Host an audit committee in February to audit the books for the previous calendar year.
- Deposit Membership monies into the NHCC bank account.
- Deposit any other income into the NHCC bank account, including the Red Apple MarketPlace Community Service Program 1% receipt rebate.
- Disburse funds via NHCC checks as needed for expenses.  
There is a 3-check limit per month.
- File the Nonprofit Corporation Annual Report with the Secretary of State before January 31 of each year, \$10.00 filing fee.
- Provide NHCC corporation liability insurance premium to insurer. Coverage expires yearly in April. Currently with BGI (Safeco).
- Maintain active account signature cards. Currently signers on the account are Bruce Young, President; Lloyd Novakowski, vice-president; Marshall Buelna, Secretary and Sandy Schmidt, Treasurer.

### **Bank Information:**

Bank of America located in the Newport Hills Shopping Center, 206-461-0800.

### **Accounts:**

- NHCC Market Rate Savings account. Monthly statements will be mailed to the Treasurer. There is a 3 check maximum withdrawal in any given month. Deposits in excess of 50 items, except cash will be charged a small fee.
- Coal Creek Park Fund, Business Checking account. Monthly statements received.
- Coal Creek Park Fund, Savings account. Quarterly statements received.

### **Important Contacts:**

- Debbie Twardoski - Information given to Treasurer about Red Apple MarketPlace receipts submitted.
- Maggie Bonham - Coordinate the pick up of Membership monies for deposit.

### **Additional Information**

- The Budget and Monthly Treasurer's Report are completed in Microsoft, Excel software.

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

### **Roles and Responsibilities of the NHCC**

Secretary

### **Prepared by**

Bruce Young, November

2000

### **General Description:**

The Secretary maintains the Corporation files, record the minutes of each meeting, and performs such duties as may be delegated to the office by the President. Provide meeting coordination and facilitation using Robert's Rules of Order.

### **Major Responsibilities:**

- Help Officers, Trustees and Block Captains understand their roles
- Prepare a slate of Officers and Trustees for each yearly election
- Participate in the preparation of the proposed Budget
- Prepare an NHCC yearly calendar and coordinate special committees and club activities
- Arrange and prepare for the monthly meetings
- Help Canvas the NHCC area for recruiting of Trustees, Committee Chairs and Block Captains

### **Major Activities/Tasks:**

- Attend All NHCC meetings and record the meeting minutes
- Collect pertinent NHCC correspondence and keep with the meeting minutes
- Coordinate an alternate recorder for meetings which the secretary cannot attend
- Respond to residents inquiries

### **Important Contacts:**

- NHCC Officers and Trustees
- The residents of Newport Hills
- Gale Hill, CoB Fire Department, Fire Station #9 meeting room reservations, 425 452-5250

### **Additional Important Information:**

#### **Regular Monthly Board Meetings require the following be coordinated and be distributed prior to the meeting:**

- 1) An Agenda
- 2) The previous board meeting minutes
- 3) The Treasurer's report

#### **General Membership Meetings require the following be coordinated and available at the meeting:**

- 1) An Agenda
- 2) The previous General Membership meeting minutes
- 3) Sign-in sheets
- 4) The Budget for the March meeting
- 5) the Slate of Officers and Trustees for the October meeting



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## NEWPORT HILLS COMMUNITY CLUB

### ROLES AND RESPONSIBILITIES OF THE NHCC YOUTH ACTIVITIES COORDINATOR

PREPARED BY MIKE HALDEMAN, SEPTEMBER 1999

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#### GENERAL DESCRIPTION:

- ◆ Ensure the continued tradition of an annual Newport Hills Spring Egg Hunt and Santa Claus Tour.

#### MAJOR RESPONSIBILITIES:

- ◆ Coordinate the annual Spring Egg Hunt (April)
- ◆ Coordinate the annual Santa Claus Tour (December)

#### MAJOR ACTIVITIES/TASKS:

- ◆ Spring Egg Hunt
  - ◆ Submit \$300 Statement to Newport Hills Merchant's Association
  - ◆ Submit announcement to NHCC Newsletter
  - ◆ Prepare and post flyers around neighborhood (esp. shopping center)
  - ◆ Reserve school playground (Newport Heights Elementary)
  - ◆ Purchase candy and prizes
  - ◆ Secure commitment of volunteers (including the Bunny: Betsy Pitman)
  - ◆ Reserve, pick up and return bunny suit (Graight Costumes, Renton)
  - ◆ Perform event: ~9am
  - ◆ Submit after-event article to NHCC Newsletter
- ◆ Santa Claus Tour
  - ◆ Submit \$300 Statement to Newport Hills Merchant's Association
  - ◆ Submit announcement to NHCC Newsletter
  - ◆ Prepare and post flyers around neighborhood (esp. shopping center)
  - ◆ Coordinate the support of Bellevue Fire Station #9 (fire truck & volunteers)
  - ◆ Purchase oranges and candy canes
  - ◆ Secure commitment of volunteers (including driver of truck/van)
  - ◆ Decorate truck/van
  - ◆ Perform event: ~9am-2pm
  - ◆ Submit after-event article to NHCC Newsletter

#### IMPORTANT CONTACTS:

- ◆ Spring Egg Hunt
  - ◆ Graight Costumes, Renton
  - ◆ Costco (candy, ~150lbs?)
  - ◆ Bellevue Parks Department
  - ◆ Newport Heights Elementary
  - ◆ Betsy Pitman (bunny)
- ◆ Santa Claus Tour
  - ◆ Bellevue Fire Department Chief & Community Relations Officer
  - ◆ Lieutenant, Bellevue Fire Station #9

- ◆ Newport Hills Hallmark (candy canes, ~700)
- ◆ Newport Hills Marketplace (oranges, ~700)

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<b><u>Roles and Responsibilities of the NHCC</u></b> <b><u>Prepared by</u></b>	Merchant's Liaison Lyle Wood, August 1999
<b><u>General Description:</u></b> Interface with the Newport Hills Merchant's Association and any concerned citizens.	
<b><u>Major Responsibilities:</u></b> <ul style="list-style-type: none"><li>• Encourage Merchant's participation in Association.</li><li>• Assist in coordinating the Merchant Flyer inserts in the NHCC Newsletter.</li><li>• Attend monthly NHCC board meetings and General Membership meetings.</li></ul>	
<b><u>Major Activities/Tasks:</u></b> <ul style="list-style-type: none"><li>• Inform Merchant's President of the Newsletter publication schedules.</li><li>• Be knowledgeable of the major concerns of the Merchant's and how they affect the community.</li><li>• Follow up on the Merchant's contribution for the NHCC youth activities.</li></ul>	
<b><u>Important Contacts:</u></b> <ul style="list-style-type: none"><li>• Merchant's Association President/Treasurer Ken Wiles, owner of the Mustard Seed Pub.</li><li>• Newsletter Editor and communications chairperson.</li><li>• All Merchant's members and prospective members.</li></ul>	
<b><u>Additional Important Information:</u></b> Be knowledgeable of the Marketplace NHCC rebate program (1% of valid expenditures).	

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<p><b><u>Roles and Responsibilities of the NHCC</u></b>                      Membership Chair <b><u>Prepared by</u></b>    Margaret Bonham, Oct, 1999 updated by BWY, Nov, 2001</p>
<p><b><u>General Description:</u></b> The Membership Chairperson coordinates the yearly membership drive by providing membership packets to the Trustees and receives the dues.</p>
<p><b><u>Major Responsibilities:</u></b></p> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Maintain a list of the Area Trustees and their Block Captains and the paid membership</li><li>• Provide the area trustees with their Area Membership Packets prior to the March General Membership meeting</li></ul>
<p><b><u>Major Activities/Tasks:</u></b></p> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Put together packets of membership materials for the area trustees<ul style="list-style-type: none"><li>• Block Captain sign-up sheets</li><li>• Membership cards</li><li>• Trustee and Block Captain information sheets</li><li>• Membership information sheets (as needed)</li><li>• Mail-in envelopes and instructions</li></ul></li></ul>
<p><b><u>Important Contacts:</u></b></p> <ul style="list-style-type: none"><li>• Board of Directors</li><li>• Block Captains</li></ul>
<p><b><u>Additional Important Information:</u></b></p>

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<b><u>Roles and Responsibilities of the</u></b> Committee	Public Safety
<b><u>Prepared by</u></b> Young, January 2001	Bruce
<b><u>General Description:</u></b>  The Public Safety committee chairperson is generally regarded as a focal point for reporting and coordinating issues related to the public safety: crime, speeding, requests for crosswalks, traffic calming devices, etc. These activities will require 3 to 4 hours a month.	
<b><u>Major Responsibilities:</u></b> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Act as a liaison between the neighbors and the board (relay public safety concerns).</li><li>• Act as a liaison between the City and the board (talk to police and fire).</li><li>• Represent the concerns of the NHCC members in their area to the Board of Directors.</li><li>• Help with community block watch ??</li></ul>	
<b><u>Major Activities/Tasks:</u></b> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Coordinate activities associated with the public safety.</li><li>• Compare the CoB info with the calls received from the community.</li><li>• Provide reports (as needed) for monthly board meetings and the newsletter</li></ul>	
<b><u>Important Contacts:</u></b>  Fire Department Liaison – Lt. Todd Dickerboom Police Department Liaison -	
<b><u>Additional Important Information:</u></b>  	

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<b><u>Roles and Responsibilities of the</u></b> Communications Committee	Public/Membership
<b><u>Prepared by</u></b>	Bruce Young, November, 2001
<b><u>General Description:</u></b> The communications committee defines, implements, coordinates and maintains communication methods between the board of directors and membership of the NHCC. The capability to disseminate timely and correct information is an important facet of the NHCCs ability to represent the membership and engage in activities for the social and civic betterment of Newport Hills.	
<b><u>Major Responsibilities:</u></b> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Maintain contact with Area Trustees, Block Captains and the membership regarding community club concerns, information or actions.</li></ul>	
<b><u>Major Activities/Tasks:</u></b> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Coordinate the dissemination of timely information between the NHCC board and membership</li></ul>	
<b><u>Important Contacts:</u></b> <ul style="list-style-type: none"><li>• Board of Directors</li><li>• Block Captains</li></ul>	
<b><u>Additional Important Information:</u></b>     	

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<b><u>Roles and Responsibilities of the</u></b> Chairperson	Meeting Arrangements
<b><u>Prepared by</u></b>	Bruce Young, November, 2001
<b><u>General Description:</u></b> The Meeting Arrangement Committee Chair will perform the tasks of coordinating meeting times and locations and reserving the appropriate size facility for our use. This will be performed on an as needed basis for the events and activities of the NHCC. This includes, but is not limited too: monthly board meetings; general membership meetings; special meetings of the NHCC; and, any other social or civic activity that the NHCC participates in.	
<b><u>Major Responsibilities:</u></b> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li><li>• Maintain knowledge of the NHCC meeting plans and activities</li></ul>	
<b><u>Major Activities/Tasks:</u></b> <ul style="list-style-type: none"><li>• Attend monthly Board of Directors meetings and General Membership meetings.</li></ul>	
<b><u>Important Contacts:</u></b> <ul style="list-style-type: none"><li>• Board of Directors</li><li>• Scott Sadler, Executive Director, Lake Heights YMCA</li><li>• Pastor Paul Burnham, Newport Hills Community Church</li><li>• Carolyn Reid, Bellevue Fire Department, meeting room #9</li></ul>	
<b><u>Additional Important Information:</u></b>   	

# NEWPORT HILLS COMMUNITY CLUB

## ROLE AND RESPONSIBILITIES OF THE NHCC GOVERNMENT LIAISON

PREPARED BY ZEE STRAIGHT-WRIGHT, JUNE 1999

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### **GENERAL DESCRIPTION:**

- ⇒ Liaison to elected and appointed officials and staff of the city of Bellevue and King County.
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### **MAJOR RESPONSIBILITIES:**

- ⇒ Work with the staff, elected and appointed officials of the city and county to understand and anticipate the likely impact to Newport Hills of government actions, programs, projects, and policies.
  - ⇒ Communicate the position of the NHCC as needed regarding government matters or actions.
  - ⇒ Maintain awareness of the financial plans of the city, that is, the biennial Capital Improvement Project budget and the operating budget.
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### **MAJOR ACTIVITIES/TASKS:**

- ⇒ Monitor the various publications of the city with an eye toward flagging any items of interest or likely import to Newport Hills, recommending a specific course of action where needed and/or appropriate.
  - ⇒ Attend council, board, and commission meetings as appropriate.
  - ⇒ Communicate
- 

### **IMPORTANT CONTACTS:**

- ⇒ Elected and appointed officials and staff of the City of Bellevue (city council, boards and commissions, assigned Neighborhood Liaison, contacts in those departments likely to be working on issues or projects that affect Newport Hills)
  - ⇒ Leadership of other community organizations
  - ⇒ Neighborhood Networks (North and South)
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### **ADDITIONAL IMPORTANT INFORMATION:**

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# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

<p><b><u>Roles and Responsibilities of the</u></b> Improvement Committee</p> <p><b><u>Prepared by</u></b> November, 2001</p>	<p>Coal Creek</p> <p>Bruce Young,</p>
<p><b><u>General Description:</u></b></p>	
<p><b><u>Major Responsibilities:</u></b></p> <p>Mission: Improve and monitor the Coal Creek Watershed and riparian corridor by coordinating and implementing small water quality, fish habitat and community education projects.</p> <p>Goal: Spend our Coal Creek Park fund on stream enhancement projects in coordination with the Bellevue Stream Team Program and the CCCC</p> <p>Objective: Help kickstart the revitalization of Coal Creek and the Watershed as a healthy salmon stream</p> <p>Committee Members: Co Chairs – Need some people to Help coordinate and Report on the activities.</p> <p>Bellevue Stream Team Liaison - Steve Walker King County Parks Liaison - Steve Walker</p> <p>CCCC liaison - Bruce Young</p>	
<p><b><u>Major Activities/Tasks:</u></b></p>	
<p><b><u>Important Contacts:</u></b></p> <p>Steve Faloon: Coal Creek Community Coalition</p>	
<p><b><u>Additional Important Information:</u></b></p>	

# NEWPORT HILLS COMMUNITY CLUB

## Roles and Responsibilities

**Roles and Responsibilities of the NHCC**

Area Trustee / Board Director  
Bruce Young and Lyle Wood,

**Prepared by**

October 1999

**General Description:**

Area Trustees act as representatives at large for the membership by representing the NHCC at the grass roots level to their Block Captains and the residents in their areas. They review all proposed amendments to the By-Laws and prepare a budget for the forthcoming fiscal year for the approval of the general membership.

**Major Responsibilities:**

- Attend monthly Board of Directors meetings and General Membership meetings.
- Recruiting and coordinating their Block Captains in their Area.
- Maintaining contact with their Block Captains and members in their Area regarding community club concerns, information or actions.
- Represent the concerns of the NHCC members in their area to the Board of Directors.

**Major Activities/Tasks:**

- Attend monthly Board of Directors meetings and General Membership meetings.
- Distributing the NHCC Newsletter to the Block Captains.
- Distributing Membership Collection materials to the Block Captains.
- Collect Membership monies and left-over materials.

**Important Contacts:**

- Board of Directors
- Block Captains

**Additional Important Information:**