

BYLAWS OF THE ELMHURST NEIGHBORHOOD ASSOCIATION

Formed in 1992. Bylaws Revision November 2018

ARTICLE I: NAME

The name of this organization is Elmhurst Neighborhood Association (ENA).

ARTICLE II: BOUNDARIES

The boundaries of the ENA are: Stockton Boulevard, east to 57th Street, Highway 50, south to Second Avenue in Sacramento, California.

ARTICLE III: BASIC POLICIES AND OBJECTIVES

Section 1. The purpose of the ENA is to:

- a) Advocate and serve as a liaison for the concerns of its members to local government, surrounding neighborhoods, businesses, or others whose activities affect the neighborhood.
- b) Provide a forum for discussion of neighborhood concerns and interest.
- c) Facilitate reduction of neighborhood tensions and address any deterioration of the neighborhood.
- d) Maintain communication throughout the neighborhood on issues of concern, including but not limited to: planning updates, re-zoning proposals, community problems, variance requests, disposal of public property, traffic flow, parking, crime, safety, and other government and/or private actions which would directly affect the neighborhood residents.
- e) Promote community among members including through activities or programs.

Section 2. The name of the ENA or the names of any member of the Board of Directors in their official capacity shall not be used in connection with any commercial concern or political campaigns for candidates for elective public office including, but not limited to advertising, endorsement, or fund solicitation.

Section 3. The ENA is non-partisan: it shall not endorse, support, or oppose political parties or candidates for elective public office.

ARTICLE IV: MEMBERSHIP

Any resident of the Elmhurst neighborhood living within the boundaries, as described in Article II, shall be eligible for membership in the ENA. Membership shall not require initial or annual dues.

ARTICLE V: ACCOUNTS AND RECORDS

Section 1. Records shall be kept sufficient to establish all items of income, receipts, and disbursements of the ENA.

Section 2. Each officer and chairperson shall keep written records by calendar year pertaining to the office or committee's business and, without delay, turn these records over to his/her successor upon leaving office.

Section 3. No officer or member of the Board shall release member information without the permission of that member.

ARTICLE VI: BOARD OF DIRECTORS/OFFICERS

- Section 1. The affairs of the ENA shall be managed by the Board of Directors (Board) in accordance with these Bylaws.
- Section 2. The Board shall consist of no less than seven and no more than thirteen members of the ENA.
- Section 3. A quorum shall consist of a majority of the full Board.
- Section 4. All Board decisions including on actions, correspondence, and setting meetings of the Board and the general membership shall require a majority vote of a quorum. Any Board member may submit his or her vote via email on any item on the agenda of an upcoming meeting. Decisions made via email in between meetings shall be included in the notes of the next Board meeting. It is the intention of the Board that decisions on contentious issues be made by a majority of the full Board.
- Section 5. The officers of the Board shall be comprised of members of the Board. They shall be a President, a Vice-President, a Secretary, and a Treasurer. The officers shall be elected by the Board. All officers shall serve a one-year term and may be elected for subsequent terms.
- Section 6. Any member may be elected to the Board by a vote of the membership at a membership meeting or by a majority vote of the Board. Any such members elected shall serve a one-year term and may be re-elected for subsequent terms. Should vacancies exist, nominations for Board membership shall be solicited and voted upon at any board or membership meeting.
- Section 7. A Board seat may be declared vacant by vote of the Board if an incumbent member is absent two consecutive meetings without communicating with the Board his or her intent to remain on the Board. A Board seat may be declared vacant if an incumbent Board member misses four consecutive meetings.
- Section 8. All Board members shall share their name, address, email and phone number with the Board for communication purposes among Board members.
- Section 9. All Board member names shall be listed on the ENA website. Board members must be reachable through the ENA's email.
- Section 10. The Board shall communicate openly and regularly with the membership through its website, printed flyers or newsletters, and the emailed ENA Bulletin.

ARTICLE VII: DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of the Board and sign communications on behalf of the Board.
- Section 2. The Vice-President shall serve as aide to the President and, in the absence of the President shall assume the duties of the President.
- Section 3. The Secretary shall keep an accurate record of all meetings of the Board and shall be prepared to refer to notes of previous meetings. The Secretary shall make available to Board members, copies of the meeting notes within a week of the meeting. In consultation with the President and Vice-President, the Secretary shall prepare the agenda. At least five calendar days before the Board meeting, the Secretary shall email the agenda to the Board members and the ENA Bulletin list serve and shall see that it is posted it on the ENA website at least three calendar days before the Board meeting.

- Section 4. The Treasurer shall receive all moneys for the ENA, shall deposit same in a bank approved by the Board, and shall keep an itemized account of all receipts and ~~the~~ disbursements. The Treasurer shall provide a financial report at each Board meeting with a written copy to the Secretary for the meeting notes. All disbursements greater than \$50 shall be approved in advance by the Board and shall be made by the Treasurer.

ARTICLE VIII: COMMITTEES

- Section 1. The Board shall establish Committees as needed to respond to areas of interest and concern to the neighborhood and appoint chairs to those committees from the ENA membership.
- Section 2. Committee Chairs shall call for meetings and provide an update on their Committee to the Board at least monthly.
- Section 3. No Committee or Committee Chair is authorized to represent the ENA unless approved by the Board for a specific matter.

ARTICLE IX: MEETINGS

- Section 1. The Board shall hold a regular monthly meeting at a time and place determined by the Board and posted on the ENA website at least five calendar days prior to the meeting.
- Section 2. Two or more Board members may call a special meeting of the Board, in addition to the regular monthly meeting, with five calendar days' notice provided by email or phone to each Board member. If a Board member cannot attend but wishes to vote on the matter that is the subject of a special meeting, the ability to vote by telephone or email shall be provided to that member.
- Section 3. The Board shall hold a membership meeting for the general membership at least once a year.
- Section 4. If requested by twenty members representing at least ten households, a membership meeting shall be held as soon as practicable but no later than sixty calendar days after the request has been made.
- Section 5. Notice for any membership meeting shall, at a minimum, be posted on the ENA website, included in the emailed ENA Bulletin, and in printed flyers at the Coloma Center at least thirty calendar days prior to the meeting. Said notice shall include a draft agenda for the meeting. Notices for membership meetings may also be posted at other locations.

ARTICLE X: AMENDMENTS TO THE BYLAWS

These bylaws may be amended by the following procedures:

- Section 1. An amendment may be proposed by a majority vote at any regular or special meeting of the Board.
- Section 2. Following notification for at least thirty days on the ENA website, in the emailed ENA bulletin, and via printed flyers made available at the Coloma Center, an amendment shall be approved with a two-thirds vote of the Board.