

Los Compadres Neighborhood Organization Bylaws

Revised March 22, 2014

ARTICLE 1. NAME

The name of the organization will be *Los Compadres Neighborhood Organization*.

ARTICLE 2 PRINCIPAL OFFICE

The principal office of the organization will be at the residence of the Secretary.

ARTICLE 3 PURPOSE

The purpose of Los Compadres Neighborhood Organization is to maintain and improve public safety, infrastructure and the quality of neighborhood life through better communication among neighbors and the organization and between the organization and the City.

ARTICLE 4 NEIGHBORHOOD BOUNDARIES

EAST: The Tahquitz Wash to the Eastern end of Escoba Dr.

WEST: Farrell Dr.

NORTH: Mesquite Country Club (except for the Mesquite C.C. homes south of Mesquite Ave. to Sonora Rd. and West of Compadre Rd.), Alta Loma Dr. at the Bel Air Greens Golf Course and Tahquitz Creek Golf Course East of El Cielo Rd.

SOUTH: East Palm Canyon Dr.

ARTICLE 5 MEMBERSHIP

Section 1: All property owners, residents and businesses within the neighborhood boundaries (Article IV) are eligible for membership.

Section 2: Membership is activated by submitting a membership application.

Section 3: Members in good standing are entitled to hold positions on the Board of Advisors.

Section 4: Notwithstanding the number of adults, each property and/or residence will have one vote in matters relating to a vote of the membership.

Section 5: Membership dues or donations, when established by Los Compadres Neighborhood Organization, will be voluntary and will not bar any resident, occupant, business or property owner from participating or voting in neighborhood meetings.

ARTICLE 6 BOARD OF ADVISORS

Section 1: Management of Los Compadres Neighborhood Organization shall be vested in the Board of Advisors, who shall have discretion in determining expenditures in order to carry out the purpose of the organization.

- Section 2: Eleven members shall comprise the Board of Advisors.
- Section 3: All Board decisions will be arrived upon by a simple majority vote of the Board of Advisors.
- Section 4: Any member in good standing is eligible to be elected to the Board of Advisors for a one-year interim term the first year of formation. Thereafter, five of the board members will be elected for a one -year term and six for a two-year term to insure continuity.
- Section 5: The annual meeting shall be held in March.
- Section 6: The election of board members will take place at the annual meeting.
- Section 7: Board members will elect the board officers.
- Section 8: Four board members shall constitute a quorum.
- Section 9: Board members may not accept compensation of any kind.
- Section 10: The Board of Advisors will meet at least six times each year including the annual Membership Meeting. These meetings will take place bi-monthly.
- Section 11: A majority of Board Members must approve any expenditure of \$100 or more.

ARTICLE 7 OFFICERS

- Section 1: The Board of Advisors shall elect Officers within thirty days of the annual meeting.
- Section 2: The Officers are:
 A Chairperson
 B Vice Chairperson
 C Secretary
 D Treasurer
 E Communications Officer
- Section 3: Following the first interim year of organization, the board members serve a staggered two-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 board meetings
 C Enforce the Bylaws.
 D Shares dual signatory authority with the Treasurer.
 E Initiate payments and reimbursements for organization related expenses, as approved by the board.
 F Approve expenditures of less than \$100.

- G Prepare an annual status report..
- H Prepare an annual budget with the Treasurer.
- I Oversee the planning and scheduling of board and annual membership meetings.
- J Serve as Alternate Representative on the Palm Springs Neighborhood Involvement Committee.

Section 5: The Vice Chairperson's role and responsibilities are:

- A Act as the Chairperson during the Chairperson's absence.
- B Assist the Chairperson, as requested, in the execution of the Chair's duties.
- C Represent Los Compadres on the Palm Springs Neighborhood Involvement Committee.

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

- A Record the minutes of all board meetings and the annual membership meeting.
- B Distribute minutes to all board members and, upon request, to any neighborhood member, Palm Springs Neighborhood Involvement Committee board officer and the City representative 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 board members of meeting times and location as set by the Chairperson at least fourteen days in advance unless the president calls for an emergency meeting.
- F. Prepare and maintain the meeting sign-in sheets.

Section 7: The Treasurer shall:

- A Receive and deposit monies.
- B Pay expenses approved by the Board and/or Chairperson.
- C Maintain bank records and make them available to the Chairperson, Vice-Chairperson and any board member on request.
- D Prepare and distribute a current financial statement for distribution at Board meetings. Prepare a fiscal year-end financial statement for the distribution at the annual membership meeting.
- E Assist the Chairperson in the annual budget preparation.
- F Collect any dues or fees that may apply and maintain a list of members who have paid.
- G Establish collection and reimbursement procedures for board members or volunteers handling funds for any official neighborhood business, fundraiser or social event
- H Open an organization bank account with the chairperson and an alternate board person as co-signers of checks.

- Section 8: The Communication Officer shall:
- A Prepare a database with name, address, email and phone number if available for property owners and residents within the neighborhood boundaries and update when notified by individuals or by returned mail.
 - B Develop timely, cost-effective, and creative ways to notify the neighborhood of meetings, special events, and neighborhood issues.

ARTICLE 8 MEETINGS

- Section 1: The Annual Meeting of the Membership will take place in March at a time and place designated by the Board of Advisors.
- Section 2: Additional membership meetings may be called by the Board of Advisors, as deemed necessary.
- Section 3: The Board of Advisors will meet at least six times per year including the annual membership Meeting.
- Section 4: The five officers, as described in Article VII, are to be elected by a simple majority of the Board of Advisors within 30 days of the annual membership meeting.
- Section 5: Notification of the annual membership meeting will be given by U.S. mail, email, neighborhood signs, website notices, Desert Sun announcements, a combination thereof or other means approved by the board no less than 30 days prior to the meeting.
- Section 6: Upon request to the secretary, any resident or property owner, who makes a written request by letter, telephone or email, will be notified of board meetings.
- Section 7: 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 9 COMMITTEES

The Board of Advisors will authorize committees that reflect the concerns, needs and interests of the members.

ARTICLE 10 COMMUNICATION

Communication among members and eligible members will be conducted through a mix of public meetings, mail, email, Website postings, telephone, newspaper announcements and, or, personal contact. The purpose of the Communication Officer is to establish regular channels through which the neighborhood residents and owners can share ideas and observations with the board and committees, the City, public agencies and neighborhood businesses.

ARTICLE 11 AMENDMENTS

The Bylaws may be altered, amended, replaced or repealed by a majority vote of property owners and/or residents at the annual membership meeting or at a special membership meeting called by the board of advisors. Any proposed change to the Bylaws must be submitted in writing to the Secretary 40 days prior to the annual or special membership meeting.
(Rev. 3/10/12 board from 7 to 11 members; Rev.4/18/12 Article . 8, Sect. 7, for ordinance compliance; Revised 3/22/14 Article 6, Sect 8 reduced quorum)