

West Floral Park Neighborhood Association

Bylaws

ARTICLE I (1)

A. NAME: WEST FLORAL PARK NEIGHBORHOOD ASSOCIATION [WFPNA]

B. BOUNDARIES:

South: Up to, and including the north side of 17th Street.
North: Riviera Drive.
West: East side of Bristol Street.
East: West Side of Flower (between 17th street & Riviera Dr.)

ARTICLE II (2) PURPOSE:

To preserve the integrity of, and to develop a sense of unity within the Neighborhood. Act as communication vehicle to represent West Floral Park to outside agencies.

ARTICLE III (3) LIMITS OF AUTHORITY:

The WFPNA Board may act as representatives of West Floral Park Neighborhood Association and no individual or group shall be authorized to commit WFPNA to any agreement or obligation without the specific approval of the WFPNA Board Members.

ARTICLE IV (4) MEMBERSHIP/VOTING PRIVILEGES:

- A. All residents within the boundaries of WFPNA shall be eligible to become members. Owner residents and non-owner residents shall be eligible for membership.
- B. Each paying member residence constitutes one vote.
- C. Current membership constitutes any paying household in which dues are current for that year.

ARTICLE V (5) DUES: *

- A. Dues are voluntary.
- B. Annual voluntary dues are as follows:

Senior citizen:	\$10.00
Friendly Neighbor:	\$25.00
Patron:	\$50.00
Gold Member:	\$100.00
Benefactor:	\$150.00
Corporate Sponsor	\$200.00+

ARTICLE VI (6) FUNDS:

A Funds shall be established.

The General Fund into which, dues paid by members and Newsletter advertising fees and income from events and activities shall be deposited and from which disbursements shall be made for the general operating expenses of the WFPNA.

A minimum of one thousand dollars (\$1,000.00) of the funds shall remain at the end of the year, in which the incoming WFPNA board may operate until additional funds are collected.

- C. Allocation and or expenditures of all yearly funds must be approved by the Board.
- D. Once the Board has allocated funds, they cannot be reallocated for any other purpose, until the project is completed. The unused funds shall be returned to the General Fund.
- E. All expenditures shall be approved by the Board. All disbursements shall be paid by check, which shall be signed by Treasurer or President.
- F. The Treasurer shall present a financial report to the Board Members each month, and to the General Membership each quarter.

ARTICLE VII (7) OFFICERS/BOARD MEMBERS:

The Board Members shall consist of President, Vice President, Treasurer, Secretary, Social Committee Chair, Welcoming Committee Chair, Communications Committee Chair, Beautification Committee Chair and the Internet Site Manager. The WFPNA Board in not to exceed (9) members.

ARTICLE VIII (8) REQUIREMENTS OF BOARD MEMBERS:

- A. All WFPNA Board Members are required to attend all Board Meetings on a monthly basis, and all General Meetings on a quarterly basis. In the event that attendance is not possible, the Board Member must contact either the President or Secretary prior to the start of meeting. It is required that all WFPNA Board Members are eligible to be bonded though the City of Santa Ana Community Development Agency and Neighborhood Development.
- B. A Board Member may be dismissed for dereliction of duties or excessive absence of Board Meetings, by Board approval. Board Member shall be notified that dismissal is forthcoming.

Article IX (9) DUTIES OF BOARD MEMBERS:

President: The President shall preside over all meetings of the WFPNA and shall perform such duties as are necessary for the proper administration of the affairs of WFPNA.

First Vice President: The Vice President shall assist in the administration of the affairs assigned to the President, and in the absence of the President preside over any association meetings. The Vice-President shall co-chair and direct the Membership Drive, and oversee all Committee Chairs and neighborhood projects. The Vice-President shall maintain a membership roster.

Treasurer: The Treasurer shall have custody of the funds of the WFPNA. Shall provide accounting to the Board at its monthly meetings and at such other times as prescribed by the Board Members. The Treasurer shall also be responsible for the key to the P.O. Box.

Secretary: The Secretary shall serve as Recording and Corresponding Secretary, shall maintain the association records, minutes and agendas of all meetings. Shall take roll call at Board meetings. Shall maintain the Standing Rules. Shall annually review Bylaws and the Standing Rules making recommendations to the Board.

Committee Chair Positions:

Welcoming Committee Chair: Shall conduct regular meetings of committee members, prepare and deliver a welcome gift to new neighbors within two months of move-in date. Shall present a proposed budget for Board approval. Will be required to fill a vacant board position or to take on a specific project as directed by the consensus of the board.

Social Committee Chair: Shall conduct regular meetings of committee members. Shall, plan with the Board approval all social events and dates. Shall present a proposed budget for Board approval. Will be required to fill a vacant board position or to take on a specific project as directed by the consensus of the board.

Communication Committee Chair: Shall conduct regular meetings of committee members. Shall, publish, edit and distribute a minimum of four (4) newsletters to the Membership per year. Shall sell advertising space and collect fees. General newsletter content is to be approved by the Board. Shall establish and maintain Street Reps to distribute Board approved communication. Shall present a proposed budget for Board approval. Will be required to fill a vacant board position or to take on a specific project as directed by the consensus of the board.

Beautification Committee Chair: Shall conduct regular meetings of committee members. Shall plan with Board approval all beautification projects within the WFPNA. Shall present a proposed budget for Board approval. Shall submit and edit the contents of the WFPNA website.

Internet Site Manager (Web-Guy): Shall submit and edit the contents of the WFPNA website. Shall submit and edit the contents of the WFPNA website.

ARTICLE X (10) ELECTION OF OFFICERS/BOARD MEMBERS:

- A. Annual election shall be held in November at which time the Officers/Board Members shall be elected.
- B. A Board transition meeting shall be held in November.
- C. Term of Office: One year beginning January 1st through December 31st within the same calendar year.
- D. Vacancies in Office. If the President leaves office and the Vice President does not desire to fill the vacancy, an election for President shall be held. If any other office becomes vacant during the year, the Board shall fill the office for the unexpired term.
- E. Board Members may run again for re-election to the Board. No term limit shall be imposed.
- F. No absentee ballots shall be accepted.
- G. Candidates can be nominated for a board position by either being present at the election meeting or through a letter of acceptance, presented to the General Members.
- H. If a Board member moves out of the neighborhood, they may complete their term of office with Board approval.

ARTICLE XI (11) MEETINGS:

- A. General Membership meetings shall be held each quarter, other meetings may be held for special topics as directed by the Board Members. The Membership shall be given ample notice of meeting dates and agenda.
- B. Board meetings shall be held once per month.
- C. Only Board Members may vote at Board meetings.
- D. The President or three Board Members may request a closed board meeting when deemed necessary.
- E. Non-residents of WFPNA who wish to address the General Members, must submit their request to the board in advance in writing. Said request must be approved by the board a minimum of 24 hours in advanced.

ARTICLE XII (12) QUORUM:

- A. Association General Meetings: No specific quorum is required.
- B. Board meeting quorum shall be defined as a simple majority, i.e. half of the Board, plus one (1) of Board members.
- C. Proxies shall not be recognized in this association for any reason.

ARTICLE XIII (13) COMMITTEES:

- A. The Chairperson/and or Co-Chairperson of each committee shall be elected no less than two members for their committee.
- B. Each committee chairperson shall report to the Board.
- D. Each committee shall present a proposed yearly budget for Board approval

ARTICLE XIV (14) AMENDMENTS:

These Bylaws may be amended by majority vote of the Board.

West Floral Park Neighborhood Association

Standing Rules

The following “Standing Rules” were adopted by the 2000 West Floral Park Neighborhood Association Board to facilitate the smooth organization an efficient implementation of board responsibilities.

General Items:

- A. Board Meetings are to be held the Fourth Tuesday of the month, at 7:00PM.
- B. General Meetings are to be held the First Tuesday in February, May, August and November, at 7:00PM.
- C. Individuals such as committee members, and current WFPNA members are encouraged to attend board meetings and provide feedback to the board.
- D. To facilitate communication between board members on emergency decisions / votes (when the board can not be brought together) the use of an E-mail “Consent Resolution” may be utilized. The decision of the matter must be obtained by simple majority. Printed documentation must be forwarded to the secretary for recording purposes.
- E. The Social, Communication, Welcome and Beautification Chair positions should develop support committees to assist in the execution of their position duties and to fill in during a meeting should they be absent.

President:

- F. The President is to ensure that the Neighborhood Association’s Bylaws and Standing Rules are accessible to any interested resident.

Committee Chairs:

- G. Committees are to be formed and their first meeting held in the month of January.
- H. Meetings should be held at a minimum of every other month, to facilitate the completion of projects.
- I. Each individual committee project is to have a time limit for the completion of project. Once the time limit expires, the allocated funds will be returned to the general fund.

Treasurer:

- J. During the monthly financial update at the board meetings, the treasurer is to recap the expenses for the month, to be approved by the board.

Membership:

- K. Within the second month of the year, a membership drive is to take place. A board approved flyer is to be distributed to each household to stimulate membership donations. The newsletter that is distributed in February will be used as a promotional piece.
- L. The Board and specifically the Vice President, is responsible for developing and implementing creative ideas to stimulate membership.
- M. Organize and utilize a committee to assist in any related neighborhood event or functions.

Communication Committee:

- N. The Communication Chair will appoint street representatives to facilitate the distribution of the newsletters and other related neighborhood association information.
- O. The Communication Chair will appoint an advertising representative to facilitate the solicitation and collection of advertising.
- P. The Communication Chair will identify deadline dates for distribution of each quarterly newsletter.

Social Chair:

- Q. Obtain all related insurance and city permits for all social function as required by the City of Santa Ana.
- R. WFPNA will reimburse approved expenses for approved events and/or activities. Unapproved expenses shall be approved at the discretion of the Board.