



SHERMAN OAKS NEIGHBORHOOD ASSOCIATION BYLAWS

Article I -NAME/BOUNDARIES

The name shall be Sherman Oaks Neighborhood Association (aka SONA). The neighborhood is located within the following boundaries: To the East - Meridian Avenue; to the South - Los Gatos Creek; to the West – South Bascom Avenue; and to the North - Moorpark Avenue.

Article II – MISSION

The mission of the Sherman Oaks Neighborhood Association is to create a network of residents, businesses and property owners to improve and maintain the neighborhood quality of life and represent SONA neighborhood interests before governmental bodies.

Article III - The OBJECTIVE of the Sherman Oaks Neighborhood Association is to:

- Promote the common interests of residents and businesses before governmental bodies.
- Inform members of vital neighborhood issues by meetings, website and newsletters.
- Address community development and neighborhood planning issues.
- Encourage friendship and social networking within the community.
- Enhance and maintain property values.
- Promote neighborhood beautification

Article IV – MEMBERSHIP

Section 1 –Eligibility

All who are property owners, reside in or are business owners within the association boundaries are deemed members of the organization. **Only members who are current with their dues and are present at the meeting shall be entitled to vote at the meeting (voting members).**

In addition, residents who live adjacent to SONA and are outside other established or functioning neighborhood associations may become Associate Members.

Section 2 –Votes

Only voting members who are present at meetings shall be entitled to vote; there shall be no proxy voting. No voting member shall have more than one vote.

Section 3 –Non-Discrimination

The Association shall not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income or political affiliation in any of its policies, recommendations or actions.



Article V – GENERAL MEETINGS

Section 1 – Times and Dates

The association shall meet monthly on the second Thursday as determined by the Board of Directors. The April meeting of odd numbered years shall be held for the election of officers and directors.

Section 2 – Voting Method

- A. Voting may be done through a show of hands for regular agenda items or by written ballot upon member request. A vote is binding if it receives a majority of the eligible voting members present.
- B. When voting for the Board of Directors voting members will use written ballots unless there is only one nominee for the position. That nominee may be elected by voice vote. A Nominating Committee will be appointed to conduct the election of the Board of Directors.
- C. The Board shall appoint a nominating committee of three (3) Association members. The Nominating Committee shall:
 1. Provide the membership with a slate of nominees for all elective positions in the Notice of the Annual April meeting. The Notice shall be provided at least five (5) days prior to the Annual April Meeting.
 2. Nominations are accepted from the floor provided that consent of the nominee has been obtained. Such consent must be in writing prior to the meeting if the nominee is not present in the meeting.
 3. The nominees receiving the largest number of votes for the office shall be declared elected.

Section 3 -- Meeting Notification

Special General Association meetings may be called by the order of the Board of Directors. Notice shall be given for such meetings at least seven (7) days prior to the meeting.

The Nominating committee must give notices of candidate slates at least five (5) days prior to the Annual April Meeting.

Article VI FINANCE

Section 1 – Annual Dues

The association's annual dues per year are **\$15.00 per voting member**. Yearly dues may be paid at any general meeting, by mail or online. The SONA fiscal year is from July 1 through June 30.



Article VI FINANCE (cont'd)

Section 2 – Banking

All funds, acquired through donations or grants shall be deposited in a bank account. An up to date report of balances will be available at all regular board and general meetings.

Section 3 – Disbursements

Disbursement checks require the signature of the Treasurer, Board President or the Administrative Vice-President.

Article VII - BOARD OF DIRECTORS

Section 1 --Composition

The Board of Directors shall consist of the President, Immediate Past President, Administrative Vice-President, Secretary, Treasurer, and 4 at large Board Members. All Board of Directors members must be voting members. One Member At Large Board Member may be an Associate Member.

Section 2 --Term of Office

All Board Members have two year terms of office beginning with the April 2015 election. No officer may hold the same position for more than two (2) consecutive terms. All Officers and Board Members terms shall begin May 1 following their election. Board Members terms of office end April 30. Election of Board Members will be held in April of odd numbered years.

Section 3 --Vacancies

- A. A vacancy on the Board of Directors shall be filled by a substitute for the remaining period until the next annual election. A replacement shall be appointed by the President and approved by the board.
- B. The Administrative Vice President shall fill a vacancy in the office of the President. If the Administrative Vice President is unable to assume the office of the President, then the vacancy shall be filled by appointment of the Board. Both positions are filled for the remaining term of office

Section 4 --Duties

The Board of Directors shall:

- A. Be responsible for conduct and management of the Associations.
- B. Review proposed projects.
- C. Make recommendations to the Association.
- D. Transact business approved by the Association. Supervise preparation and maintenance of the procedures and guidelines for the Association and its activities.
- E. Appoint ad hoc committees as needed.



Section 4 --Duties (cont'd)

- F. Budget and approve all expenditures.
- G. Collect Dues and Donations.
- H. Attend monthly SONA Board and General Meetings.
- I. Develop leadership skills and train future Board Members.
- J. Audit Treasurer's receipt and disbursement records annually.

Section 5 – Board Meetings

- A. The Board shall meet at least once a month as determined by the Board of Directors. The President may call special meetings at any time, and shall call a special meeting upon written request of three (3) Board Members. In either case, seven (7) days notice shall be given.
- B. At the request of the President, a vote on a single issue may be done by email and/or phone. Passage of that vote shall require a 2/3 of the Board to vote in the affirmative.

Section 5 – Board Meetings (cont'd)

- C. The quorum shall consist of a simple majority of the members of the board.
- D. Each and every Board Member shall have the right to propose ideas and/or actions for discussion and decision-making. In the event discussion does not result in consensus, any Board Member may present a motion relevant to the discussion and, if seconded, it shall be voted upon with binding results.
- E. Minutes must be kept of each meeting. Copies of the previous meetings' minutes are to be provided at the following meeting by the Secretary.
- F. The board reserves the right to suspend from office any Board Members whose conduct is not in the best interest of the Association. Such action shall require a two-thirds majority of the Board Members present.

Section 6 – Code of Ethics

- A. As a member of the board I agree to:
 - 1. Listen to and respect the opinions of my fellow Board Members.
 - 2. Respect the limited amount of time available for each board meeting, ensuring that everyone has the time to speak.
 - 3. Respect and support the majority decisions of the board.
 - 4. Recognize that all authority is vested in the full board only when it meets in legal session.
 - 5. Recognize that my job is to ensure that the Association is well managed, not to manage the association.
 - 6. Always work to learn how to do my job better.
 - 7. Avoid using the neighborhood association for my personal gain.



Article VIII --OFFICERS' DUTIES

President

- A. Preside at all board meetings, serve as spokesperson for and act in the best interests of the Association.
- B. Enforce the Bylaws.
- C. Appoint all committee chairpersons as may be authorized by the membership or the Board of Directors.
- D. Perform such other duties as pertain to the office of President, or as assigned or requested by the Board of Directors.
- E. Authorized to sign on all disbursements of funds

Article VIII --OFFICERS' DUTIES (cont'd)

Administrative Vice-President

- A. Perform the duties of the President in the absence of the President, or as assigned or requested by the Board of Directors
- B. Assist the President in every way possible, and act as Presidential Representative when requested
- C. Perform duties of the Master-at-arms, and ensure that meeting rules are followed
- D. Authorized to sign on all disbursements of funds

Immediate Past President

- A. Perform the duties of the President in the absence of the President and Administrative Vice-President, or as assigned or requested by the Board of Directors.
- B. Advise and counsel the President in every way possible, and act as Presidential Representative when requested.
- C. Perform such other duties as may be requested by the Board in the absence of the President.

Secretary

- A. Record all minutes.
- B. Have a copy of the Bylaws available at all meetings
- C. Prepare ballots for all elections and retain all ballots for thirty days after they are cast.
- D. Preparation of association correspondence at the direction of the President or the Board.
- E. Perform such other duties as may be requested by the President or the Board.



Article VIII --OFFICERS' DUTIES (cont'd)

Treasurer

- A. Holds in trust all monies payable to the Association.
- B. Deposit receipts in a bank approved by the Board of Directors
- C. Disburse funds. Disbursement of funds over \$250.00 requires Board of Directors approval.
- D. Keep accounts and financial records up to date and report balances at all board meetings
- E. Comply with Grant regulations.
- F. Maintain Membership list.
- G. Collect Association Dues and Donations.
- H. Prepare annual summary of receipts and disbursements and submit to Board for audit.
- I. Perform such other duties as may be requested by the President or the Board.

Board Member (Member at Large)

- A. Assist implementation of community action projects.
- B. Facilitate communication between residents, the neighborhood association.
- C. Serve as a member of the Board of Directors and attend monthly Board and General Meetings.
- D. Collect and report crime, traffic, and problems and potential improvement projects within their area.
- E. Perform such other duties as may be requested by the President.

Article IX - CONFLICT OF INTEREST

Section 1 - Definition Conflict of Interest

A conflict of interest exists for an Association member or a Board Member whenever that person holds a personal financial interest that will be impacted by the action or inaction by the Association on a proposal before the membership or Board

Section 2 -Declaring the Conflict of Interest

Whenever a member or Board Member determines that he/she has a conflict of interest relating to an item under discussion, he/she must inform the body (Association or Board) hearing the proposal that the conflict of interest exists.



Article X -GRIEVANCE PROCEDURES

Section 1 -Eligibility to File a Grievance

A person or group adversely affected by a decision or policy of the Association may submit in writing a complaint to the President of the Association.

Section 2 - Complaint Process

Within forty-five (45) days following the receipt of a complaint in writing the Board will make a good faith effort to resolve the complaint with the petitioner.

Section 3 --Final Resolution

If a resolution is not reached, the Board shall submit a report and recommendation to the membership and a final resolution of the complaint shall be by vote of a majority of the membership at a general or special meeting.

Article XI - AMENDMENT OF BYLAWS

The Board of Directors or any member in the Association may propose in writing, amendments to the Bylaws. The Board must approve the proposed amendment(s) before presenting it to the membership. Bylaws may be amended at the next General Meeting by a two-thirds vote of the members present.

Article XII - DISSOLUTION

Upon the dissolution of the Sherman Oaks Neighborhood Association, the Association's assets, after payment of all indebtedness, obligations and costs of dissolution, shall be donated to a nonprofit organization chosen by the Board of Directors.

The Sherman Oaks Neighborhood Association members approved these Bylaws on March 14, 2002.

Amended: September 11, 2014