

SAN TOMAS WEST NEIGHBORHOOD ASSOCIATION BY-LAWS

Adopted: October 6, 2006

ARTICLE I

Name and Boundaries

- ♦ The Name of this Association shall be San Tomas West Neighborhood Association, hereafter referred to as STWNA, which is located within the quadrant surrounded by San Tomas Expressway, San Tomas Aquino Road, Payne Avenue, and Campbell Ave; in the cities of San Jose and Campbell.

ARTICLE II

Purpose

- ♦ **Section 1 (Purpose)** The purpose of this neighborhood association is to serve as a vehicle for communication within the STWNA community, between STWNA and the cities of San Jose and Campbell as well as other Neighborhood Associations within the area.
- ♦ **Section 2 (Mission)** To establish a communication network within the neighborhood and to establish and act on a set of priorities and actions that will foster and maintain a high quality, safe and friendly living environment.
- ♦ **Section 3 (Goals)** The goals for this association will be defined by members of the association at the annual meeting and updated throughout the year as needed.

ARTICLE III

Membership

- ♦ **Section 1 (Eligibility)** Any person or family representative over the age of 18 who resides or owns property in the STWNA area shall be eligible for membership.
- ♦ **Section 2 (Membership Types)** There will be two distinct types of members: Associate Members and General Members.
- ♦ **Section 3 (Associate Members)** Associate Members are defined as any person who owns property within the STWNA boundaries yet does not reside within said boundaries.
- ♦ **Section 4 (General Members)** General Members are defined as any person or family representative who resides within STWNA boundaries.
- ♦ **Section 5 (Membership Contributions)** STWNA shall request from all Associate and General Members one contribution of \$15.00 annually per household to be hereafter referred to as "dues". Dues shall be used for STWNA expenses such as, but not limited to: newsletters, dumpsters, etc. Members who pay annual dues are deemed members in good standing.
- ♦ **Section 6 (Voting)** Each General Member in good standing is entitled to vote, with a maximum of one vote per household. Associate members in good standing are entitled to vote, with a maximum of one vote per property.
- ♦ **Section 7 (Voting Method)** A simple majority of attending members rules any regular agenda item with the exception of Article VI, section 2.

- ♦ **Section 8 (Membership Termination)** Memberships may be terminated at any time voluntarily or by stopping their annual contribution. At no time will refunds of dues, entire or partial, be provided. Extreme circumstances may be considered by the STWNA Board.

ARTICLE IV Officers

- ♦ **Section 1 (Composition)** The STWNA Executive Board shall consist of elected members for the offices of President, First Vice President, Second Vice President, Treasurer, and Secretary.
- ♦ **Section 2 (Committee Chairpersons)** Committee chairpersons shall be nominated by the Executive Board and approved by the membership. Standing committees may include but are not limited to: North of Hamilton Ave., South of Hamilton Ave., Safety, Neighborhood Watch, Action, Beautification, Grant writing, and Communication. Additional committees may be added as deemed necessary by the Association.
- ♦ **Section 3 (Qualification for Office)** A nominee for elected office must be a member in good standing
- ♦ **Section 4 (Elections)** Officers for the President, Second Vice President, and Treasurer shall be nominated in November and elected by the general membership at the Annual Meeting in January on even numbered years. Officers for the First Vice President and Secretary shall be nominated in November and elected by the general membership at the Annual Meeting in January on odd numbered years
- ♦ **Section 5 (Term of Office)** The term of office shall be two (2) years and shall begin immediately following the election. No officer may hold the same position for more than two (2) consecutive terms. Out-going officers shall train their successors and turn over all records in a current condition.
- ♦ **Section 6 (Vacancies)** If an officer resigns or becomes ineligible to hold office, the office shall immediately become vacant. If the office of President is vacant, the First Vice-President, shall immediately assume the office of President until the expiration of the President's term. For any other vacancy, the Board shall immediately appoint an eligible replacement, with membership approval until the expiration of the term of office.
- ♦ **Section 7 (Duties)**
 - a. **President:** The President shall coordinate all Association activities, plan for and preside at meetings of the Association and the Board, and shall have the general powers of supervision and management of the Association.
 - b. **First Vice President** The First Vice President shall assume the duties of the President in that officer's absence. The First Vice President shall also work closely with the committee chairpersons to ensure committees and events function properly. Other duties shall be performed as required by the President or Board.
 - c. **Second Vice President** The Second Vice President shall assist the President by overseeing the function of the meetings and ensuring accordance with Robert's Rules of Order. Other duties shall be performed as required by the President or Board.
 - d. **Treasurer** The Treasurer shall be custodian of the Association funds and under the direction of the Board shall ensure that funds are used for the exclusive support of the STWNA mission. The Treasurer shall, with Board and Membership collaboration develop a budget, collect, deposit, make payments, oversee all STWNA funds, keep proper financial records, and provide financial reports to the membership and Board regularly. STWNA checks shall be signed by the Treasurer and by one of the following: President, or if unavailable, by the First Vice President.

- e. **Secretary** The Secretary shall be responsible for recording and archiving minutes of the Association and Board meetings. The Secretary shall also be responsible for the written correspondence of the Association as needed.
- f. **Committee Chairpersons** Chairpersons shall coordinate events and functions pertaining to the nature of their committee in conjunction with the overall purpose of STWNA. Chairpersons will collect feedback from the Membership and Board and gather volunteers to help organize events. The Chairpersons shall prepare projections of anticipated expenditures, when appropriate, and obtain approval from the Executive Board prior to the sponsored event. Chairpersons are responsible for reporting committee progress and regular updates to the Membership and Board.

ARTICLE V Meetings

- ♦ **Section 1 (General Meetings)** The Association shall conduct bi-monthly general meetings, including the Annual Meeting. Meetings will be held on the second Wednesday of the appropriate month. Meetings may be changed to avoid scheduling conflicts such as holidays.
- ♦ **Section 2 (Annual Meeting)** An annual meeting shall be conducted in January. The purpose the Annual Meeting is to set the direction for the following year and shall include elections, goals, and priority setting.
- ♦ **Section 3 (Special Meetings)** Special Meetings may be called by the majority of the board and or by the request of ten (10) association members in good standing. In either case, a seven (7) day notice shall be provided.
- ♦ **Section 4 (Meeting Minutes)** Minutes for each meeting shall be recorded and made available to association members at the next meeting and/or by verbal or written request.

ARTICLE VI Amendments to these By-Laws

- ♦ **Section 1 (Proposal of Amendments)** Amendments to these By-Laws may be proposed by the Executive Board or by written petition by twenty-five (25) members of the association addressed to the Secretary. Amendments proposed by such a petition shall be promptly considered by the Board and must be submitted to the members with the recommendations of the Board by the Secretary. The proposed amendments will then be placed on the agenda of the second subsequent regular meeting, at which time the proposed amendments shall be acted/voted on.
- ♦ **Section 2 (Adoption of Amendments)** An affirmation vote of two thirds (2/3) of the total number of the General and Associate Members in good standing shall be required to adopt any proposed amendments to the By-Laws.

ARTICLE VII Dissolution

- ♦ **Section 1 (Dissolution)** in the event of dissolution of the STWNA, any assets remaining after payment of debt and liabilities shall be given to a non-profit community group, as directed by a majority of the Executive Board.