

**EL RANCHO VISTA ESTATES
NEIGHBORHOOD ORGANIZATION BYLAWS**

ARTICLE I – STATUS

El Rancho Vista Estates Neighborhood Organization, hereinafter referred to as ERVENO, is registered as a nonprofit public benefit corporation under the California Nonprofit Public Benefit Corporation Law and holds tax-exempt status under Internal Revenue Code Section 501(c)4.

ARTICLE II – PRINCIPAL OFFICE AND MAILING ADDRESS

ERVENO's principal office shall be the residence of its acting secretary. The mailing address shall be a United States Post Office box, the rent for which shall be paid from ERVENO funds as set forth in Article VI.

ARTICLE III – PURPOSE

ERVENO represents property owners, as set forth in Section 1 of Article IV, and is organized to maintain and improve the livability and character of the neighborhood through the participation of members in matters that benefit the neighborhood as a whole. ERVENO facilitates communication with the City of Palm Springs through its active involvement as an officially recognized Neighborhood Organization and member of Organized Neighborhoods of Palm Springs (ONE-PS). ERVENO is not a homeowners association and shall not impose restrictions on individual properties.

ARTICLE IV – NEIGHBORHOOD BOUNDARIES

ERVENO encompasses the area in Palm Springs, California, bordered by the streets of Vista Chino to the north, Gene Autry Trail to the east, Chia Road to the south and undeveloped land to the west abutting Palm Springs International Airport.

ARTICLE IV – MEMBERSHIP/MEETINGS AND VOTING

SECTION 1

All owners of property in the neighborhood, as identified in Article IV, are members of ERVENO.

SECTION 2

The management of ERVENO shall be vested in a board of directions, as set forth in Article VII. All members are eligible for election to the board.

SECTION 3

Members of ERVENO, as well as non-owner residents, may attend and speak at any ERVENO meeting, but only members shall have the right to vote on any motion put before the board/members. Voting rights are limited to one vote per residence. The approval of any motion requires a simple majority of all members voting.

SECTION 4

ERVENO shall hold an annual meeting at a time and place designated by its board of directors. The board shall meet quarterly, including the aforementioned annual meeting, or more often as needed or desired.

SECTION 5

Notification of the time and place of board meetings shall be posted on an ERVENO online platform at least seven (7) days prior to the meeting. Notification of the annual meeting shall be posted on an ERVENO online platform and emailed or mailed to ERVENO members who have provided such addresses at least thirty (30) days prior to the meeting.

ARTICLE VI – FUNDING AND BANKING

SECTION 1

The operation of ERVENO from time to time requires expenditures for such purposes as overall neighborhood improvements and maintenance, hospitality at meetings or social events, post office box rental, board of directors insurance, document filing fees, and costs associated with Palm Springs Modernism Week tours. As long as ERVENO participates in Palm Springs Modernism Week tours and/or raises funds by other means, no property owner shall be assessed organization dues. The institution of dues shall require a majority vote among members at an annual ERVENO meeting or a special meeting called for that purpose. While ERVENO operations shall remain a priority for funds, the organization may determine to make charitable donations to local nonprofits. Such donations will be approved with a simple majority vote at an ERVENO meeting.

SECTION 2

ERVENO funds shall be maintained in a bank account or accounts specifically held in the organization's name. Line items approved by the board in its annual budget shall be paid without a further vote by the board. All other expenditures in amounts of \$100 or more shall require the approval of a majority of the board of directors. All checks written shall require the signature of the board's chair and treasurer. If deemed necessary, a written or electronic message may constitute the second approving signature, so long as it indicates the specific nature of the expense.

ARTICLE VII – BOARD OF DIRECTORS

SECTION 1

The board of directors shall have discretion in determining expenditures required to carry out the purpose of the organization as set forth in Article III.

SECTION 2

ERVENO members shall elect a board of directors during the annual ERVENO meeting. Total members present at the annual meeting shall constitute a quorum for electing officers, with a simple majority required for the election of each position on the board.

SECTION 3

The board of directors shall be composed of the following: chair, vice chair, secretary, treasurer, and communications officer. Each shall serve a one-year term, and there shall be no term limits.

SECTION 4

A majority of board members shall constitute a quorum for a board of directors meeting.

SECTION 5

No compensation of any kind shall be paid to any officer, other than reimbursement of personal funds expended by an officer for a previously approved ERVENO expense.

SECTION 6

Should an officer vacate his or her role on the board of directors in the midst of a term, another ERVENO member may be elected to complete that term by a simple majority vote at a board of directors meeting.

SECTION 7

In an effort to maintain continuity of operations, ERVENO's board of directors shall place documents and records that may be necessary and/or useful to successive officers in a Dropbox account to which all board members have access.

SECTION 8

The board of directors shall not involve the organization in political campaign activities, nor shall the board authorize or approve any officer or member doing so in the name of the organization.

SECTION 9

No ERVENO officer may use his or her position on the board for personal gain.

SECTION 10

A representative and alternative representative to ONE-PS, as referenced in Article III, shall be elected from among the board of directors based on a simple majority vote. Should either of these representatives vacate his or her role on the board in the midst of a term, a replacement representative shall be elected.

SECTION 11

The board may establish and disband committees to address specific needs and interests of ERVENO. Any member may serve on a committee, which shall be responsible for reporting to the board its activities and/or recommendations as requested by the board upon the establishment of such committee.

ARTICLE VIII – OFFICERS' RESPONSIBILITIES

SECTION 1

The chair's responsibilities include the following:

- To oversee the agenda and scheduling of ERVENO meetings;
- To have signatory authority with the treasurer as set forth in Article VI and to prepare, with the treasurer, an annual budget;
- To initiate the expenditure of ERVENO funds in amounts less than \$100;
- To ensure that ERVENO abides by the organization's bylaws.

SECTION 2

The vice chair's responsibilities include the following:

- To preside over an ERVENO meeting in the chair's absence;
- To assist the chair, as requested, in the execution of the chair's duties.

SECTION 3

The secretary's responsibilities include the following:

- To prepare an agenda for and record the minutes of all ERVENO meetings;
- To submit minutes in a timely fashion for board approval;
- To prepare official correspondence as needed/directed by the board of directors;
- To maintain original copies of official documents and turn them over to a successor secretary within thirty (30) days of the election of new officers.
- To serve as agent for service of process upon ERVENO.

SECTION 4

The treasurer's responsibilities shall include the following:

- To receive and deposit monies on behalf of ERVENO;
- To pay all expenses incurred by ERVENO; and, to that end, to initiate the expenditure of ERVENO funds in amounts less than \$100;
- To issue checks for philanthropic purposes as approved at an ERVENO meeting;
- To maintain financial records and report on ERVENO's financial status at each board of directors meeting and the annual meeting and to make such records available in a timely manner to any ERVENO member upon request;
- To prepare, with the chair, an annual budget and present it at an ERVENO meeting;
- To maintain ERVENO's United States Post Office box and bank account(s);
- To prepare or oversee the preparation of ERVENO documents required by governmental agencies.

SECTION 5

The communication officer's responsibilities shall include the following:

- To maintain a database with contact information for ERVENO members;
- To develop strategies for communications to and among ERVENO members and encourage member participation in official business and social interaction;
- To post notices of ERVENO meetings and social events, minutes of ERVENO meetings, and any other pertinent information through the organization's online presence, including elranchovistaestates.org, nextdoor.com, and facebook.com;
- To monitor and maintain the aforesaid website pages;
- To facilitate communications between ERVENO, the City of Palm Springs, ONE-PS, and other entities as directed by the board of directors.

ARTICLE XII – CHANGES TO BYLAWS

These bylaws may be altered, amended, replaced, or repealed by a majority vote of members at an annual ERVENO meeting. Any such revisions shall be supplied with notification of the annual meeting in order to allow members sufficient opportunity to read and comment/vote upon the same.