

By Laws

EL DORADO PARK ESTATES NEIGHBORHOOD ASSOCIATION

ARTICLE I

NAME

- a) This association shall be known as the EL Dorado Park Estates Neighborhood Association.

ARTICLE II

PURPOSES

- a) To be a non-profit organization dedicated to civic service to the El Dorado Park Estates community and its residents.
- b) To maintain and improve our community civic values through unified action.
- c) To counsel and advise residents of this community in protection of their personal rights and property interests.
- d) To maintain an active, organization that can speak with one voice, for the rights of all before any municipal, county, or state legislative body, or any other group, individual, organization, association, corporation, or otherwise whose actions, policies, intentions, and designs would possibly impact the rights of the individual and the community.

POLICIES

- a) To maintain a non-sectarian and non-partisan approach to all problems.
- b) To maintain observers at meetings of boards, committees, and chambers of local governmental bodies in order that the members of the Association, may be informed as to the actions of those bodies.
- c) To support and execute community improvement projects and other civic functions through, duly constituted committees when such action is required.
- d) Members can be removed by a majority vote of all members.
- e) Members may resign at any point by notifying the Board in writing.

ARTICLE III

MEMBERSHIP - VOTING RIGHTS, ELIGIBILITY, RESPONSIBILITY

Section 1

- a) Any resident or property owner in the community known as El Dorado Park Estates and lives in the required boundaries, which are North of Spring St, East of the 605 South freeway, Ring St (both sides), and west of Norwalk Blvd shall be eligible for membership in this Association.
- b) Only an occupant who has currently paid dues shall be able to exercise the right to cast a "lot" vote in the Association. Only one full vote shall exist for each member "lot". No one shall be entitled to cast more than one vote.

Section 2

- a) Dues for the calendar year or part thereof shall be \$30.00 per house lot payable in advance during the month of January each year.

Section 3

- a) Bring enthusiasm and unique skills to volunteer opportunities, membership drives, and member meetings
- b) Offer constructive feedback to the board, through appropriate communication channels
- c) Assist in promoting the association's activities to other community members
- d) Nominate and vote for officers
- e) Serve on subcommittees as needed

ARTICLE IV

OFFICERS

Section 1

- a) The officers of this Association shall be occupants of El Dorado Park Estates and named as follows:
 - 1. President
 - 2. Vice President
 - 3. Recording Secretary
 - 4. Corresponding Secretary
 - 5. Treasurer
 - 6. Government Relations Officer
 - 7. Membership Chair
 - 8. Emergency Preparedness Officer
 - 9. Events Officer
 - 10. Nine (9) Members at Large
- b) These 18 officers shall comprise the "Executive Board" of this Association.

Section 2

- a) Officers elected at the annual election, as hereinafter specified, shall hold office for a term of two, (2) year, and until the election and qualification of their respective successors; provided, however that any person chosen to fill a vacancy caused by the death, resignation or removal of any officer, shall be appointed by the Executive Board to serve only during the unexpired portion of the term of such officer and until his successor is duly elected and qualified.

Section 3

- a) The **President** the presiding officer and helps the board to make effective decisions for managing and operating the association. The president shall preside, at all meetings of the member and all meetings of the Executive Board. He/she shall countersign all orders for payment or disbursement of funds for the Association. He/she shall perform such other duties as he/she may be directed to perform by resolution of the Executive Board, not inconsistent with the provisions of these bylaws.

Section 4

- a) The **Vice President** shares many of the leadership and procedural duties with the president, including assuming the leadership role when the president is unable to do so. The vice president responsibilities include ensuring order is maintained during meetings, ensuring a smooth flow of business, and serving as an informed source about association rules, bylaws, and governing documents.

Section 5

- a) The **Recording Secretary** maintains the association's meeting minutes and official records, reviewing and updating documents as required and ensuring they are stored safely and accessible to association members. He or she is responsible for providing proper notice of meetings, as well as distributing documents, such as official records, agendas and meeting minutes, on a timely basis to association members and/or their authorized representatives. In addition, the recording secretary is responsible for distributing notices of elections and other Association functions, when such distribution is deemed by the Executive Board to be necessary to the orderly conduct of the affairs of the Association.

Section 6

- a) The **Corresponding Secretary** maintains communications with those outside the association, including business partners, financial institutions, creditors, and officers of other entities. The corresponding secretary presents the public voice of the organization and receives correspondence and materials on its behalf. As such, he/she shall conduct the external correspondence of the Association as required, or as directed by its Executive Board and shall disseminate information regarding business of the Association to the membership

Section 7

- a) The **Treasurer** oversees the management and reporting of an organization's finances, which includes selecting a bank, reconciling bank statements, and managing cash flow; preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget; keeping the board apprised of key financial events, trends, and concerns, and their assessment of the organization's fiscal health. The treasurer shall have custody of all funds, securities, valuable papers and other assets of the Association, and shall be responsible for the disbursement of those funds through the medium of checks, drafts, or other orders which shall be countersigned by the President, not to exceed \$100.00 without the approval of the Executive Board. The accounts and records of the Treasurer shall be subject to an audit at least once, each year by the Executive Board, and a financial report shall be rendered at each regular meeting.

Section 8

- a) The **Government Relations Officer** discusses issues with politicians at all levels of government in the hope of influencing legislative proceedings and helping pass bills into laws that would benefit the association. They also wrangle for government funding and teach members of their organizations how to lobby on their own. The government relations officer shall act as a liaison between the neighborhood association and City Departments and the City Council Office for the 5th District. He/She may be asked to

attend meetings of local government and community groups that may be of interest to the Neighborhood and report out on the events of said groups.

Section 9

- a) The **Membership Chair** grows the association's membership year over year by developing plans to attract new and retain existing members; build an informed and active membership that supports the association's goals; promote and celebrate successes with members and the community; develop an outreach component for underrepresented groups; and identify and communicate any barriers to involvement to the board. The membership chair shall work to plan the annual membership campaign, promote membership throughout the year, collect dues, and maintain a roster of active members.

Section 10

- a) The **Emergency Preparedness Officer** develops programs and initiatives to reduce the negative impact caused by natural or man-made disasters, accidents, or medical emergencies. The emergency preparedness officer is responsible for developing and maintaining the neighborhood's emergency response plan, maintaining a list of emergency contact information, and serving as the association's liaison with emergency response teams, if the need arises.

Section 11

- a) The **Events Officer** is responsible for coordinating the Association's social events, calculating the budget, creating and leading an event sub-committee when needed, putting up decorations, booking vendors and ensuring the event runs smoothly. This officer's primary responsibilities include but are not limited to: coordinating details of events, calculating the event budget and ensuring they are adhered to, booking talent when applicable (i.e. musicians, bands, or disc jockeys), selecting vendors (chefs or catering companies) to prepare food for event, visit venue to plan layout of seating and decorations, schedule speakers, vendors, and participants, coordinate and monitor event timelines and ensure deadlines are met, coordinate with reporting officer to publicize event, create or edit promotional materials, keep inventory of backdrops, projectors, computers, and other display materials.

Section 12

- a) The **Nine (9) Members 'At Large'** shall be expected to regularly attend Association meetings. He/She shall at times perform additional duties, including chairing sub-committees and maintaining other periodic responsibilities throughout their tenure may He/She be directed to perform such duties by resolution of the Executive Board.

Section 13

- a) All officers specified in Section I of this Article must have been members of this Association for at least 30 days prior to the date of their election, and during their term of office be eligible to vote under the term of Article, VII, Section 4.

ARTICLE V

MEETINGS

Section 1

- a) Regular meetings of this Association shall be held a minimum of two(2) times a year as scheduled by the Executive Board. A quorum shall consist of not less than ten (10) members.
- b) Special meetings may be called at the discretion of the Executive Board and must be called within 7 days if a written petition signed by 20 members is submitted to the Executive Board requested such special meeting. If special meetings are required, members shall be notified at least three days prior to the meeting.

Section 2

- a) The Executive Board shall meet at least once a month, and special meetings may be called at the discretion of the President. Seven Board members constitute a quorum.

Section 3

- a) In the event a Board member is absent from three (3) consecutive meetings, he/she shall automatically terminate his/her office, unless, in the opinion of the Executive Board, reasonable justification is presented.

ARTICLE VI

EXECUTIVE BOARD

Section 1

- a) Members of the Executive Board are prescribed in Article IV, Section 1.

Section 2

- a) The Executive Board shall have general supervision of the affairs of the Association; shall fill by appointment all committee chairmen and vacancies in office; shall create such committees as are deemed necessary to carry out the work of the Association' and shall be responsible for the annual audits of the accounts of the Treasurer.

Section 3

- a) Recommendations by the Executive Board for obligations of funds other than operating expenses, and for establishment of policies outside the scope of these Bylaws shall be subject to confirmation by the Association assembled in regular or special meetings.

ARTICLE VII

NOMINATIONS AND ELECTIONS

Section 1

- a) A nominating committee, consisting of three association members and two board members, shall be appointed by the Executive Board to facilitate and recommend one member for each vacancy for which elections are being held. The board will serve from July 1 through June. 30. Neither the President or Vice President shall hold the same office for more than four (4) consecutive years.

Section 2

- a) The nominating committee shall place its nominations before the members. The Executive Board shall establish procedures to conduct votes. The vote shall be reported by the Recording Secretary at the next meeting of the Board of Directors. The vote and the voting method shall be documented in the meeting notes. A plurality vote, shall elect.

Section 3

- a) Nominations and elections shall be in the following order, each succeeding position being filled before processing to the next in order:
 1. President
 2. Vice President
 3. Recording Secretary
 4. Corresponding Secretary
 5. Treasurer
 6. Government Relations Officer
 7. Membership Chair
 8. Emergency Preparedness Officer
 9. Events Officer
 10. Members at Large (8)

Section 4

- a) The voting body shall consist of those member lots whose dues are paid. No member shall be entitled to vote by proxy.

Section 5

- a) The outgoing President shall install the newly elected officers at the close of the election. The June meeting of the Executive Board shall be a joint meeting of the retiring and incoming Boards, and the new officers shall take over the affairs of the Association at the next scheduled meeting.

ARTICLE VIII

AMENDMENTS

- a) These By-laws may be amended by a two-thirds majority vote at any regular meeting, providing that the said amendment may also be made at any regular or special meeting. An amendment may also be made at any regular or special meeting by a two-thirds majority vote if at least three day notice has been given to the members prior to the meeting that such amendment will be voted upon.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Roberts; Rules of Order, Revised, shall be the authority on all points not covered by these By-Laws and Standing Rules.

Version	Revisions	Date
1	Original	4-1-84
2	<ul style="list-style-type: none"> ● From Homeowners Associations to Neighborhood Association ● Added information on Boundaries ● Added the Government Relations Officer to named Officer positions; including position description ● Added the Membership Chair as a named Officer; including position description ● Added description for the Members at Large positions ● Changed the number of Members at Large from 7 to 6 ● Dues increased to \$30 a year ● Expanded the terms for the positions to two (2) years ● Updated voting process 	6-16-17
3	<ul style="list-style-type: none"> ● Updated all officer descriptions ● changed member meetings from four to two ● removed requirement to notify members in writing of special meetings 	11/29/2017
4	<ul style="list-style-type: none"> ● Add Events officer to list of officers ● Increased members at large to nine to support the growing association board 	12/13/2017