

Baristo Neighborhood Organization By-Laws

Adopted 7/23/07, Revised 11/27/2007, Revised April 2009, Revised February 13, 2016

Article I – NAME

The name of this organization shall be the *Baristo Neighborhood Organization*.

Article II – PRINCIPAL OFFICE

The office shall be the residence of the current Chairperson or United States Post Office box, to be determined by the Board of Advisors.

Article III – PURPOSE

BNO is a group organized to provide a forum to act on a broad range of issues that are important to maintain and improve our neighborhood and quality of life.

Article IV – NEIGHBORHOOD BOUNDRIES

The boundaries will include the southern portion of Section 14 and includes property south of Tahquitz Canyon Way to Ramon Road and all property east of Indian Canyon to the west side of Sunrise Way. The boundaries include the southern portion of Section 14. Total area will include Indian Canyon (east) to Sunrise Way (west), Tahquitz Canyon Way (north) and Ramon Road (south).

Article V – MEMBERSHIP

- Section 1: All property owners, or their designee, within the area defined in Article IV are eligible for a single voting membership.
- Section 2: To be a voting member in good standing of the *Baristo Neighborhood Organization*, a membership registration application must be on file with the Secretary.
- Section 3: Voting members in good standing are entitled to hold positions on the *Baristo Neighborhood Organization* Board of Advisors.
- Section 4: Voting members in good standing may vote at the annual *Baristo Neighborhood Organization* general membership meeting.

Article VI – DUES

Donations will be accepted to off-set expenses in lieu of dues. Voting membership, as defined in Article V is automatic for all owners within the *Baristo Neighborhood Organization* regardless of any donation being paid or not.

Article VII – BOARD OF ADVISORS

- Section 1: The management of all affairs of the *Baristo Neighborhood Organization* shall be vested in the Board of Advisors, who shall have complete discretion in determining all expenditures in order to carry out the purpose of the organization.
- Section 2: Seven members shall comprise the Board of Advisors, no two of whom may reside at the same address. All decisions will be arrived upon by a simple majority vote of the Board of Advisors.
- Section 3: Board Advisors will be elected for one-year terms but shall be eligible for re-election. There shall be no term limit for Board of Advisors.

- Section 4: A Formation Committee of five residents defined in Article IV, will serve as the Board of Advisors for the first year.
- Section 5: Elections, by the voting membership, will take place for the Board of Advisors at the annual *Baristo Neighborhood Organization* annual General Membership meeting. Voting to be by ballot or proxy.
- Section 6: Four Board of Advisors at a board meeting shall constitute a quorum.
- Section 7: In case of a vacancy, the Board of Advisors may appoint a substitute until the next election.
- 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 *six times* each year including the annual *Baristo Neighborhood Organization meeting*.
- Section 10: A majority of Board of Advisors members must approve any expenditure over \$250.

Article VIII – OFFICERS

- Section 1: The Board of Advisors shall elect The Officers within thirty days of the annual *Baristo Neighborhood Organization* General Membership meeting. The official positions will be determined by the Board based on job requirements and time available.
- Section 2: Officers shall be:
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|--------------------------|---------------------|
| A. Chairperson | B. Vice-Chairperson |
| C. Secretary | D. Treasurer |
| E. Three Member-at-large | |
- Section 3: Board of Advisors shall designate the representative and alternate to the Office Of Neighborhood Involvement.
- Section 4: The Chairperson's role and responsibilities are:
- Preside over the Annual Membership Meeting.
 - Preside over the Board of Advisors meetings.
 - Assure that all By-laws are enforced.
 - Have Signatory authority with the Treasurer.
 - Initiate payments and reimbursements for organization related expenses, as approved by the Officers.
 - Have authority to initiate any expenditure for amounts under \$250.
 - Prepare an annual budget with the Treasurer.
 - Oversee the planning and scheduling of Board of Advisors meetings and the annual Membership meeting.
- Section 5: The Vice Chairperson's role and responsibilities are:
- Act as the Chairperson during any absences of the Chairperson
 - Assist the Chairperson, as requested, in the execution of the Chairperson's duties as described in Section 4.
- Section 6: The Secretary's role and responsibilities are:
- Record the minutes of the Board of Advisors and the annual *Baristo Neighborhood Organization* Membership meeting.
 - Transmit minutes to all appropriate parties, the Board of Advisors, and make them available to members upon request.
 - Prepare official correspondence.
 - Retain sign-in sheets from all meetings.

- Section 7: The Treasurer shall:
- a. Receive/account for all monies received.
 - b. Keep account books open to the Board and all members.
 - c. 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.
 - d. Assist Chairperson in preparing an annual budget.

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.
- Section 2: Additional General Membership meeting 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 *Baristo Neighborhood Organization* General Membership meeting.
- Section 4: Notification of the date, time and place of the annual *Baristo Neighborhood Organization* General Membership Meeting, either annual or special, shall be given either by a mailed, e-mailed or hand-delivered notice to each property owner within the neighborhood's boundaries. This notification shall occur at least thirty days prior to the meeting date of the General Membership meeting.
- Section 5: Notification of the date, time and place of Board of Advisors meetings will be supplied by either mail, e-mail or phone to any member who requests such notification in writing to the Secretary at the Annual General Membership meeting.
- Section 6: Any member can request to review minutes and/or financial records with proper notice to the Secretary or the Treasurer (at least 48 hour notice).

ARTICLE X – AMENDMENTS

These By-laws may be altered, amended, replaced or repealed by a majority vote of members in good standing at the annual *BNO General Membership Meeting*. Any proposed change to the By-laws must be submitted in writing to the Secretary thirty days prior to the annual membership meeting.