

----- Neighborhood Organization

Bylaws

ARTICLE I-NAME

The name of the organization shall be the **(name of organization)**

ARTICLE II-PRINCIPAL OFFICE

The principal office of the organization shall be at the residence of the acting secretary of the organization or United States Post Office box, to be determined by the Board of Advisors.

ARTICLE III-PURPOSE

The **(name of organization)** is a group of neighbors organized to address a range of issues for the purpose of maintaining and improving the quality of life by encouraging neighborhood identity and facilitating communication with the City of Palm Springs,

ARTICLE IV-NEIGHBORHOOD BOUNDRIES

The **(name of organization)** is the area bordered by the streets of (list boundaries)

ARTICLE V-MEMBERSHIP

- Section 1: All property owners, or their designee, within the area defined in Article IV are eligible for a single voting membership.
- Section 2: To be a voting member in good standing of the **(name of the organization)** payment of annual dues is required. (dues is not a requirement)
- Section 3: Members in good standing may vote at the annual **(name of the organization)** general membership meeting.
- Section 3: Members in good standing are entitled to hold positions on the **(name of the organization)** Board of Advisors.
- Section 4: Additional non-voting, no cost, associate memberships are available to any adult resident of the area described by Article IV.

ARTICLE VI-DUES

The Board of Advisors shall determine annual membership dues. Dues shall be payable before the beginning of the **(name of organization)** fiscal year. Dues must be received in order to attend and vote at the annual general membership meeting. (Organizations do not need to require dues)

ARTICLE VII-BOARD OF ADVISORS

- Section 1: The management of all affairs of the **(name of the organization)** shall be vested in the Board of Advisors, who shall have complete discretion in determining all expenditures in order to carry out the purpose of the organization.
- Section 2: (number) members shall comprise the Board of Advisors. All decisions will be arrived upon by a simple majority vote of the Board of Advisors.
- Section 3: Any member in good standing is eligible to be elected to the Board of Advisors for a two-year term.
- Section 4: There shall be no term limit for Board Members.
- Section 5: A Formation Committee of (number) residents defined in Article IV, will serve as the Board of Advisors for the first year.
- Section 6: Elections will take place for Board of Advisors at the annual **(name of the organization)** General Membership meeting on a bi-yearly basis.
- Section 7: (Majority number) Board of Advisors at a board meeting shall constitute a quorum.
- Section 8: No compensation of any kind shall be paid to the members of the Board of Advisors.
- Section 7: The Board of Advisors shall meet at least (number) times each year including the annual **(name of the organization)** General Membership meeting.
- Section 8: A majority of board members must approve any expenditure over the amount of (dollar amount).
- Section 9: The Board of Advisors shall determine the annual membership dues for the upcoming fiscal year at least three months prior to the end of the current fiscal year and notify the Membership.

ARTICLE VIII-OFFICERS

- Section 1: The Board of Advisors shall elect The Officers within thirty days of the annual **(name of the organization)** General Membership meeting.
- Section 2: The officers are:
A-Chairperson
B-Vice Chairperson
C-Secretary
D-Treasurer
- Section 3: The Officers shall serve a one-year term with no term limits.

- Section 4: The Chairperson's role and responsibilities are:
- A-Preside over the annual membership meeting.
 - B-Preside over the Board of Advisors meetings
 - C-Assure that the Bylaws are enforced.
 - D-Have signatory authority with the Treasurer.
 - E-Initiate payments and reimbursements for organization related expenses, as approved by the Officers.
 - F-Have authority to initiate any expenditure for amounts under (dollar amount).
 - G-Prepare an annual report on the status of the organization.
 - H-Prepare an annual budget with the Treasurer.
 - I-Oversee the planning and scheduling of Board of Advisors meetings and the annual Membership meetings.
 - J-Act as the alternate representative for **(name of the organization)** on the City of Palm Springs Office of Neighborhood Involvement Committee. (optional)
- Section 5: The Vice Chairperson's role and responsibilities are:
- A-Act as the Chairperson during any absence of the Chairperson.
 - B-Assist the Chairperson, as requested, in the execution of the Chairperson's duties.
 - C-Represent **(name of the organization)** on the City of Palm Springs Office Neighborhood Involvement Committee meetings. (optional)
- Section 6: The Secretary's role and responsibilities are:
- A-Record the minutes of the Board of Advisors and the annual **(name of the organization)** Membership meeting.
 - B-Transmit such minutes to all appropriate parties, the Board of Advisors and make them available to members upon request.
 - C-Prepare official correspondence.
 - D-Notify the general membership of the annual meeting at least thirty days in advance.
 - E-Notify the Board of Advisors of meeting times and location as set by the Chairperson at least fourteen days in advance of any Board of Advisers meeting.
- Section 7: The Treasurer shall:
- A-Receive and deposit monies.
 - B-Pay all expenses approved by the board and/or Chairperson.
 - C-Maintain on-going bank records and make such records available to the Chairperson and Vice-Chairperson on request.
 - D-Maintain and make available a detailed current financial statement to the Board of Advisors for distribution at Board

meetings. Create and make available a detailed fiscal year-end financial statement for the annual Membership meeting.

E-Assist Chairperson in preparing an annual budget.

F-Collect dues and maintain a list of all members in good standing.

G-Notify Members if their membership has expired due to non-payment of dues.

- Section 8: The representative and the alternate to serve on the City of Palm Springs Office of Neighborhood Involvement Committee shall be chosen by (method for selecting) (when) (length of term) (In this case the representative is the vice chairperson and the alternate is the chairman)

ARTICLE IX-MEETINGS

- Section 1: There will be an Annual Meeting of the general membership at a time and place designated by the Board of Advisors, which will occur at least once a year.
- Section 2: Additional General Membership meetings may be called by the Board of Advisors as deemed necessary.
- Section 3: The Board Of Advisors will meet at least (number) per year including the **(name of the organization)** General Membership meeting.
- Section 4: The Board of Advisers will elect The Officers within thirty days of the annual **(name of the organization)** General Membership meeting.
- Section 5: The four Officers, as described in Article VIII, are to be elected by a simple majority of the Board of Advisors.
- Section 6: Notification of the place, date and time of the annual **(name of the organization)** General Membership Meeting, either annual or special, shall be given either by a mailed, e-mailed or hand-delivered notice to each member who is in good standing as well as all residents and property owners within the neighborhood's boundaries. This notification shall occur at least thirty days prior to the meeting date of the general membership meeting.
- Section 7: Notification of the place, date and time of Board of Advisors meetings will be supplied either by mail, e-mail or phone to any member who requests such notification in writing to the Secretary at the Annual General Membership Meeting.

ARTICLE X-COMMITTEES

The Board of Advisers will endeavor to form committees that reflect the concerns, needs and interests of the members.

ARTICLE XI-AMENDMENTS

These Bylaws may be altered, amended, replaced or repealed by a majority vote of members in good standing at the annual **(name of the organization)** General Membership Meeting. Any proposed change to the Bylaws must be submitted in writing to the Secretary thirty days prior to the annual membership meeting.