



# BYLAWS OF THE RIVER PARK NEIGHBORHOOD ASSOCIATION

---

*Sacramento, California, Amended on May 5, 2003*

## ARTICLE I: NAME

The name of this association shall be River Park Neighborhood Association (hereinafter "RPNA").

## ARTICLE II: PURPOSE

Section 1: The purpose of the RPNA shall be to:

- a) Enhance the livability of the River Park area by establishing and maintain an open line of communication with, and acting as liaison between, the neighborhood, government agencies, and other neighborhoods and associations.
- b) Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- c) Operate a neighborhood association under Section 23701(f) of the California Revenue and Taxation Code and organize for such a non-profit purpose.
- d) Recognize that the property of this association is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this association shall ever inure to the benefit of any Board member (including officer thereof) or association member or to the benefit of any private person.

## ARTICLE III: MEMBERSHIP

Section 1: Membership in RPNA shall be open to all residents, property owners, governmental agencies, business licensees, and non-profit organizations located within the boundaries of RPNA as hereinafter defined by these bylaws.

Section 2: Regular members shall be all dues paying residents and/or property owners within the boundaries of the RPNA. Where a resident of a property and the property owner for that same property both pay dues, both the resident and the property owner shall be considered individual members.

Section 3: Associate members shall be all dues paying governmental agencies, business licensees, and non-profit organizations located within the boundaries of RPNA.

Section 4: The annual dues for regular and associate members shall be established by the Board of Directors from time to time.

## ARTICLE IV: ELECTION OF BOARD OF DIRECTORS

Section 1: The Board of Directors of the Association shall consist of eleven Board members. These Board members shall perform the duties prescribed in Article VI of these bylaws.

Section 2: The term of office for each member of the Board shall be two years and the terms of members of the Board shall be staggered as provided in section 3 of this Article.

Section 3: Only persons who are RPNA members in good standing and reside in River Park shall be qualified to hold an elected or appointed office. Call for nominations shall be published in the RPNA newsletter no later than September of each year. In addition, a three person nominating committee (including at least one person who is not currently serving on the Board) shall be selected to seek nominations from the membership. Following nominations, an election to fill the posi-



tions of five Board members shall be held each year ending in an odd number (for the two year term beginning on the following January 1) and an election to fill the positions of six Board members shall be held each year ending in an even number (for the two year term beginning on the following January 1).

Section 4: All regular and associate members shall have a single vote to be cast in elections for the Board.

Section 5: Members shall be elected to the Board by ballots made available to all regular and associate members and the five or six candidates (depending upon year) receiving the most votes shall be elected to the Board of Directors. In the event of a tie vote, a runoff election shall be conducted in a manner determined by the then-sitting Board.

Section 6: At the first regular meeting held after January 1 of each year, the Board of Directors shall elect officers from within the Board, consisting of President, Vice President, Secretary, and Treasurer.

Section 7: The Board may fill any vacancy on the Board or a committee by a majority vote of the Board. If a Board or committee member is absent from three consecutive meetings, the Board, in its discretion, may declare the position vacated. The person appointed by the Board to fill the vacancy shall serve the remainder of the unexpired term or until a successor is elected or appointed.

Section 8: A majority of the Board may submit a written request at a meeting of the Board for any Board member's resignation. If the Board member so requested chooses to not resign, then the Board may remove the Board member upon a two-thirds vote of the entire Board.

Section 9: In order to accommodate the transition to a Board with staggered terms, all eleven Board Members shall be elected in the fall of 2004 to fill the Board member terms beginning on January 1, 2005. However, notwithstanding section 2 above (providing for terms of two years) from the eleven Board members elected a drawing shall be held with five drawing one year terms and six drawing two year terms. This section 9 shall expire on January 1, 2005 and may be removed from these bylaws without need to vote for a bylaw amendment.

## ARTICLE V: MEETINGS

Section 1: The regular meetings of the Board of Directors shall be held monthly on a regularly scheduled day, with the exception of December when the Board may choose to recess. Additional meetings of the Board may be called by the President upon reasonable notice. Only members of the Board shall be entitled to vote at the regular meetings of the Board.

Section 2: There shall be two general meetings held each year. The general meetings shall be held during the spring and fall upon any day decided upon by a majority of the Board. All general meetings shall be held after reasonable advance notice to all active members of RPNA. The purposes of the general meetings are (i) to receive reports from officers and committee, and (ii) for any other business that relates to RPNA. All regular and associate members shall have a single vote to cast for any vote held during the general meetings.

Section 3: Special meetings of the membership may be called by the Board as deemed necessary. The Board shall provide reasonable notice to the membership of the date and time of the meeting and the subject(s) to be discussed. All regular and associate members shall have a single vote to cast for any vote held during a special meeting.

Section 4: All meetings of RPNA (including general meetings, special meetings, monthly meetings, and committee meetings) shall be open to any person who wishes to attend.

Section 5: Agendas for general, special, and monthly meetings shall be prepared by the President and approved by the Board. If a person desires to speak to an issue not on the agenda, that person must request an action item be added to the agenda by submitting the request in writing to the President (with a copy to the Secretary for distribution to the Board) at least seven days in advance of the meeting at which the item is to be discussed.



Section 6: A quorum for any general or special meeting of RPNA shall be the number of members in attendance. A quorum for Board meetings shall be a majority of the Board members. Except where otherwise provided in these bylaws, a decision of RPNA shall be made by a majority vote of those members in attendance at the meeting when the decision is made.

Section 7: The RPNA shall follow Roberts Rules of Orders in all areas not covered by these bylaws.

## **ARTICLE VI: DUTIES AND RESPONSIBILITIES OF BOARD OF DIRECTORS**

Section 1: The affairs of RPNA shall be managed by the Board. The board shall be accountable to the membership, shall seek the views of those affected by proposed policies before adopting a recommendation on behalf of RPNA, and shall strictly comply with these bylaws.

Section 2: The responsibilities of the officers of the Board of Directors are as follows:

- a) The President shall prepare the agenda and preside at all meetings of the Board and membership. The President shall appoint Board members to chair standing and ad hoc committee, and to fill the membership of each committee, all with a majority approval of the Board.
- b) The Vice President shall assist the President and in the President's absence shall preside at all meetings of the Board and the Membership.
- c) The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings and shall be responsible for all correspondence of RPNA. The Secretary shall make records of RPNA available for inspection for any proper purpose at all reasonable times.
- d) The Treasurer shall be held accountable for all funds and shall give an accounting at each Board meeting and general meeting. The Treasurer shall receive, keep safe, and disburse RPNA funds. All disbursements over the amount of \$300 shall require the signature of the President.

Section 3: The Board shall communicate all actions or recommendations of the general or special meetings to all affected parties. This communication shall include minority reports. The Board shall also communicate to the membership the regular meeting schedule of the Board.

## **ARTICLE VII: COMMITTEES OF THE BOARD OF DIRECTORS**

Section 1: Standing committees shall be as follows:

- a) The Public Relations Committee shall be responsible for publishing the RPNA newsletter which is distributed to all RPNA members no less than four times per year. This committee shall notify the membership of meetings, elections (in conjunction with the nominating committee), and events and shall be responsible for all media contacts.
- b) The Neighborhood Watch Committee shall collect and log any data received from block captains pertaining to any incidents of crime, shall recruit as well as train block captains on the procedure for collecting such data, and shall provide monthly reports to the Board and other reports as requested. This committee shall monitor, manage, and direct the citizens' patrol program and act as liaison to law enforcement and shall coordinate and preside over quarterly block captain meetings.
- c) The Government Liaison Committee shall monitor all government plans and decisions and keep the Board apprised of any plans or decision that may affect residences, businesses, or private property within the RPNA boundaries.
- d) The Membership and Elections Committee shall organize and conduct orderly and informed elections of the Board and shall maintain and update the membership and mailing lists.