

# Vista Norte Neighborhood Organization

## Bylaws

### **ARTICLE I-NAME**

The name of the organization shall be the Vista Norte Neighborhood Organization located in the City of Palm Springs, California.

### **ARTICLE II-PRINCIPAL OFFICE**

The principal office of the organization shall be the organization's United States Post Office box.

### **ARTICLE III-PURPOSE**

The Vista Norte Neighborhood Organization is a voluntary organization established for the purpose of acting on a broad range of issues that are important to maintain and improve the quality of life within our neighborhood. The Vista Norte Neighborhood Organization is for the benefit of everyone within the neighborhood whether or not they actively participate in the organization.

### **ARTICLE IV-NEIGHBORHOOD BOUNDARIES**

The Vista Norte Neighborhood Organization is the area bordered by:

- Southern Boundary:  
North side of E. Vista Chino between N. Avenida Caballeros and N. Sunrise
- Eastern Boundary:  
West side of N. Sunrise Way between Vista Chino and E. Racquet Club Rd.
- Northern Boundary:  
South Side of E. Racquet Club Rd. between N. Sunrise Way and N. Avenida Caballeros
- Western Boundary:  
East side of N. Avenida Caballeros between E. Racquet Club Rd. and E. Vista Chino
- Additional Section:  
North side of E. Louise Dr. between Jacques Dr. and N. Avenida Caballeros  
West side of N. Avenida Caballeros between E. Louise Dr. and E. Via Escuela  
Including El Conquistador, El Cid and E. El Escudero  
South side of E. Via Escuela between N. Avenida Caballeros and Jacques Dr.

### **ARTICLE V-MEMBERSHIP**

- Section 1: Homeowners or residents of single-family dwellings, duplexes, business occupants and business property owners located within the neighborhood boundaries as defined by Article IV are eligible for membership. Homeowners shall be represented by adults residing therein.
- Section 2: Members may serve as Advisors, as well as on committees of the Vista Norte Neighborhood Organization. Notwithstanding the number of adults, each household shall have one vote in matters relating to a vote of the membership of the Vista Norte Neighborhood Organization.

### **ARTICLE VI-ANNUAL CONTRIBUTION**

The Board of Advisors shall determine an annual suggested donation. Failure to pay the annual suggested donation shall not bar any resident, occupant or property owner from participating in meetings of the neighborhood organization. Annual donations shall be payable before the beginning of the Vista Norte Neighborhood Organization fiscal year. The fiscal year runs from July 1 through June 30. Annual donations will be \$20.00 per address.

## **ARTICLE VII-BOARD OF ADVISORS**

- Section 1: The management of the affairs of The Vista Norte Neighborhood Organization shall be vested in the Board of Advisors, who shall have discretion in determining all expenditures in order to carry out the purpose of the organization.
- Section 2: Seven (7) members shall comprise the Board of Advisors. A quorum of four Advisors is required to hold an Advisors Meeting. All Board 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 (2) year term.
- Section 4: Advisors shall be elected for two (2) year terms. The terms of office of all Advisors shall be staggered with three terms expiring in even-numbered years and four terms expiring in odd-numbered years. To initiate the staggered terms, at the first annual meeting following the adoption of these restated Bylaws. The three Advisors elected with the most votes will serve a two-year term and the other four Advisors so elected will each serve a one-year term. Thereafter, all terms shall be two years. There shall be no limit to the number of consecutive terms to which an Advisor may be reelected.
- Section 5: In case of any vacancy in the number of Advisors, the remaining Advisors may elect a successor to hold office for the term that has not expired of the Advisor whose position shall be vacant.
- Section 6: A Formation Committee of up to nine (10) residents defined in Article IV, will serve as the Board of Advisors for the first year.
- Section 7: Elections will take place for Board of Advisors at the annual Vista Norte Neighborhood Organization General Membership meeting.
- Section 8: No compensation of any kind shall be paid to the members of the Board of Advisors.
- Section 9: The Board of Advisors shall meet at least four (4) times each year including the annual Vista Norte Neighborhood Organization General Membership meeting.
- Section 10: A majority of board members must approve any expenditure over the amount of \$100.00.
- Section 11: 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 every person eligible for membership.

## **ARTICLE VIII-OFFICERS**

- Section 1: The Board of Advisors shall elect the Officers from and by the Advisors following the annual Vista Norte Neighborhood Organization General Membership meeting.
- Section 2: The Officers are:  
A-President  
B-Vice President  
C-Secretary  
D-Treasurer
- Section 3: The Officers shall serve a two (2)-year term with no term limits.
- Section 4: The President'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-Approve payments and reimbursements for organization related expenses, as approved by the Officers.

F-Have authority to initiate any expenditure for amounts under \$100.

G-Maintain communications with all members and eligible members, 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-Represent the Vista Norte Neighborhood Organization at the Palm Springs Neighborhood Involvement Committee meetings (PSNIC).

K-Prepare official correspondence and newsletters with the assistance of the Secretary, along with input from the other Advisors. The newsletter shall be made available to all households and businesses within the boundaries of the neighborhood.

L-Direct the website content.

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

A-Act as the Presidents during any absence of the President. Preside over the meetings in the absence of the President.

B-Assist the President, as requested, in the execution of the President's duties.

C-Act as the alternate for the Vista Norte Neighborhood Organization at the Palm Springs Neighborhood Involvement Committee meetings (PSNIC).

D-Have signatory authority with the Treasurer

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

A-Maintain minutes of the Board of Advisors and the annual Vista Norte Neighborhood Organization Membership meeting.

B-Transmit such minutes to all appropriate parties, the Board of Advisors and make them available upon request.

C-Prepare official correspondence.

D-Notify members as well as eligible members 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 President at least fourteen days in advance of any Board of Advisors meeting.

F-Maintain meeting sign-in sheets.

Section 7: The Treasurer's role and responsibilities are:

A-Receive and deposit monies.

B-Pay all expenses approved by the Board and/or President.

C-Maintain on-going bank records and make such records available to the President and Vice-President 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 President 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: Election of Advisors

A-A nominating committee of three (3) members selected by the Advisors shall propose a slate of candidates. Nominations can also be made at the Annual Meeting.

B-At the membership's Annual Meeting, Advisors shall be elected to fill such vacancies as may exist and otherwise in accordance with Article VII, Section 4.

**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 in the fall.
- Section 2: Additional General Membership meetings may be called by the Board of Advisors as deemed necessary.
- Section 3: All meetings of the membership 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.
- Section 4: The Board of Advisors will meet at least four (4) times per year including the Vista Norte Neighborhood Organization General Membership meeting. The Board of Advisors' meetings also will be open and public.
- Section 5: The Board of Advisors will elect the Officers within thirty days of the annual Vista Norte Neighborhood Organization General Membership meeting.
- Section 6: The four Officers, as described in Article VIII, are to be elected by a simple majority of the Board of Advisors.
- Section 7: Notification of the place, date and time of the annual Vista Norte Neighborhood Organization General Membership Meeting, either annual or special, shall be given either by a mailed, or e-mailed notice to each member 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 8: 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 or eligible member who requests such notification in writing to the Secretary.

**ARTICLE X-COMMITTEES**

The Board of Advisers 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, website postings, telephone, newspaper announcements and/or personal contact.

**ARTICLE XII-AMENDMENTS**

These Bylaws may be altered, amended, replaced or repealed by a majority vote of members at the Annual Vista Norte Neighborhood Organization General Membership Meeting. Any proposed change to the Bylaws must be submitted in writing to the Secretary at least forty days prior to the annual membership meeting