

Lynhaven Neighborhood Association Bylaws

Article I: Description

The name of this organization is the Lynhaven Neighborhood Association (LNA) located in the City of San José, County of Santa Clara, State of California. The boundaries of the association are San Tomas Expressway, Moorpark Avenue, Winchester Boulevard, and Williams Road.

Article II: Purpose

The purpose of this organization is to create a neighborhood with community pride and to increase safety. We strive to strengthen the relationships not only between residents, but also with our neighborhood schools, churches, and businesses. Our goals are to provide citizens with the information they need, so that they can become a part of finding the solutions to our neighborhood concerns. We want to make our neighborhood a better place to live, work, play, and go to school.

Article III: Membership

Section 1: Regular Membership

Any person 18 years and older who shares the vision for our neighborhood and resides or owns a business within the boundaries of the LNA is eligible to participate in the association.

Section 2: Associate Membership:

- District 1 Council Member or designee
- Principal of Lynhaven School or designee
- Pastor of the International Christian Center or designee

Article IV: Membership Meetings

Section 1: Regular Meetings

General meetings shall be held on the third Thursday of every month except December.

Section 2: Special Meetings

A special meeting of the Association may be called by the President; any three elected officers; or any fifteen members, with at least one week's notice to all members. Only business mentioned in the call to the meeting may be conducted.

Section 3: Voting Method

A simple majority of attending members rules on any regular agenda item.

Section 4: Quorum

A quorum for all regular meetings shall be 10 members in good standing.

Article V: Officers of the Association

There shall be five officers to include a President, Vice President, Secretary, Treasurer, and Ex Officio. The Ex Officio is the past president or, in the event the past president is unable or unwilling to serve, an immediate past Executive Board member appointed by the newly elected Board. An officer of the Association must be 18 years or more of age and reside within the neighborhood's boundaries.

Article VI: Election of Officers

Section 1: Nomination

A nominating committee of three members in good standing—excluding elected officers—shall be selected by the Executive Board to propose, at the October meeting, a slate of candidates for all elective offices. This slate shall be distributed prior to the November meeting.

Section 2: Election

The election of officers shall take place at the November regular meeting. Nominations may also be made from the floor, providing the consent of the nominee has been secured. A quorum being present, a simple majority shall elect the officers. If there is only one nominee for an office, voting for that office may be by voice vote; otherwise, voting must be by secret ballot. In the event of a tie, another ballot shall be taken immediately.

Section 3: Term

The term of office shall be for one year beginning January 1. An elected officer may succeed himself/herself only once. A member may serve in the same elected position for any number of two one-year terms as long as there is at least a one-year hiatus.

Section 4: Vacancy

If a vacancy occurs in an elective office the unexpired term shall be filled by an Association member in good standing. The LNA member shall be selected by the Executive Board.

Article VII: Duties of Officers

Section 1: President

- presides at association meetings and Executive Board meetings;
- coordinates all association activities;
- is the official spokesperson of the Association;
- prepares the agenda draft;
- is the liaison with city departments such as the San Jose Police Department; and
- is the cosigner with the Treasurer on checks.

Section 2: Vice President

- performs all duties and assumes all responsibilities of the President in the absence of the latter;
- maintains an active list of street and block captains, and coordinates with them any activities to be performed for the Association; and
- assumes other duties as directed by the President.

Section 3: Secretary

- records the minutes of the Association meetings;
- is responsible for all correspondence for the Association at the direction of the President;
- prepares the agenda draft with the President;
- maintains an up-to-date list of Association members and records their attendance at all meetings and events; and
- maintains a record of all volunteer hours donated by Association members.

Section 4: Treasurer

- collects all funds due the Association;
- deposits Association funds in a bank approved by the Executive Board;
- keeps the books of accounts of the Association in a manner consistent with acceptable accounting practices;
- reports the financial status of the Association at each Executive Board meeting;
- readies the books at the end of the year for a timely audit;
- pays all bills promptly;
- signs all checks with a second authorized signature from the President, Vice President, or Secretary; and
- assumes the lead in preparing grant applications.

Section 5: Ex Officio

- offers guidance to the Executive Board for the sake of continuity.

Section 6: Group Executive Duty

As a group the elected officers shall serve as the Executive Board.

Article VIII: Executive Board

Section 1: Structure

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Ex Officio.

Section 2: Duties

The Executive Board

- selects the bank(s) in which Association funds are deposited;
- prepares the budget for the year;
- sets the policy on membership dues;
- selects a nominating committee and various working committees, including an audit committee consisting of three Association members, not including the current Treasurer;
- fills any vacancy in an elective office (see Article VI Section 4); and
- takes any action incident to the management of the Association.

Section 3: Meetings

The Executive Board shall meet immediately after each regular Association meeting plus whenever necessary to carry out Executive Board duties.

Section 4: Quorum

A quorum shall consist of three Executive Board members.

Article IX: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR) shall govern the Association in all cases to which they are applicable, consistent with these bylaws and any standing rules the Association may adopt.

Section X: Amendments

These bylaws may be amended at any regular meeting of the Association by discussion and a two-thirds majority vote of members in good standing, present and voting, provided that:

- copies of the proposed amendments are delivered to the President and Secretary at least 15 days prior to the Association meeting and
- copies of the proposed amendments are advertised and made available to the Association membership prior to the Association meeting.

Article XI: Dissolution of Assets

The property of the Association is not owned by any Association member or Executive Board member. It is held for the purposes of the preservation and enhancement of the community. No part of the Association income shall ever go to the personal benefit of any officer or member.

Upon dissolution of the Association, its assets shall first be used for payment of any outstanding debts or liabilities. Any remaining grant money shall be returned to the funding source. Some assets may also become property of the City of San Jose, Council District 1, should the Association be dissolved. The Executive Board shall distribute any remaining assets free of charge to a non-profit organization, community group, school, or corporation organized for purposes consistent with those of the association.

Draft history

Adopted by the membership, March 20, 2008