

_____ Neighborhood Organization

Bylaws

ARTICLE I-NAME

The name of the ~~organization~~corporation shall be the _____.
Neighborhood Organization, hereafter referred to as the Organization. The _____
Neighborhood Organization is organized as a Nonprofit Public
Benefit Corporation under the California Nonprofit Public Benefit Corporation Law for
public purposes, to be a tax-exempt organization under Internal Revenue Code Section
501(c)(4).

ARTICLE II-PRINCIPAL OFFICE

The principal office of the ~~organization~~Organization shall be at the residence of the
_____ of the ~~organization~~Organization. The mailing address shall be at the
residence of the _____ of the Organization or a United States Post Office Box, as
designated by the Board of Directors.

ARTICLE III-PURPOSE

The _____ **Neighborhood Organization** is a group of neighbors
organized to address a range of issues for the purpose of maintaining and improving the
~~quality of life~~livability and character of the _____ neighborhood by encouraging
neighborhood identity and participation. The _____ **Neighborhood**
Organization also facilitates communication with the City of Palm Springs through
its active involvement as an officially recognized Neighborhood Organization and
member of Organized Neighborhoods of Palm Springs (“ONE-PS”). The -
_____ **Neighborhood Organization** is not an HOA and will not impose
restrictions on individual properties.

ARTICLE IV-NEIGHBORHOOD BOUNDRIES

The _____ **Neighborhood Organization** ~~boundaries are is~~ the area bordered by the streets of _____ on the north, _____ on the east, _____ on the south and _____ on the west.

ARTICLE V-MEMBERSHIP

Section 1: All property owners and residents within the area defined in Article IV are eligible for membership. Notwithstanding the number of adults, each household shall have one vote in matters relating to a vote of the membership of the _____ **Neighborhood Organization**. Each property equates one vote.

Section 2: Membership dues, when established by the _____ **Neighborhood Organization**, shall not bar any resident, occupant or property owner from participating or voting in neighborhood meetings.

ARTICLE VI- BOARD OF ~~ADVISORS~~DIRECTORS

Section 1: The management of the affairs of the _____ **Neighborhood Organization** shall be vested in the Board of ~~Advisors~~Directors, ~~who~~ which shall have discretion in determining expenditures in order to carry out the purpose of the ~~organization~~Organization.

Section 2: _____ members shall comprise the Board of ~~Advisors~~Directors. All Board decisions will be arrived upon by a simple majority vote of the Board of ~~Advisors~~Directors.

Section 3: Any member in good standing is eligible to be elected to the Board of ~~Advisors~~Directors for a one-year term.

Section 4: There shall be no term limit for Board Members.

Section 5: Elections will take place for Board of ~~Advisors~~Directors at the _____ Organizational Meeting and thereafter at the annual _____ **Neighborhood Organization** membership meeting, ~~which will be held in~~ _____.

Section 6: **A Majority number** of the Board of ~~Advisors~~Directors at a Board meeting shall constitute a quorum.

Section 7: No compensation of any kind shall be paid to the members of the Board of ~~Advisors~~Directors.

Section 8: The Board of ~~Advisors~~Directors shall meet at least _____ times each year including the annual _____ **Neighborhood Organization** membership meeting. These meetings will take place _____.

Section 9: A majority of Board Members must approve any expenditure of \$100 or more.

Section 10: Should a vacancy occur on the Board of Directors in the middle of a term and one or more candidates express an interest in serving, a simple majority vote of the Board of Directors at its next meeting at which a quorum is present can fill the open position(s). Directors appointed in this manner shall be of equal status and privilege as other Board members. Such Directors do not begin a new one-year term, but complete the current one-year term, and their term will expire simultaneously with that of other Board members.

Section 11: The Board of Directors shall not at any time, in any way, involve the Organization in political campaign activities, nor shall it authorize or approve any Officer or member to do so in the name of the Organization.

Section 12: Members of the Board of Directors shall not use their position for personal gain and shall comply with Sections 5233 and 5234 of the California Corporations Code and disclose any potential self-dealing transaction to the Board of Directors for evaluation in accordance with such Sections.

ARTICLE VII-OFFICERS

Section 1: The Board of ~~Advisors~~Directors shall elect the Officers a simple majority within thirty days of the annual _____ **Neighborhood Organization** membership meeting.

Section 2: The Officers are:
A-Chairperson
B-Vice Chairperson
C-Secretary
D-Treasurer
E-Communications Officer

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~~Directors meetings
- C-Assure that the Bylaws are enforced.
- D-Have signatory authority with the Treasurer.
- E-Initiate payments and reimbursements for ~~organization~~Organization-related expenses, as approved by the Officers.
- F-Have authority to initiate any Organization-related expenditure for amounts less than \$100
- G-Prepare an annual report on the status of the ~~organization~~Organization.
- H-Prepare an annual budget with the Treasurer.
- I-Oversee the planning and scheduling of Board of ~~Advisors~~Directors meetings and the annual Membership meetings.
- J-Act as the Alternate representative for the _____ **Neighborhood Organization** on ~~the Palm Springs Neighborhood Involvement Committee~~ ONE-PS.

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 _____ **Neighborhood Organization** on ~~the Palm Springs Neighborhood Involvement Committee meetings~~ ONE-PS.

Section 6: The Secretary's role and responsibilities are:

- A-Record the minutes of the Board of ~~Advisors~~Directors and the annual _____ **Neighborhood Organization** membership meeting.
- B-Transmit such minutes to all appropriate parties, the Board of ~~Advisors~~Directors and make them available to members upon request.
- C-Prepare official correspondence.
- D-Notify all members and eligible members (property owners and residents) of the annual meeting at least thirty days in advance.
- E-Notify the Board of ~~Advisors~~Directors of meeting times and location as set by the Chairperson at least fourteen days in advance of any Board of Advisers meeting.
- F- ~~Maintain~~ the meeting sign-in sheets.

G-Notify ONE-PS and the Palm Springs Office of Neighborhood Involvement of any changes of the Organization's Representative and Alternate to ONE-PS.
H-Serve as agent for service of process of the Organization, unless the Board of Directors has designated another person or entity to so act.

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~~Directors 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, if established, and maintain a list of all members who have paid.

G-Open a bank account with the Chairperson for any funds received via donations, fund raising events, dues if established, etc.

H-Prepare or have prepared the Organization's annual federal and state exempt organization returns and statements of information.

Section 8: The Communication Officer shall:

A-Maintain a data base with address, e-mail and other contact information for all property owners and residents in the boundaries of the neighborhood.

B-Develop strategic means to communicate meetings and other events to the neighborhood residents. These will include, but are not limited to, a mix of traditional mail and e-mail.

C-Establish other means of communication, such as via social media or an internet site for the neighborhood. A blog or other Internet group could be established for communication.

ARTICLE ~~IX~~VIII-MEETINGS

- Section 1: There will be an Annual Meeting of the general membership at a time and place designated by the Board of ~~Advisors~~Directors, which will occur in _____.
- Section 2: Additional membership meetings may be called by the Board of ~~Advisors~~Directors as deemed necessary.
- ~~Section 3: The Board of Advisors~~Directors ~~will meet at least _____ times per year including the Annual _____~~ **Neighborhood Organization** membership meeting.
- ~~Section 4: The Board of Advisors will elect the officers following the _____~~ **Neighborhood Organization** Organizational Meeting and thereafter at the annual _____ **Neighborhood Organization** membership meeting, which will be held in _____
- ~~Section 5: The five Officers, as described in Article VIII, are to be elected by a simple majority of the Board of Advisors~~Directors.
- Section ~~63~~74: Notification of the place, date and time of the annual _____ **Neighborhood Organization** membership meeting, either annual or special, shall be given either by a mailed, e-mailed or hand-delivered notice to 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 or special membership meeting.
- Section ~~74~~85: Notification of the place, date and time of Board of ~~Advisors~~Directors meetings will be supplied either by mail, e-mail or phone to any property owner or resident who requests such notification in writing to the Secretary.
- Section ~~85~~96: All meetings will be open and public and will permit, to the extent feasible, every person eligible for membership to participate in the conduct of business, deliberation and decision-making.

ARTICLE IX-COMMITTEES

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

ARTICLE XI-COMMUNICATION

Communication between members of the neighborhood and eligible members will be conducted through public meetings, mail, e-mail, social media, Web site postings, telephone, newspaper announcements and personal contact. The Communications Officer will be responsible. The purpose of the Communication Officer is to establish regular communication channels by which members of the neighborhood and eligible members are informed of meetings, events and other matters affecting the neighborhood and to facilitate formal communication between members of the neighborhood, eligible members, the City and its representatives, and/or other public and private entities.

ARTICLE XII-AMENDMENTS

These Bylaws may be altered, amended, replaced or repealed by a motion to such effect being approved by a majority vote of the members of the Board of Directors and subsequent approval by a majority vote of property owners and/or residents at the annual the members and eligible members of the **Neighborhood Organization** at the annual membership meeting or at a special membership meeting announced with at least thirty days' notice by the Board of ~~Advisors~~Directors. Notice of proposed changes approved by the Board shall be given in accordance with Article VIII Section 3 above prior to any meeting at which action is to be taken on such changes. Any proposed change to the Bylaws must be submitted in writing to the Secretary forty-five days prior to the annual or special membership meeting.