



Old Las Palmas Neighborhood Organization Bylaws Amended June 17, 2009

Article I-Name

The name of the organization is the Old Las Palmas Neighborhood Organization.

Article II-Principal Office

The principal office of the organization shall be the mailing address of the acting Secretary of the Organization.

Article III-Purpose

The purpose of the organization is to achieve and maintain quality living conditions in the Old Las Palmas; assist persons residing in the neighborhood to work together for the good of their neighborhood; and provide a non-partisan organization which will benefit this neighborhood and the city.

Article IV-Neighborhood Boundaries

The Old Las Palmas Neighborhood Organization area is that area of Alejo south, North Palm Canyon east, Monte Vista west, and Stevens Road north.

Article V-Membership

Section 1. Membership in this organization shall be open to all residents, including business occupants and owners of property within the neighborhood's boundaries. All members may actively participate in neighborhood events, activities and meetings and may exercise voting rights pursuant to the bylaws without regard to race, religion, sex, gender, sexual orientation or physical ability.

Section 2. To be regarded as a member in good standing of the organization, the person must have paid dues for that fiscal year.

Section 3. Only members in good standing are entitled to vote at the Annual Meeting. One (1) vote per household is allowed.

Section 4. The organization also may enroll honorary members, but these members may not vote on matters before the organization.

Section 5. All members of the organization shall hold The Advisory Committee harmless for any responsibilities associated with carrying out the affairs of the organization.

Article VI-Dues

Annual membership dues shall be determined by The Advisory Committee and shall be payable on or before the Annual Meeting.

Article VII-The Advisory Committee

Section 1. The entire direction and management of the affairs of the organization shall be vested in The Advisory Committee, who shall have complete discretion to determine all

expenditures to be made in carrying out the purpose of the organization.

Section 2. Decisions shall be determined by majority vote of the Advisors.

Section 3. Advisors shall be elected for three (3) year terms, in a timely manner, at an Advisory Committee meeting next following the Annual April Meeting of the Organization.

Section 4. The Advisory Committee shall consist of at least ten (10) and no more than thirteen (13) Advisors and shall meet at least once during the months of September, October, January, February, March and May.

Section 5. In case of any vacancy in The Advisory Committee, it may elect a successor to hold office for the unexpired term of the advisor whose position shall be vacated.

Section 6. Advisors are expected to attend all scheduled meetings in person or via phone conference calls.

Section 7. No compensation shall be paid to members of The Advisory Committee.

Section 8. The Advisors shall be divided into three (3) classes, each class consisting of roughly one third of the Advisors. Each member of a class of Advisors shall be elected and hold office for a term of three (3) years and until a successor has been elected and qualified, except that the initial members of one of the three classes of Advisors shall be elected for a term of one year and the initial members of another of the three classes shall be elected for a term of two years.

Article VIII-Elected Advisors

Section 1. The annually elected offices of the advisors shall be:

- A. Chairperson
- B. Vice-Chairperson
- C. Treasurer
- D. Secretary

Section 2. The Advisors are elected from and by the Advisory Committee at the meeting next following the Annual Meeting.

Section 3. No compensation shall be paid to elected advisors.

Section 4. No advisor shall serve more than three (3) consecutive terms in the same office.

Section 5. Advisors may be removed for cause, including violation of the by-laws or dereliction of duty, by a majority of two-thirds of the voters at a regular meeting of the organization, provided that the advisor to be removed has been notified in writing of the propose removal at least thirty (30) days before the meeting,

Section 6. The chairperson shall preside at The Advisory Committee meetings and carry out all policies:

- A. Assure that the Bylaws are enforced.
- B. Coordinate meeting dates.
- C. Have signatory authority with the Treasurer.
- D. Approve reimbursements of Advisors for organization related expenses.
- E. Maintain communication with all members, prepare an annual budget and prepare an annual report on the status of the organization including future

recommendations.

F. Appoint committee chairpersons.

G. To be or appoint the spokesperson for the organization to local government, the press, or other neighborhood organizations.

Section 7. The Vice-Chairperson shall:

A. Act as a Co-Chairperson in the absence of a Chairperson.

B. Carry out assignments given by the Chairperson.

C. To succeed to the office of Chairperson in the event of a vacancy in that position.

Section 8. The Treasurer shall:

A. Receive monies.

B. Pay expenses.

C. Maintain on-going bank records.

D. Make available a detailed financial statement to Advisory members at the Committee's request and the Annual Members Meeting.

E. Turn over to a successor, all records, funds and assets.

Section 9. The Secretary shall:

A. Maintain accurate minutes of The Advisory Committee and membership meetings.

B. Transmit such minutes to all appropriate parties.

C. Prepare official correspondence.

D. Keep a list of all active members, including contact information.

Article IX-Membership Proposals of Advisors

Section 1. At the Annual Meeting a nominating committee of three members selected by the Advisory Committee shall present the proposed current class of Advisors to be elected by the then sitting Advisors at its meeting next following the Annual Meeting.

Section 2. Any member of the Organization may propose additional candidates for the Advisory Committee's consideration at the Annual Meeting, but such proposals are advisory in nature only.

Article X-Annual Member Meetings

There shall be an Annual Meeting of the members of the Organization every April at a time and place designated by the Advisory Committee.

Article XI-Notice of Meetings

Notice of the place, day and time of each meeting of members annual or special shall be given by mailing a notice to each member of the organization on entitled to vote thereat, or via e-mail, or by delivering the same member in person, at least ten (10) and not more than thirty (30) days before the meeting.

Article XII-Committees

Section 1. In addition to any other committees established by the Advisory Committee, there shall be the following standing committees of the Organization:

A. Executive Committee

- B. Security Committee
- C. Beautification Committee
- D. Communications Committee

Section 2. The Executive Committee shall consist of the Organization's officers and chairmen of the standing committees. To the extent not otherwise prohibited by law or by these by-laws, the Executive committee shall have full power and authority to act on behalf of the Advisory Committee between meetings. The Executive Committee shall give a full report of any actions taken to the Advisory Committee at its next regular meeting. The Chairperson of the Organization shall serve as chairperson of the Executive Committee. Subject to the notification requirements contained in Article XI, the Executive Committee shall meet by telephone, or in person, at least once during the months of June, July and August and otherwise at the discretion of the chairman.

Section 3. The chairpersons of the other standing committees, and any other special committees, shall be appointed by the Chairperson of the Organization at the meeting of the Advisory Committee next following after the Annual Meeting for a term of one (1) year, and such committees shall meet at the discretion of its chairpersons. Members of the various committees shall be selected from among the Advisors by the respective chairpersons.

Article XIII-Books

There shall be kept at the principal office of the organization books and records of the activities and transactions of the organization, including a minute book, which shall contain a copy of these bylaws and all amendments thereto, and all minutes of the members and of The Advisory Committee.

Article XIV-Fiscal Year

The fiscal year of the organization shall be the same as the calendar year.

Article XV-Procedure

Unless the meeting has adopted some other procedure, all meetings of the organization are governed by guidelines of Robert's Rules of Order.

Article XVI-Amendments

These bylaws may be altered, amended or repealed by a vote of the majority of The Advisory Committee.