

LEONA VALLEY IMPROVEMENT ASSOCIATION  
BYLAWS  
JANUARY 2008

SECTION I ORGANIZATION, PURPOSE AND MEMBERSHIP

Article 1. The name of the Association shall be "LEONA VALLEY IMPROVEMENT ASSOCIATION, INCORPORATED." Hereinafter referred to as "the Association" or "LVIA."

Article 2. This Association is incorporated under the laws of the State of California as a nonprofit organization.

Article 3. The purpose of this Association shall be to promote the improvement of Leona Valley for the benefit of its residents and property owners.

Article 4. There shall be no limit to membership, providing the applications for membership qualify under these Bylaws:

a. Active Membership

Active Member status shall be limited to residents and/or property owners of Leona

b. Associate Membership

Associate Member status shall include those nonresidents and/or non-property (1) operate business establishments, or

(2) are employed in Leona Valley, or

(3) are former Leona Valley residents who once had active member status, or (4)

live in Adjoining Communities. (Adjoining communities' organizations or

residents may become associate members.) Associate members shall not be

privileged to vote at any time unless serving as a member of the board.

Article 5. The fiscal year shall be April 1 to March 31

Article 6. No membership shall be transferable.

SECTION II OFFICERS AND ELECTIONS

Article 1. The officers shall consist of: President, Two (2) Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer and Newspaper Editor. These officers shall be elected for the term of one year by a majority vote of the members present, but only after the entire membership shall have been duly notified of such election. These elected officers constitute the Board of Directors and the policy-making body for the organization. Each officer shall be required to keep a notebook on his position outlining the work required and any information pertinent to said position. Said notebook to be passed on to the next officer in this position. Each officer shall be responsible for verifying and archiving articles pertinent to his/her position.

Article 2. The President shall appoint a Nominating Committee in July. This Committee shall present a slate of nominees at the regular General Meeting in August. The floor should then be open for nominations by the membership. The general election shall then be held at the regular General Meeting in September with the nominees standing 30 days prior to election. The newly elected officers shall assume their offices or positions October 1.

Article 3. No one shall be privileged to vote in any matter without having paid the current yearly dues in full.

Article 4. There shall be no more than one Associate Member on the board at any time.

## SECTION III DUTIES OF OFFICERS

Article 1. The duties of the President shall be: (a)  
to preside over all meetings;

(b) to be an ex-officio member of all committees;

(c) to appoint all committee chairmen, and

(d) to appoint, ad hoc committees as needed.

Article 2. The duties of the Vice-Presidents shall be:

(a) to perform all of the duties of the President in the absence of that officer;

(b) to assist the President in all matters:

(c) (in sequence of title position) to assume the President's duties in case that officer becomes incapacitated, continuing duties until the President is able to resume the duties of the office or until the next regular election of officers.

Article 3. The duties of the Recording Secretary shall be to keep a true and accurate record of the minutes of each meeting, and to perform such other duties as evolve upon that office.

Article 4. The duties of the corresponding secretary shall be to assist the recording secretary and to handle all correspondence. Copies of all correspondence shall be kept.

Article 5. The duties of the Treasurer shall be:

(a) to receive all moneys, giving receipts therefor;

(b) to deposit all funds in a bank designated by the Association

(c) to pay it out only upon a vote of the Board of Directors

(d) to prepare monthly reports

(e) to complete and file annual tax returns

(f) to be responsible for arranging necessary insurance coverage.

Article 6. Three consecutive unexcused absences by any officer shall be construed as lack of interest, and upon notification to that officer a new officer may be appointed in his/her place.

Article 7. Officers will fulfill their duties until such time as they are relieved of such duties, either by new election, letter of resignation or majority vote of the Board.

## SECTION IV COMMITTEES AND BOARD OF DIRECTORS

Article 1. The President may appoint the following committees and/or such other committees as may be deemed necessary. All committees shall provide reports of any ongoing committee work. to be read into the minutes at a Board or General Meeting. All committee members shall be paid-in-full members of L VIA.

Article 2. Membership Committee: The duties shall be to: promote membership in the Association; to receive dues from such membership; provide receipts therefor; turn over funds received to the Treasurer and maintain current membership lists which include all data provided. Such lists can be made available to requesters upon Board approval only.

Article 3. Hospitality Committee. The duties of this committee shall consist of:

(a) welcoming new residents to Leona Valley and acquainting them with the Leona Valley Improvement Association

(b) furnishing flowers, plants and/or cards as the occasion warrants. The sum of money available for this purpose shall not exceed \$30.00 for each occasion except by vote of the board. Copies of all and any correspondence shall be given to the Corresponding Secretary.

Article 4. Building and Grounds Committee. The duties of this committee shall be to maintain, and to recruit members to assist in the maintenance of, the Leona Valley Improvement Association Community Building and grounds. A member of the committee shall be appointed to handle rental of the Leona Valley Improvement Association Community Building and appurtenant structures other than the arena and its furnishings. A fee structure shall be approved by the Board and maintained by the committee. The fee structure shall not be changed without approval of the Board. A building rental calendar shall be maintained for planning building use.

Article 5. Auditing Committee. The President shall appoint an Auditing Committee consisting of three members to audit all income and expenses incurred by the Association and to affix their names thereto and make a true audit of the books of the Treasurer for the current year, the result of which shall be read at the last meeting of the incumbent officers. This report is to be read by the Chairman of the Auditing Committee and said report to be accepted or rejected on a duly seconded motion by a majority voice vote of the membership present.

Article 6. Fine Arts Committee. The Board of Directors shall assume the responsibility of caring for the Association-owned portraits and other items. In carrying out their duties, the Board shall see that the paintings are insured for their appraised value, and that all paintings and other items are properly displayed and/or stored.

Article 7. Booster Committee. The committee's purpose shall be to promote and raise funds to support the leona Valley 4-H Club and any other organization as deemed necessary by the board.

(a) The Committee shall consist of a Chairperson plus committee members as deemed necessary, but including at least one adult 4-H leader.

(b) the Committee shall be self-sufficient having restricted funds in an LVIA account and shall not use LVIA general funds unless approved by and voted on by the LVIA Board of Directors and a motion for expenditure of the funds passed at a General Meeting.

(c) all expenditures by the Committee above \$200 shall have the input of all committee members and committee approval before submission to the L VIA Board for approval.

Article 8. Community Queens Committee. One representative or one alternate shall assume the responsibility of planning and implementing potential Community Queens contestants' activities and the contest. The contest may be open to the categories designated by the Antelope Valley Queens Pageant.

(a) Residential and age requirements are established by the Miss Antelope Valley Pageant. (b) The Pageant representative(s) will handle the Pageant funds and the Leona Valley Improvement Association will pay the Antelope Valley Fair fee.

(c) The Committee shall consist of a Chairperson plus committee members as deemed necessary.

(d) the Committee shall be self-sufficient having restricted funds in an LVIA account and shall not use LVIA general funds unless approved by and voted on by the LVIA Board of Directors and a motion for expenditure of the funds passed at a General Meeting.

(e) all expenditures by the Committee above \$200 shall have the input of all committee members and committee approval before submission to the L VIA Board for approval.

Article 9. Gymkhana Queens Committee. One representative or one alternate shall assume the responsibility of planning and implementing potential Gymkhana Queens contestants' activities and the contest.

(a) The Committee shall consist of a Chairperson plus committee members deemed necessary.

(b) the Committee shall be self-sufficient having restricted funds in an LVIA account and shall not use L VIA general funds unless approved by and voted on by the L VIA Board of Directors and a motion for expenditure of the funds passed at a General Meeting.

(c) all expenditures by the Committee above \$200 shall have the input of all committee members and committee approval before submission to the L VIA Board for approval.

Article 10. Arena Use Committee. A committee and chairperson shall be appointed to handle use of the Leona Valley Improvement Association arena and appurtenant facilities. The committee will maintain fee structure as approved by the board and will oversee distribution of keys and maintenance of the facilities.

(a) The Committee shall consist of a Chairperson plus committee members deemed necessary.

(b) the Committee shall be self-sufficient having restricted funds in an LVIA account and shall not use L VIA general funds unless approved by and voted on by the L VIA Board of Directors and a motion for expenditure of the funds passed at a General Meeting.

(c) all expenditures by the Committee above \$200 shall have the input of all committee members and committee approval before submission to the L VIA Board for approval.

Article 11. The Newsletter. One appointed Board Member shall be responsible for the editing, printing, and monthly distribution of "The Newsletter."

Article 12. Any of the aforementioned committees or other committees appointed as needed, may appoint subcommittees to facilitate their functions. The names of all committee chairs, members and subcommittee members shall be approved by the Board of Directors of the Leona Valley Improvement Association and read into the minutes at a meeting.

## SECTION V DUES AND EXPENDITURES

Article 1. Dues. There shall be no admission or initiation fees except for the annual dues which are agreed upon by the board. These dues shall be for Individuals (18 and older), Families, Retired Individuals or Couples and Associate Members.

Article 2. Voting Status. No one shall be privileged to vote in any matter without having paid the current yearly dues in full. The dues entitle the following votes: Individual - one vote; Family or Retired (if a couple) - two votes. Associate Members do not have voting privileges.

Article 3. No reduction shall be made in annual membership fees for any reason and membership cards shall not be issued until membership fees have been paid for the current period.

Article 4. All financial accounts shall be established to require two signatures of LVIA officers who are authorized signers. There shall be three authorized signers. Normal operating expenses for the Leona Valley Improvement Association will be paid automatically by a check signed by any two of the three authorized signers. Non-operating expenses under \$200 shall be approved by the Board of Directors. Non-operating expenses over \$200 shall be approved by the Board of Directors at a General Meeting.

## SECTION VI MEETINGS

Article 1. Regular monthly General Meetings of the Association shall be held the third Thursday of each month at the Leona Valley Community Building, The entire membership shall be notified of any change in the date and time of a meeting. Any special meeting shall be advertised in such a way that allows all members to become aware of the time and date of said meeting. Board meetings will be held the first Thursday of each month.

Article 2. All meetings shall be conducted in accordance with Robert's Rules of Order (current revised edition) unless superseded by the Association's current bylaws.

SECTION VII BY-LAWS

Article 1. These Bylaws cannot be amended except when proposed amendments are presented in the form of a resolution and signed by three members in standing. There shall be a first reading of such amendments before the membership for comment and revision. After a second reading, which shall be after at least a thirty (30) day interim, the amendments must then be passed upon by a majority of the membership present at that time.

Article 2 All members shall have due notice of any proposed amendments so they may be present at the time of the balloting.

Respectfully submitted,

Christine Stoddard \_\_\_\_\_

Bylaw Revision Committee Chair

January 17, 2008