

UPPER HASTINGS RANCH ASSOCIATION BY-LAWS  
REVISED APRIL 2022

ARTICLE I

The name of this Association shall be Upper Hastings Ranch Association (UHRA).

ARTICLE II

The objective of this Association is the organization of the property owners and/or residents in the Upper Hastings Ranch Area of Pasadena, the boundaries of which are defined in article XI, for the primary purpose of solving mutual problems with respect to the health, safety, recreation, education, and general welfare of said residents.

ARTICLE III

The Association shall be a non-profit, non-partisan, and non-denominational membership organization. It will not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual orientation, age, marital status, or disability. No part of the assets of this organization shall accrue to the benefit of any member. No person actively engaged in litigation against the Association may be a member of the UHRA Board of Directors until all pending litigation has been dismissed or otherwise completed.

ARTICLE IV

THE LARIAT: The Association shall be responsible for the contents and the publishing of a newsletter hereinafter known as The Lariat. The policy of The Lariat shall be in accordance with Article III. An Editor shall be appointed by the UHRA Board of Directors.

ARTICLE V

## NOMINATIONS:

- A. The UHRA Board of Directors shall act as the nominating committee of the incoming Board Members. Eligible candidates shall be members of the Association as of the date of the nomination.
- B. The duties of the new Board Members shall commence once the candidate has been nominated and confirmed by the current Board Members.
- C. The UHRA Board of Directors shall present its new Board Members at the Annual Meeting of the Association, and all Board Members shall be listed in The Lariat.

## ARTICLE VI

The UHRA Board of Directors, hereinafter referred to as the Board, shall consist of members of the Association, said Board to be elected by the membership.

- A. The Executive Officers shall consist of the following chairs, and these shall be filled by vote of the elected Board at their first meeting.
  1. Honorary Mayor (President)
  2. Vice President
  3. Block Captain Chairperson
  4. Secretary / Recording
  5. Corresponding Secretary & Historian
  6. Treasurer
- B. Board Members shall be elected for a two (2) year term of office
- C. Duties of Board Members:
  1. The Honorary Mayor (President)
    - a. S/he shall be the presiding officer over all meetings of the Board and of the Association.
    - b. S/he shall also serve as ex-officio member of all committees.
    - c. S/he shall be at least a second-year member.
  2. Vice President
    - a. S/he shall be at least a second-year member.
    - b. The Vice President shall preside over all meetings of the Association in the absence of the Honorary Mayor (President).

- c. The Vice President shall be responsible for the planning and execution of the Association's Annual Meeting.
  - d. The Vice President shall be responsible for the maintenance of the UHRA database and preparing the monthly dues report.
  - e. The Vice President shall be responsible for putting together a dues collection worksheet to be distributed to the block captains at the beginning of the year.
  - f. The Vice President shall coordinate all communication, meetings, events, and activities with the Block Captain Chairperson.
3. Block Captain Chairperson
- a. S/he shall be at least a second-year member.
  - b. The Block Captain Chairperson shall be responsible for the planning and execution of the Annual Membership Drive.
  - c. The Block Captain Chairperson shall be responsible for overseeing the collection of Association dues.
  - d. The Block Captain Chairperson shall act as a liaison with the block captains on all matters pertaining to the Association.
  - e. Block Captain Sub-chairpersons shall be selected when membership on the Board is sufficient to allow for these positions. The duties of the Block Captain Sub-chairpersons are to carry out the assignments of the Block Captain Chairperson.
4. Secretary-Recording
- a. S/he shall be at least a second-year member.
  - b. S/he shall record the minutes of Board and Association meetings.
  - c. S/he shall issue notices of Board Meetings to Board Members.
  - d. S/he shall deliver a copy of the minutes to each Board Member prior to each monthly meeting.
5. Corresponding Secretary & Historian
- a. S/he shall be at least a second-year member

- b. S/he shall prepare and send such correspondence as the Board may require.
- c. S/he shall oversee all social media activities of the Association.

6. Treasurer

- a. S/he shall be at least a second- year member.
- b. S/he shall deposit funds in the depository approved by the Board of Directors.
- c. S/he shall disburse funds in accordance with legitimate bills as presented.
- d. S/he shall present a financial statement at each meeting of the Board of Directors and at other times as requested by the Honorary Mayor (President).
- e. S/he shall close the books at the end of the fiscal year and submit them for audit to a three-member auditing committee appointed by the members of the Board. The fiscal year shall be from January First (1<sup>st</sup>) through December Thirty-First (31<sup>st</sup>) of the same calendar year.
- f. S/he shall prepare state and federal tax returns and file before the deadlines.
- g. S/he shall prepare all informational reports required by the state and federal government and file them before the deadlines.

7. Members At-Large

The duties of the Members At-Large and all known standing committees shall be determined by the Board during a regularly scheduled meeting in the first quarter of the year. Resignation from the Board shall be in writing and shall be received by the President two weeks prior to the monthly meeting of said Board.

- C. After three unexcused absences from regular meetings of the Board, a Board Member may be automatically dropped from said Board or may be reinstated at the discretion of said Board.

ARTICLE VII

In the event that any member of the Board of Directors shall cease to be a resident of the Upper Hastings Ranch Area of Pasadena, s/he shall have been deemed to resign.

#### ARTICLE VIII

The membership shall consist of all residents (homeowners or renters) of the Upper Hastings Ranch Area of Pasadena who support the Association by payment of annual dues.

#### ARTICLE IX

Dues are to be paid by family units annually. The amount of said dues to be determined by the Board.

#### ARTICLE X

- A. The Board shall meet at least monthly, except during the months of July and August, date and time to be set by vote of said Board.
- B. The Annual Meeting of the Association shall be held in the fall.
- C. A quorum of the total UHRA membership shall consist of twenty-one (21) members
- D. At their discretion, the Board shall be empowered to call a meeting of the entire Association.
- E. A quorum of the Board shall consist of half plus one of the voting Board members, but the quorum shall in no event consist of less than four (4) members.
- F. The President has authority to appoint members to fill any vacancy on the Board subject to approval of the majority of the remaining Board Members.
- G. No standing rule, resolution, or motion is in order that conflicts with the By-Laws or Rules of Order.
- H. These By-Laws may be amended by presenting written notice to the Association membership as a whole at least one month prior to the Annual Meeting, at any special meeting called, or by written notice in The Lariat.

- I. The adoption of an amendment shall require a two-thirds (2/3) vote of those Association members present.

## ARTICLE XI

The boundaries of the Association shall be defined as follows:

North: Hastings Ranch Drive

South: Sierra Madre Blvd.

East: Michillinda Avenue including Park Vista Drive to Skycrest Drive

West: Riviera Drive

All rules and procedures not specifically stated herein shall be executed in accordance with Roberts Rules of Order Revised.