



## View Heights Block Club Bylaws

### Article I: Name and Purpose

1.1. Name: The name of this Unincorporated Association is **View Heights Block Club**, hereinafter referred to as the "VHBC."

1.2. Purpose: The purpose of VHBC is to foster a sense of community among residents of View Heights, Los Angeles, CA to address local concerns, and to promote the well-being and improvement of the neighborhood.

1.3 We are a **"not-for-profit"** organization that operates for purposes other than generating profit for its owners. Instead, any revenue or income generated is reinvested into the organization's mission and used to fund its activities that are in the public or community's interest.

1.4 The organization shall operate on a calendar year, beginning on January 1 and ending on December 31.

### Article II: Membership

2.1. Eligibility: Membership in VHBC shall be open to all residents of View Heights who support its purpose and objectives.

View Heights Block Club boundaries are outlined below:

- **East Boundary:** Alviso Ave.
- **West Boundary:** Buckler Ave. including residents that live in the City of Los Angeles just west of Buckler Ave.

- **North Boundary:** The south side of Slauson Ave. and the merchants on the north side of Slauson Ave.
- **South Boundary:** The north side of 64th Street, with south side residents welcome to attend.

2.2. **Rights and Responsibilities:** Members have the right to participate in meetings, vote on matters brought before the membership, and serve on committees. Members are expected to uphold the values and goals of the Block Club.

### **Article III: Meetings**

3.1. **Regular Meetings:** Meetings of the VHBC shall be held quarterly, at a time and location determined by the Board of Directors.

3.2. **Special Meetings:** Special meetings may be called by the President or upon written request of a Board member or member of the Planning Committee, specifying the purpose of the meeting.

3.3. **Notice:** Notice of all meetings shall be given to members at least (7) days in advance, stating the time, place, and agenda of the meeting.

### **Article IV: Officers, Committee Chairs, Volunteers Roles and Responsibilities**

4.1. **Officers:** The officers of VHBC shall consist of a President, Vice President, Secretary, and Treasurer.

4.2. **Election and Term:** The elected President shall be by a majority vote of the membership and shall serve a term of (18) months. Elections will be held every (18) months at least one month prior to the commencement of the new term.

The elected President can select and appoint the Vice President, Board and Committee positions. Only the role of President will be an elected position.

4.3. **Duties:** The duties of Officers shall be as follows:

- **President:** The role of the President is a leadership position with the primary responsibility of overseeing and coordinating the activities and initiatives of the block club and the community volunteers that make it happen. They set agendas and represent the VHBC in official capacities.

- **Vice President:** This is an appointed position by the President at their discretion. The Vice President shall assist the President and will step in during their absence. The Vice President may also take on specific responsibilities as delegated by the President.

- **Secretary:** The Secretary serves as the official record keeper of the View Heights Block Club and is responsible for maintaining accurate and timely documentation of the organization's business.

Duties and responsibilities include:

Draft agenda and printed material for review; document accurate meeting minutes and transcribe for all official meetings; prepare, review, and distribute meeting minutes in a timely manner; manage meeting sign-in sheets and attendance records; keep and safeguard official records including agendas, minutes, bylaws, and other board documents; assist the President with meeting documentation and other record keeping as needed; maintains and update email records from View Heights Block Club meeting sign in sheets.

- **Treasurer:** The Treasurer manages the block club's finances, including budgeting, accounting, and financial reporting. This includes collecting dues and managing expenses.

- **Communications Director:** The Communications Director is responsible for coordinating internal and external communications to ensure residents, members, and partners are informed, connected and engaged.

Duties and responsibilities include:

Maintain the View Heights Block Club website and updates; distribute meeting notices, announcements and community updates; manage newsletters, flyers, and other communication materials; coordinate communication on platforms such as social media and websites; supporting outreach to residents, partners, and city offices as directed by the President or Board.

#### 4.4 Duties: Duties of Committee Chairs shall be as follows:

- **Block Captain Lead:** Serves as the main point of contact for the block club captains and act as a liaison for the board. Also provide guidance and support to the captains.

- **Community Liaison:** Volunteers with 77<sup>th</sup> Division of LAPD and provides information to our members as needed.
- **Hospitality Chair:** Ensures everyone feels welcome during events. Also plan food items, drinks, decorations, and create a friendly, inviting atmosphere.
- **Social & Community Event Relations Chair:** Organize social and community events such as block parties, festivals, and educational workshops, to bring residents together to promote neighborly interactions and address local concerns.
- **Youth and Education Representative:** Focuses on Educational opportunities for Youth with Park Mesa Heights Neighborhood Council.

#### 4.5 Duties: Duties of Volunteers shall be as follows:

- **Block Captains:** Block Captains serve as ambassadors for their respective blocks, keeping neighbors informed about meetings and VHBC initiatives, seeking their support and guidance when necessary. When possible, they will also help to disseminate information in case of emergencies and in the event of a disaster.
- **Committee Chairs:** Committee Chairs serve on and support committees focused on specific issues such as safety, beautification, or youth engagement.

### Article V: Banking, Expenses, and Dues

5.1. Banking: The President and Treasurer shall be signers on the bank account. Only one signature shall be required on checks or debit transactions.

5.2: Costs & Expenses: The Treasurer shall make purchases on behalf of VHBC once the Board of Directors has approved the expense. If the Treasurer is not available to perform this duty, the President may execute financial transactions. If for any reason the Treasurer and President are both not able to perform financial transactions, the Vice President shall be given control and lastly, the Secretary shall be able to execute transactions if the other Board members are not available.

### **5.3: Dues Structure**

**Membership and Participation:** Payment of dues are not mandatory for membership or participation. However, should a household choose to make a voluntary contribution, the following structure applies:

- **Annual Dues:**
  - The annual dues are \$30 per household, due between January 1st and March 31st of each calendar year.
  - Then, starting on April 1st, dues will increase to \$35 per household for the remainder of the calendar year, as the concentration of events takes place in the second half of the year.
- **Subsequent Year Dues:**
  - Beginning January 2026, the standard dues per household will increase to \$35.
  - A \$5 discount will be applied if dues are paid between January thru March 31, prior to April 1st of that calendar year.

### **Article VI: Committees**

**6.1. Formation:** The Board of Directors may establish committees as needed to address specific issues or tasks.

**6.2. Membership:** Committee members shall be appointed by the President and may include both Board members and general members.

### **Article VII: Amendments**

**7.1. Amendments:** These bylaws may be amended by a two-thirds vote of the membership present at any regular meeting, provided that notice of the proposed amendment has been given in accordance with Article III.

### **Article VIII: Dissolution**

**8.1.** In the event of dissolution, any remaining assets shall be distributed in accordance with the laws and regulations applicable to the organization. The distribution shall be determined by a majority vote of the remaining board members or as otherwise stipulated by the organization's governing documents.

## Article IX: Adoption

9.1. Adoption: These bylaws shall be adopted upon approval by a majority vote of the membership present at a regular meeting.

## Article X: Severability

10.1. Severability: If any provision of these bylaws is deemed invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remaining provisions shall not be affected or impaired, and the remainder of the bylaws shall continue in full force and effect.

Adopted by the membership on Date: 2/21, 2026

Signed:



Gay Havard, President

Signed:



Brigitte Mueller, Secretary