

BY-LAWS
OF
THE ALAMITOS HEIGHTS IMPROVEMENT ASSOCIATION
LONG BEACH, CALIFORNIA

The object of this Association is to protect, improve, preserve, and enhance the neighborhood of Alamitos Heights, whose boundaries are described in the Articles of Incorporation.

ARTICLE I
Name

The name of this Association is the Alamitos Heights Improvement Association (AHIA).

ARTICLE II
Members

Property owners and /or residents of the neighborhood known as Alamitos Heights may become members of this association upon payment of dues established by the Board of Directors.

ARTICLE III
Board of Directors

Section 1. There shall be a Board of Directors of this Association which shall be the governing body. The Board of Directors shall consist of the positions of President, Secretary, Treasurer, and various Committee Chairs. The Committee Chairs shall assume positions/responsibilities such as Community Liaison, Communications, Neighborhood Watch, and Event Coordination. The number of Committee Chairs shall be no less than four and no more than seven.

Section 2. The Board of Directors shall have the responsibility of general management and control of the business, property, and funds, if any, of this Association. The Board of Directors shall be vested with all powers, expressed and implied, of this Association. Its decision on any matter shall be final. Appeals must be submitted in writing and approved by the majority of the members of the Board of Directors in a scheduled meeting.

Section 3. The Board of Directors shall elect the officers of this Association and assign Committee Chair duties at its first Board of Directors meeting following the annual meeting.

Section 4. The Directors of this Association shall perform the duties prescribed by these by-laws and by Robert's Rules of Order adopted by this organization. The by-laws of this organization shall be reviewed periodically and revisions/changes will be made and adopted by two-thirds majority of the current Board of Directors.

- A. **PRESIDENT:** The President shall preside at meetings of the Board and Membership. He/She shall appoint, with board approval, the Chairperson of standing committees, and the chairperson and members of such special committees as may

be established which are not otherwise provided for in the by-laws. He/She shall be an ex-officio member of all committees except the nominating committee.

- B. **SECRETARY:** In the event of the absence of the President, or His/Her inability to perform His/Her duties, the Secretary shall perform the duties and exercise the authority of the President. The Secretary shall sign all documents issued by the Association; keep minutes of all meetings of the Association, maintain all records of the Association, making them available for the performance of duties of officers or committee members.
- C. **TREASURER:** The Treasurer shall receive all funds paid to the Association, and shall deposit the same to the account of the Association in such banks as may be approved and designated by the Board of Directors, and shall disburse the same, by check only, drawn on this account, and by order of the Board. These checks shall be signed by either the President or Treasurer. Association accounts and books shall at all times be open to the inspection of the Board of Directors, and any auditors named by the Board of Directors. He/She shall maintain a membership/email database. It shall be the responsibility of the Treasurer to send out notices of the meeting of the Board of Directors, indicating the time and place of the meeting. Email communications are to consist of AHIA business only. He/She shall make a monthly report to the Board of Directors. The Treasurer shall prepare and submit to the Board of Directors, at its January meeting, a budget for the upcoming fiscal year of this Association.

It shall be the duty of the Treasurer to conduct the general correspondence of the Association unless otherwise directed by the President, and to maintain a file of said letters. In addition, the Treasurer shall see that the Board of Directors receive copies of all letters sent by the Association.

Section 5. No member of this Association shall be eligible for or be qualified or entitled to hold an elective or an appointive office in this Association, or as a member of the Board of Directors unless such member is in good standing at the time of his/her election or appointment and shall continue to do so during his/her term of office. The term good standing as used herein shall mean one who has paid his/her dues as prescribed by these By-Laws, and adopted by this Association or its Board of Directors.

Section 6. All members of the Board of Directors of this Association shall serve without compensation and shall not be entitled to receive any compensation, directly or indirectly, from the Association, except for such actual expenses as may be incurred for the use and benefit of the Association and as may be approved by the Board of Directors from time to time. The Association shall maintain a fidelity bond on all Officers who have signatory authority to access Association funds.

Section 7. The term of each officer of the Board of Directors shall be for a period of one year from the date of the Annual Meeting of this Association and/or until his/her successor shall have been elected. At the first Board meeting held after September 1st, the Board Members shall accept nominations for the positions of President, Secretary, Treasurer, and determine the assignments of the Committee Chairs. Each Board Member, shall have

one vote for each position/assignment named above. At this election, the Board Member with the most votes will occupy the position, in which more than one Board Member has been nominated.

Section 8. Vacancies occurring in any office or Board position of this Association, for any reason, shall be filled by appointment by a majority vote of the Board of Directors. Such appointment shall be effective until the expiration of the original term and/or until his/her successor is elected and qualified.

Section 9. A Board Member may be removed under the following circumstances: By a majority vote of the Board of Directors, at an announced meeting of the Board. Any Board Member under review will be given a thirty day notice for a hearing prior to removal. The following may be considered grounds for removal:

- Unexcused absence from three scheduled meetings;
- Sending written correspondence, in the name of the Board, without Board approval;
- Any Board member taking action on behalf of the Board without direction from the Board;
- Unauthorized disbursement of funds; or
- Any Director who fails to fulfill his/her duties may be removed for cause by a majority vote of the Board.

ARTICLE IV Elections

These procedures have been established in furtherance of the Association's policy to provide a reasonable and fair means of nominating and electing the Association's governing body in accordance with California Corporations Code Sections 7520 and 7521.

At least sixty (60) days prior to the annual membership meeting, the President will appoint a nominating committee, consisting of a chairperson from the board and at least two (2) others from the Board. The Nominating Committee will serve until the close of the annual membership meeting. The Nominating Committee shall solicit applicants to be considered for election to serve on the AHIA Board for the coming year. The vote will be scheduled for the annual membership meeting. All those that meet the qualifications as determined by the committee chairperson will be placed on the ballot with a brief statement of qualifications. A minimum of 7 and maximum of 10 Directors may serve each year.

Absentee ballots shall be mailed upon request and must be returned no later than three days prior to the annual election.

Applicants wishing to be placed on the ballot may submit a written notice to the Board or nominating committee at least 45 days prior to the annual membership meeting. Any member in good standing may be placed on the ballot with his or her consent. Also write in names may be added to the ballot during the day of voting. The Nominating Committee Chair will oversee the voting process including the distribution, receipt, and tabulation of the ballots, and will resolve any challenges that occur regarding the voting process. The Nominating Chair will report the election results to the Board within one week of the Annual Meeting.

ARTICLE V Meetings

Section 1. Board of Director meetings of this Association shall be held at such times as may be determined by the Board of Directors (at least four times per year) and open to all AHIA members, with prior notice and approval by the President. Special meetings of this Board may be held at the call of the President or other Directors as needed.

Section 2. A quorum of the Board of Directors necessary for the transaction of business shall consist of the majority of the members of such Board of Directors.

Section 3. A majority vote of the Board of Directors present at any regular or duly called special meeting of this Board shall be necessary for the approval of any action in any matter pertaining to the business of this Association and within the powers of this Board of Directors.

Section 4. The Annual Meeting of this Association shall be held at such times during the Summer months as shall be selected by the Board of Directors. At such annual meetings there may be reports presented by each and or all of the Directors of this Association regarding their activities for this Association. The quorum for the Annual Meeting shall consist of twenty five members. In the event a quorum is not present, the President, or other presiding officer, may adjourn the annual meeting to a subsequent date. Such adjournment shall not exceed two weeks from the date of the annual meeting, or from the date of the last adjournment.

Section 5. In addition to the Annual Membership Meeting, Community Forum Meetings of this Association shall be held at such times as determined by the Board of Directors and open to all Alamitos Heights Residents.

ARTICLE VI Association Dues

Section 1. Dues to be paid by the members of this Association shall be in a sum to be fixed from time to time by resolution by affirmative vote of two-thirds of the members of the Board of Directors.


Payment of such dues shall entitle two members of a household to membership in this Association for a period from January through December of one year. The fiscal year shall be from the first of January to the last day of December of each year. Full payment of the dues as prescribed by the Board shall entitle each member to one vote. Dues must be received by the day of the annual membership meeting in order to be eligible to vote at the meeting.

ARTICLE VII Committees

The Chairperson of each committee will be agreed upon at the first meeting of the Board of Directors after the Annual Meeting. Each Chairperson shall choose committee personnel necessary for the committee to fulfill its purpose. The committee personnel of the formed


committees may consist of members of the Board of Directors as well as any other members of this Association who are currently members in good standing. Each Chairperson shall be responsible for submitting and/or delivering a report to the Board of Directors, for review at its normal Board of Directors meetings. Each Chairperson in the current year committee may be asked to serve on the same committee in the following year, to act as a mentor to the newly appointed Chairperson so as to insure a smooth and positive transition of the leadership of this Association. A list of Committee Chair assignments and a brief description of each is contained in this section and may be changed and/or modified by the Board of Directors as necessary for the successful conduct of business of this Association.

- 1) **Event Coordination:** Responsibilities of these Chairs (one for each event) are to coordinate and implement the following events that are sponsored by the Association: Tree Lighting Ceremony, Annual Picnic/Fun Run, Summers Concerts and Annual Yard Sale.
- 2) **Communications:** Requires Chair to act as editor in the compiling and publishing of a newsletter and providing information for placement on other electronic media designed for the benefits of all of the members of this Association. The newsletter shall be published no less than two times per year. Newsletter shall contain reports from the various committees as deemed necessary by the Board of Directors for the purposes of informing the general members of the business of this Association. Newsletter content and review guidelines for the newsletter shall be set by resolution of the Board of Directors.
- 3) **Community Liaison:** Requires individual to attend, whenever possible, those meetings conducted by other groups outside of this Association, whose actions and decisions could result in impacting this Association and the members that it serves. The President shall forward to the Liaison information and invitations received by the President, regarding these meetings. Outside groups shall include various Departments of City Hall, Homeowners' Associations, City Council Meetings, Building and Developer Meetings. This listing may be changed or modified by the Board of Directors as it deems necessary in order to conduct the business of this Association.
- 4) **Neighborhood Watch/Safety:** Responsibilities to include the fostering of Neighborhood Watch groups and to coordination with local public safety organizations to ensure appropriate dissemination of safety information that affects the community of Alamitos Heights.
- 5) **Traffic and Infrastructure:** This chairperson will be responsible for communicating relevant community needs and concerns to elected City Council representatives and appropriate City of Long Beach Traffic Engineering and Public Works management personnel.



Roberta Smith
President, AHIA

1-13-15
Date



Annette Dhein
Secretary, AHIA

1/13/15
Date