

# **FRIENDS OF MT. TABOR PARK**

## **BYLAWS**

### **ARTICLE I: NAME**

The name of the organization shall be Friends of Mt. Tabor Park (FMTP).

### **ARTICLE II: PURPOSE**

The purpose of the organization shall be to improve and/or help maintain Mt. Tabor Park for the benefit of individuals, organizations and the Park Bureau of the City of Portland, to identify and solve problems, and to fund and participate in park projects. FMTP also offers programs to educate the public about the park's ecological health, and its unique geological and rich cultural history. Finally, FMTP works with Portland Parks and Recreation (PP&R), the Mt. Tabor Neighborhood Association, and other neighborhood, community and user groups to monitor park use and operation, support effective management and maintenance of the park, and the vision and goals of the Mt. Tabor Park Master Plan, dated January 2000.

### **ARTICLE III: MEMBERSHIP**

FMTP encourages anyone who recognizes Mt. Tabor Park as an asset to the community to become a member. Membership will be accorded to those who pay dues and/or are a recognized FMTP volunteer. Membership will run from January 1<sup>st</sup> through December 31<sup>st</sup>.

Recognized FMTP Volunteer status shall be conferred to anyone who consistently volunteers in an FMTP program. Committee Coordinators have the authority to confer recognized volunteer status to their program volunteers.

### **ARTICLE IV: BOARD OF DIRECTORS**

Section 1.

The number of directors shall consist of not less than five (5) nor more than eleven (11) members, serving for three (3) years. Thereafter, and with the expiration of terms aforesaid, Board members shall be elected or re-elected by

the Membership at the FMTP Annual Meeting/Winter Program. Board member terms are rotated to ensure continuity in Board membership.

## Section 2.

Board Members are expected to participate in all official Membership and Board meetings; to carefully consider all decisions and input into discussions that support the or affect the goals, objectives, and purpose of FMTP. Board members must also complete other tasks as agreed upon by the Board or Membership at any official meeting.

## Section 3. Release from Board and/or Position

- A. Non-Attendance: If a Board member fails to attend three consecutive Board meetings, he or she may be released from his or her position as a Board member by a majority vote of the total number of Board members.
- B. Non-Performance: A Board member may be released from his or her position when he or she does not fulfill the duties of the position as defined and previously agreed upon in Article V, Section 3, of the FMTP By-laws. Such action, to release a Board member, must be agreed upon by a two-thirds majority vote of the remaining Board members at a regular or special meeting as noted in Article VI, Section 3 of the By-laws.

## Section 4. Resignation

If a Board member resigns from his or her position during a term, the Board by majority vote may appoint a member to fill the vacancy for the term remaining in that position. If the board is unable to fill the position by appointment, new board members will be voted in for the term remaining at the next FMTP Annual Meeting.

# **ARTICLE V: OFFICERS**

## Section 1.

The officers of the organization shall be a Chairperson, a Vice-Chairperson, Secretary, Treasurer, and Membership Chairperson. The Board may create such other officers deemed appropriate and reasonably necessary.

## Section 2.

Officers shall be elected by majority vote of the Board ~~in the first quarter of each calendar year~~ at the first board meeting following the Annual Meeting. In

the event a candidate is not elected by a majority, the vote shall be recast between the two candidates receiving the most votes on the previous ballot.

### Section 3. Officers and Duties

- A. Chairperson: The Chairperson shall be the primary executive officer of FMTP and shall represent the FMTP in all functions; shall preside at meetings of the Membership and the Board; shall be the chief administrative officer of the Board which will include regularly reviewing all financial transactions by independently accessing FMTP's banking records, or delegating this task to the vice chair. The Chairperson shall prepare an agenda for each Membership or Board meeting; establish and/or appoint committees as noted in Article VII; and complete other tasks as agreed upon by the Board or Membership at any official meeting.

The outgoing Chairperson shall serve for (1) year in an advisory capacity to the Board and previous Board members may serve in an advisory capacity as Emerita/Emeritus Board Members.

- B. Vice-Chairperson: The Vice-Chairperson shall support the Chairperson in all areas as needed and/or required; preside at meetings in the absence of the Chairperson; and complete other tasks as agreed upon by the Board or Membership at any official meeting.
- C. Secretary: The Secretary shall take minutes of Board meetings and keep accurate records of Board activities with such records being preserved and available. Such records must include actions noted in Article VI, Section 8. The Secretary must also complete other tasks as agreed upon by the Board or the Membership at any official meeting.
- D. Treasurer: The Treasurer shall have the responsibility for maintaining the integrity of all bank accounts; shall keep records and ledgers in accordance with generally accepted accounting practices; shall provide appropriate access for oversight to the chair and/or her delegate; and shall ascertain that all transactions are in the approved format, . The Treasurer must also complete any and all required state and/or federal forms, including filling 990-N with the Internal Revenue Service, as well as complete other tasks as agreed upon by the Board or Membership at any official meeting.

At any and all events sanctioned/supported by FMTP that include the collection of money (i.e., garage sale, pie sales, etc.) the Treasurer will appoint two people to be present at the conclusion of the event to count the monies together immediately. The

Treasurer will also determine who will make the actual deposit. If the Treasurer is not the person making the deposit, the designated person is to prepare a deposit report to be emailed to the Treasurer. The monies will be deposited in the bank account of the FMTP as soon as possible upon the tally of the monies.

- E. Membership Chairperson: The Membership Chairperson shall maintain the master membership list. The Membership Chairperson shall also record all monies received from members for dues and donations, and deposit said monies in the FMTP's bank account. The Membership Chairperson will then send a report to the Treasurer and Chairperson including: the member name, amount of dues paid and any overage/donation along with a tally of each category - dues and overages - and show that it totals the amount of the checks. Records of dues and donations will be kept electronically. The Membership Chairperson will send, or cause to have sent, multiple membership renewal notices to all members beginning in October through year-end.

## **ARTICLE VI: Board and Membership Meetings**

### Section 1.

Regular meetings of the Board shall be held at least quarterly with sufficient prior notice.

### Section 2.

An Annual Meeting for the FMTP Membership shall be held in the first quarter of each calendar year.

### Section 3.

Special meetings may be called by the Chairperson or at the request of at least one-third (1/3) of the Board members or any five (5) members of the Membership. Special meetings shall be announced and held within at least seven (7) days.

### Section 4.

All official FMTP meetings shall be open to the public.

### Section 5.

A majority of the Board members shall constitute a quorum for the transaction of business of the Board at Board meetings.

Section 6.

Each Board member present is entitled to one (1) vote. No proxy votes shall be allowed.

Section 7.

All questions and votes shall be decided by a majority of votes (except as specified in Article IV, Section 3B.) cast at any meeting of the Board where a quorum is present.

Section 8.

When requested by a Board member, majority and minority views on issues considered by the Board shall be recorded in the minutes of the meetings and appropriate correspondence.

Section 9.

At any non-Board meeting, fifty percent plus one (50% + 1) of the total members present shall constitute a quorum with each member present entitled to one (1) vote. No proxy votes shall be allowed.

Section 10.

When a Board member has a financial or personal interest in any matter coming before the Board, the affected person shall fully disclose the nature of the interest and refrain from any discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members (except as specified in Article IV, Section 3B) determines that it is FMTP's best interest to do so. The minutes of the meeting shall record the disclosure, abstention and rationale for approval.

Section 11.

Robert's Rules of Order shall govern the procedures of the Board and Membership not covered by the Bylaws.

## **ARTICLE VII: COMMITTEES**

Section 1.

The Chairperson shall have the power to establish committees with the approval of the Board and solicit volunteers to serve on said committees.

Section 2.

Board members may recommend the formation of ad-hoc committees.

## **ARTICLE VIII: STANDING COMMITTEES**

Section 1.

The Board shall have the power to formally incorporate what we will call standing committees. Currently these are the Foot Patrol, Weed Warriors, Visitor Center, and Communications. The standing committees are accountable to the Board for their policies and actions.

Section 2.

The Board will designate one or more individuals as the Coordinator/s responsible for each standing committee and have a Board member serve as a liaison to the Coordinator/s and be responsible for checking in with the Coordinator/s periodically and keeping the Board up to date on its activities.

Section 3.

Term of Service: The designated Coordinator/s shall serve for a term of two years.

Section 4.

Dismissal: In the event that, due to the inability to adequately perform his/her duties, it becomes necessary to dismiss the Coordinator/s, the Board may do so with a two-third majority vote.

Section 5.

Dissolution: In the event the Board is unable to find someone to coordinate a designated standing committee after exhausting all available resources, said standing committee will be dissolved and all assets turned over to the Board.

Section 6. Standing Committees

**A. FMTP Foot Patrol:**

1. The goal of the Foot Patrol is to keep the park clean, safe and secure. The Foot Patrol is composed of volunteers who periodically walk in Mt. Tabor Park as park ambassadors to observe, record and report such things as

theft, vandalism, graffiti, improperly secured facilities, and lost and found items; assist lost or disoriented individuals; and pick up litter..

2. The FMTP Foot Patrol Coordinator/s or designates will be responsible to train new volunteers.
3. The Coordinator/s will send out the invite/reminders to meetings, prepare agendas, and provide a calendar for foot patrol signups. The Coordinator/s must submit a monthly report on Foot Patrol activity and volunteer hours and prepare and submit an annual report to the Board, and will act as main contact for the Foot Patrol. The Coordinator/s will also be responsible for the hut and kiosk maintenance, maintaining the inventory of supplies, the recycling program, and coordinating special events.
4. The Foot Patrol is entitled to request and receive reimbursement for expenses incurred for items necessary to perform foot patrol related duties for the park. Any requests for reimbursement in excess of ~~\$50.00~~ \$150.00 will require Board approval prior to incurring the expense.
5. The Foot Patrol will not engage in any activity contrary to PP&R policy unless reviewed and approved by the Board.

#### **B. FMTP Weed Warriors:**

1. The goal of the Weed Warriors is to work with PP&R to restore ecological health to the undeveloped (i.e., natural) areas of the park. The Weed Warriors are composed of volunteers who remove invasive vegetation and plant natives in designated areas of the park.
2. The Weed Warrior Advisory Committee provides overall direction to the effort and sets the annual project schedule. Members are appointed by the FMTP Board. The Weed Warriors are accountable to the Board for its policies and actions.
3. The Weed Warrior Coordinator works with PP&R-City Nature and Services to set annual goals, plans and supervises monthly service projects, reports service project accomplishments and issues to PP&R and the Advisory Committee, ensures availability of needed tools and supplies, and works with other organizations that wish to take part in service projects. The Coordinator must also submit a monthly report on Weed Warrior activity and volunteer hours and prepare and submit an annual report to the Board.
4. The Weed Warriors are entitled to request and receive reimbursement for expenses incurred for items necessary to perform Weed Warrior-related duties for the park. Any requests for reimbursement in excess of ~~\$50~~ \$150.00 will require Board approval prior to incurring the expense.

### **C. FMTP Visitor Center:**

1. The Visitor Center (VC) is located at the Mt. Tabor Park maintenance building in a space provided by PP&R. Utilization of this space requires that the FMTP Visitor Center comply with PP&R policies, rules and regulations.
2. The VC is an information center and a source for a variety of maps, brochures, and history about Mt. Tabor Park as well as other city parks; native and invasive plant guides; transportation guides for walking and biking; and Water Bureau information. Visitors can view historic photos and purchase gift cards and FMTP logo products. VC volunteers can also provide access to items turned in to the lost and found.
3. The VC Coordinator is responsible for recruiting and training VC volunteers.
4. The VC Coordinator is to maintain VC inventory and supplies. The Coordinator must also submit a monthly report on VC activity and volunteer hours and prepare and submit an annual report to the Board.
5. The VC is entitled to request and receive reimbursement for expenses incurred for items necessary to perform duties for the FMTP and the park. Any requests for reimbursement in excess of ~~\$50.00~~ \$150.00 will require Board approval prior to incurring the expense.

### **D. Communications**

1. The Communications Committee works to connect with our members, encourage visitation to Mt. Tabor Park, raise awareness of FMTP and the Park, and grow our membership base in collaboration with the membership chair.
2. The Communication Committee Chair provides overall direction to communication efforts and recruits new committee members. Communication channels include periodic "e-blast" emails to members, articles in the *local newspapers*, our website (<https://www.taborfriends.org>), and social media pages (Facebook, Instagram).
3. The Communications Committee monitors our FMTP email account ([taborfriends@gmail.com](mailto:taborfriends@gmail.com)), responding to email queries and comments from our membership and the public, or forwarding them to PP&R or other appropriate entities.
4. The Communication Committee is entitled to request and receive reimbursement for expenses incurred for items necessary to perform communication duties for the park. Any requests for reimbursement in



excess of ~~\$50~~ \$150.00 will require Board approval prior to incurring the expense.

## **ARTICLE IX: SPECIAL AWARDS**

### Section 1: FMTP Friend of the Year

Each year the Board, or a subcommittee, reviews potential candidates for this award that recognizes the extraordinary service to the park by an individual. An awardee is not required to be a FMTP member. The award may or may not be given in any particular year. The awardee is announced at the FMTP Annual Meeting.

### Section 2: Other Forms of Recognition.

Individuals and organizations who have made significant contributions to FMTP and the park may be honored through the granting of an Honorary Membership or in other ways determined by the Board. Recipients are announced at the FMTP Annual Meeting.

## **ARTICLE X: DISSOLUTION**

Upon dissolution of FMTP, the Board shall, after paying all liabilities, turn over remaining assets to the Portland Bureau of Parks to be used for improvements in Mt. Tabor Park.

## **ARTICLE XI: AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of the Membership present at any regular meeting of the organization. Any proposed change must be submitted in writing to the Membership seven (7) days prior to the meeting at which such change is to be voted upon.

**Revised April 13, 2021**