

## **Racquet Club West Neighborhood Organization (RCWNO)- Bylaws**

### **Article I. Name**

The name of the organization shall be " Racquet Club West Neighborhood Organization".

### **Article II. Principle Office**

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

### **Article III. Purpose**

RCWNO 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 Boundaries**

Northern Boundaries: Property on the south side of W. San Rafael Road between Indian Canyon Drive on the east and Palm Canyon Drive on the west.

Western Boundaries: Property on the east side of Palm Canyon Drive with San Rafael Road on the north and Racquet Club Road on the south.

Southern Boundaries: Property on the north side of Racquet Club Road between Palm Canyon Drive on the west and Indian Canyon Drive on the east.

Eastern Boundaries: West side of Indian Canyon Drive between San Rafael Road on the north and Racquet Club Road on the south.

### **Article V. Limitations**

RCWNO is not a forum for any political or religious issues; these and other issues not relating to our neighborhood shall not be addressed, or voted on. RCWNO shall only address issues affecting its neighborhood and boundaries.

### **Article VI. Membership**

Section 1. All property owners, or their designees, within the area defined in the Article IV are eligible for a single voting membership.

Section 2. To be a voting member in good standing of the RCWNO, a membership application shall be on file with the secretary or have signed the official registration at an officially called meeting including name, address, and phone and an email address. RCWNO does not give out or share its membership or email list.

Section 3. Voting members in good standing are entitled to hold positions on the RCWNO Board of Advisors.

Section 4. Members in good standing may vote at the annual RCWNO general membership meeting or at any officially called special membership meeting.

#### **Article VII. Dues**

Donations shall be accepted to offset expenses in lieu of dues. Voting membership, as defined in Article VI is automatic for all owners within the RCWNO regardless of any donation being paid or not.

#### **Article VIII. Board of Advisors**

Section 1: The management of the affairs of the RCWNO 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 of Advisors will be elected for one-year terms but shall be eligible for re-election. There shall be no term limits for Board of Advisors.

Section 4: Elections, by the voting membership, will take place for the Board of Advisors at the annual RCWNO General Membership meeting. Voting to be by ballot or proxy.

Section 5: Four Board of Advisors at a board meeting shall constitute a quorum.

Section 6: In case of a vacancy, The Board of Advisors may appoint a substitute until the next election.

Section 7: No compensation of any kind shall be paid to the members of the Board of Advisors.

Section 8: The Board of Advisors shall meet at least four times a year including the annual RCWNO meeting.

Section 9: A majority of the Board of Advisors members must approve any expenditure over \$250.

#### **Article IX: Officers**

Section 1: The Officers and Members-at-Large of the Board of Advisors shall be voted on at the RCWNO Annual General Membership Meeting.”

Section 2: Officers shall be: Chairperson; Vice-Chairperson; Secretary; Treasurer; and three Members-At-Large.

Section 3: Board of Advisors shall designate the representative and alternate to the Organized Neighborhoods-Palm Springs (One-PS). (Note old name was Neighborhood Involvement Committee-NIC.)

Section 4: The Chairperson’s role and responsibilities are:

- A. Preside over the Annual Membership Meeting and special meetings as called by the Board of Advisors.
- B. Preside over the Board of Advisors meetings.
- C. Ensure that all Bylaws are enforced.

- D. Have signatory authority with the Treasurer.
- E. Initiate payments and reimbursements for organization related expenses, as approved by the Officers.
- F. Have authority to initiate any expenditure for amounts under \$250.00.
- G. Prepare an annual budget with the Treasurer.
- H. 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:

- A. Act as Chairperson during any absences of the Chairperson.
- B. 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

- A. Record minutes of the Board of Advisors and the Racquet Club  
West Neighborhood Organization Membership meetings.
- B. Transmit Minutes to all appropriate parties, The Board of Advisors, and make them available to members upon request.
- C. Prepare official correspondence.
- D. Retain sign-in sheets from all meetings.
- E. Make approved minutes available for posting on the Racquet Club West neighborhood Organization website for members to access. (Note: Website in development.)

Section 7: The Treasurer shall:

- A. Receive and 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 Chairman in preparing the annual report.
- E. Make financial statements available for posting On the RCWNO website for members to access. (Note: Website under development).
- F. Have signatory authority with the Chairperson.

Section 8: Three Members-AT-Large

- A. Shall be part of the Citizens Emergency Response Training team (CERT).
- B. Attend as appropriate the CERT meeting as scheduled.
- C. Issue a report to the Board of Advisors regarding CERT.
- D. Assist the Board of Advisors.

## **Article X. 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: The Board of Advisors as deemed appropriate may call additional General Membership or special meetings.

Section 3: The Board of Advisors will meet at least four times per year including the Racquet Club West Neighborhood Organization General membership meeting.

Section 4: Notification of the date, time and place of the Annual Membership meeting or any special meeting shall be provided to each home owner or resident address within the boundaries to the maximum extent possible. Notification may be made via U.S. mail; email, phone, hand delivery, posting on website or within the community and/or notification to contacts at home owner associations within the boundaries of the organization at least at least seven days prior to the meeting. Given the ever changing membership, neighbors are encouraged to assist in this notification via contacts with other neighbors within the boundaries of RCWNO.

Section 5: Notification of the date, time and place of Board of Advisors meetings will be supplied by mail, email, phone or hand delivery to any member who requests such notification in writing to the Secretary at the Annual General Membership meeting. Posting may also be on the website.

Section 6: Any member can request to review the minutes and/or financial records of the current year and preceding year with prior notice to the Secretary or the Treasurer (at least 48 hour notice). Posting may also be on the website of the RCWNO.

Section 7: All meetings shall be open to the public.

Section 8: Communication between individual members of the neighborhood, the City and its representatives, and/or other public or private entities will be conducted through public meetings, mail, email, website postings, telephone, newspaper announcements and/or personal contact. Communication to HOAs within the neighborhood's boundaries and property owners within those boundaries shall be done by correspondence to the president of the HOAs or the HOAs management companies. Once a property owner within an HOA becomes a member via filing of a membership registration application with the Secretary or signing the membership sign-in sheet at the Membership Meeting including address, phone and email, they will be considered a voting member and receive individual communication.

These Bylaws may be altered, amended, replaced or repealed by a majority vote of members in good standing at the annual Racquet Club West neighborhood Organization Annual Meeting or other appropriately called general membership meeting. Any proposed change to the Bylaws must be submitted in writing to the secretary thirty (30) days prior to the annual membership or special meeting.

Bylaws with approved amendments. Approved at the General Membership Meeting of October 20, 2016.