

LITTLE BEVERLY HILLS

Neighborhood Organization Bylaws

Officially recognized by the City of Palm Springs on November 13, 2014

Incorporated 19 May, 2016

ARTICLE I-NAME

The name of the corporation shall be the Little Beverly Hills Neighborhood Organization, hereafter referred to as the Organization. The Little Beverly Hills Neighborhood Organization is organized as a Nonprofit Public Benefit Corporation under the California Nonprofit Public Benefit Corporation Law for public purposes, to be a tax-exempt organization under Internal Revenue Code Section 501(c)(4).

ARTICLE II-PRINCIPAL OFFICE

The principal office of the Organization shall be at the residence of the Secretary of the Organization. The mailing address shall be at the residence of the Secretary of the Organization or at United States Post Office Box 5767, Palm Springs CA 92263-5767.

ARTICLE III-PURPOSE

The Little Beverly Hills Neighborhood Organization is a group of neighbors organized to address a range of issues for the purpose of maintaining and improving the livability of the Little Beverly Hills neighborhood by encouraging neighborhood identity and participation. The Little Beverly Hills Neighborhood Organization also 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”). The Little Beverly Hills Neighborhood Organization is not an HOA and will not impose restrictions on individual properties.

ARTICLE IV-NEIGHBORHOOD BOUNDARIES

The Little Beverly Hills Neighborhood Organization boundaries are the area bordered by Ramon Road on the north, El Cielo Road on the east, Sunny Dunes Road on the south and Compadre Road on the west. It comprises The Palms Condominiums, 88 units; the Casa del Cielo Apartments, 39 units; and 84 single-family homes situated on a tract known in the 1950s as Ramon Rise Estates. Twenty-one homes, known as “Meiselmans” and located on Canon Drive and the west side of El Cielo Road, were constructed in 1956 and 1957 by Jack Meiselman and partners George Goldberg and Samuel Sontag. Sixty-

three homes, known as “Alexanders,” were built in 1957 and 1958 by George Alexander, Joseph C. Dunas, and Duane Tjomsland with floor plans designed by architect William Krisel of Palmer and Krisel. Over the years four of the original 84 houses sustained extensive damage, three by fire, and have been replaced by homes of different designs.

ARTICLE V-MEMBERSHIP

Section 1: All property owners and residents within the area defined in Article IV are eligible for membership. Notwithstanding the number of resident adults, each household shall have one vote in matters relating to a vote by the Membership of the Little Beverly Hills Neighborhood Organization. Each property equates to one vote.

If both the property owner and the resident/tenant of a property wish to vote on a matter, priority shall be given, in the case of a single-family home or a residential condominium, to the resident/tenant.

Section 2: Membership dues, when established by the Little Beverly Hills Neighborhood Organization, shall not bar any resident, occupant or property owner from participating or voting in neighborhood meetings.

ARTICLE VI-BOARD OF DIRECTORS

Section 1: The management of the affairs of the Little Beverly Hills Neighborhood Organization shall be vested in the Board of Directors, which shall have discretion in determining expenditures in order to carry out the purpose of the Organization.

Section 2: Five members shall comprise the Board of Directors. All Board decisions shall be arrived at by a simple majority vote of the Board of Directors.

Section 3: Any member in good standing is eligible to be elected to the Board of Directors for a one-year term.

Section 4: Only one member of a household at a time may be seated on the Board.

Section 5: There shall be no term limit for Board Members.

Section 6: Elections shall take place for Board of Directors at the annual Little Beverly Hills Organization Membership meeting in April or May.

- Section 7: A majority number of Directors at a Board meeting shall constitute a quorum.
- Section 8: No compensation of any kind shall be paid to the members of the Board of Directors.
- Section 9: The Board of Directors shall meet at least four times each year including the annual Little Beverly Hills Neighborhood Organization Membership meeting. These meetings shall take place in January, April, July and October.
- Section 10: Board meetings as well as annual meetings and special meetings of the Membership shall be conducted using *Robert's Rules of Order*.
- Section 11: A majority of Directors must approve any expenditure of \$500 or more.
- Section 12: Should a vacancy occur on the Board of Directors during a Director's term, the remaining Directors, even if fewer than a quorum, shall at the next Board meeting select a member to fill the vacancy and complete the term.
- Section 13: The Board of Directors shall not at any time, in any way, involve the Organization in political campaign activities, nor shall it authorize or approve any officer or member to do so in the name of the Organization.
- Section 14: Members of the Board of Directors shall not use their position for personal gain and shall comply with Sections 5233 and 5234 of the California Corporations Code and disclose any potential self-dealing transaction to the Board of Directors for evaluation in accordance with such sections.

ARTICLE VII-OFFICERS

- Section 1: The Officers are:
A-President
B-Vice President
C-Secretary
D-Treasurer
E-Communications Facilitator
- Section 2: The Officers shall serve a one-year term with no term limits.
- Section 3: The President's role and responsibilities are:
A-Preside over the annual Membership meeting.

B-Preside over the Board of Directors meetings.
C-Assure that the 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 Organization-related expenditure for amounts less than \$250.
G-Prepare an annual report on the status of the Organization.
H-Prepare an annual budget with the Treasurer.
I-Oversee the planning and scheduling of Board of Directors meetings and the annual Membership meetings.
J-Act as the alternate representative for the Little Beverly Hills Neighborhood Organization on ONE-PS.

Section 4: The Vice President's role and responsibilities are:
A-Act as the President during any absence of the President.
B-Assist the President, as requested, in the execution of the President's duties.
C-Represent Little Beverly Hills Neighborhood Organization on ONE-PS.

Section 5: The Secretary's role and responsibilities are:
A-Record the minutes of the Board of Directors and the annual Little Beverly Hills Neighborhood Organization Membership meeting.
B-Transmit such minutes to the Board of Directors and the members.
C-Prepare official correspondence.
D-Notify all members and eligible members (property owners and residents) of the annual Membership meeting at least thirty days in advance.
E-Notify the Board of Directors of meeting times and location as set by the President at least fourteen days in advance of any Board of Directors meeting.
F- Maintain the meeting sign-in sheets.
G-Notify ONE-PS and the Palm Springs Office of Neighborhoods of any changes of the Organization's representative and alternate on ONE-PS.
H-Serve as agent for service of process of the Organization unless the Board of Directors has designated another person or entity to so act.

Section 6: The Treasurer shall:

- A-Receive and deposit monies.
- B-Pay all expenses approved by the Board and/or the President.
- C-Maintain on-going bank records and make such records available to the President and Vice President on request.
- D-Maintain and make available a detailed current financial statement to the Board of Directors for distribution at Board meetings. Create and make available a detailed fiscal year-end financial statement for the annual Membership meeting.
- E-Assist the President in preparing an annual budget.
- F-Collect dues, if established, and maintain a list of all members who have paid.
- G-Open a bank account with the President for any funds received via donations, fund raising events, dues if established, etc.
- H-Prepare or have prepared the Organization's annual federal and state exempt organization returns and statements of information.

Section 7: The Communications Facilitator shall:

- A-Maintain a database with address, e-mail and other contact information for all property owners and residents within the boundaries of the neighborhood.
- B-Maintain the Organization's website:
www.littlebeverlyhillps.org.
- C-Develop strategic means to communicate meetings and other events to the neighborhood residents. These will include, but are not limited to, a mix of traditional mail and e-mail.
- D-Establish other means of communication, such as social media.

ARTICLE VIII-MEETINGS

Section 1: There shall be an Annual Meeting of the general Membership at a time and place designated by the Board of Directors. The meeting shall occur in April or May.

Section 2: The Board of Directors may call Additional Membership meetings as deemed necessary.

Section 3: Notification of the place, date and time of the annual Little Beverly Hills Neighborhood Organization Membership meeting, either

annual or special, shall be given by either a mailed, e-mailed or hand-delivered notice to all residents and property owners within the neighborhood's boundaries. This notification shall occur at least thirty days prior to the meeting date of the general or special Membership meeting.

Section 4: Notification of the place, date and time of Board of Directors meetings shall be supplied by either mail, e-mail or telephone to any property owner or resident who requests such notification in writing to the Secretary.

Section 5: All meetings shall be open and public and shall permit, to the extent feasible, every person eligible for membership to participate in the conduct of business, deliberation and decision-making.

ARTICLE IX-COMMITTEES

The Board of Directors shall endeavor to form committees that reflect the concerns, needs and interests of the members.

ARTICLE X-COMMUNICATION

Communication between members of the neighborhood and eligible members will be conducted through public meetings, mail, e-mail, social media, website postings, telephone, newspaper announcements and personal contact. The Communications Facilitator shall be responsible. The purpose of the Communications Facilitator is to establish regular communication channels by which members of the neighborhood and eligible members are informed of meetings, events and other matters affecting the neighborhood and to facilitate formal communication between members of the neighborhood, eligible members, the City and its representatives, and/or other public and private entities.

ARTICLE XI-AMENDMENTS

These Bylaws may be altered, amended, replaced or repealed by a motion to such effect being approved by a majority vote of the members of the Board of Directors and subsequent approval by a majority vote of the members and eligible members of the Little Beverly Hills Neighborhood Organization at the annual Membership meeting or at a special Membership meeting announced with at least thirty days' notice by the Board of Directors. Notice of proposed changes approved by the Board shall be given in accordance with Article VIII Section 3 above prior to any meeting at which action is to be taken on such changes. Any proposed change to the Bylaws must be submitted in writing to the Secretary forty-five days prior to the annual or special Membership meeting.

These Bylaws were Adopted 04 November 2014, Amended 30 April 2016, and Amended on 07 May 2022 at General Membership Meetings on these dates.