



" To Protect, Maintain and Enhance the Buena Vista Neighborhood Community "

## Bylaws

### Article I Name and Boundaries

- Section 1.** The name of this Association shall be the Buena Vista Neighborhood Association.
- Section 2.** The boundaries of the Buena Vista Neighborhood shall be as indicated on attached boundary map.

### Article II Purpose

The purpose of the Buena Vista Neighborhood Association shall be to protect, maintain and enhance the Buena Vista Neighborhood. The Association shall:

- a. Promote community involvement and participation in services, functions, ~~and~~ meetings and social events.
- b. Establish and maintain a line of communication between the City of San Jose, the County of Santa Clara and the residents of the neighborhood.
- c. Provide a community voice to advise City and County officials, staff and the community at large about implementation of services, community needs, events and concerns, and to help determine viable solutions.
- d. Recruit volunteers and sponsors to aid in the enhancement of services provided.
- e. Provide a vehicle for the generation of revenues through various fundraising activities in support of these purposes.

### Article III Membership

- Section 1.** **ELIGIBILITY.** Any person residing in or owning property or a business in the Buena Vista neighborhood shall be eligible for membership. Also, residents of bordering neighborhoods shall be eligible for membership if they declare that they are aligned with the bylaws, vision, mission and goals of the Association
- Section 2.** **VOTING.** Each registered member in good standing shall have the right to cast one vote. To be in good standing, a member must be paid up in any debts to or current dues charged by this Association.



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### **Membership (continued)**

- Section 3. ASSOCIATION MEETINGS.** The Association shall conduct regularly scheduled meetings at least twice a year at a time and place approved by the Board of Directors.
- Section 4. SPECIAL MEETINGS.** Special meetings may be called by the order of the Board of Directors or the President. A minimum of ten (10) days notice shall be given for such meetings.
- Section 5. VOTING METHOD.** Voting may be done through a show of hands or verbal forum for regular agenda items. However, when voting for officers or other action items, members may use a secret ballot. Voting on such items may also be conducted by mail in any manner that the board shall determine, provided it does not conflict with any rule set forth in these bylaws.
- Section 6. QUORUM.** The quorum for Association meetings shall be those members in attendance at any properly noticed meeting. Roll call must be taken at each Association meeting.
- Section 7. MINUTES.** Minutes must be taken at each Association meeting. Copies of the previous minutes are to be provided at the following meeting. A record of votes at Association meetings must be kept.
- Section 8. MEETING NOTICE.** Notice for any meeting of the Association or the Board of Directors where a vote is to be taken must be sent to all members and shall include the time and place of said meeting.

### **Article IV Board of Directors**

- Section 1. COMPOSITION.** The Board of Directors shall consist of six (7) elected members of the Association. It shall include the four (4) officers of this Association as well as two (3) directors.
- Section 2. ELECTIONS.** Prior to July 1 of each year, officers and directors for the following year shall be elected by the general membership. The election date and time, as well as all nominees for office shall be publicized to the voting membership at least thirty (30) days prior to the election. A simple plurality vote shall be sufficient to elect.
- Section 3. TERM OF OFFICE.** The term of office shall be for one (1) year. No officer may hold the same office for more than two (2) consecutive terms



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### **Board of Directors (continued)**

**Section 4. VACANCIES.** A vacancy on the Board of Directors shall be filled by a substitute for the remaining period until the next annual election. The substitute should be voted in by the Board of Directors as soon as a vacancy is known to the Association.

**Section 5. Powers & Duties**

- a. be responsible for conduct and management of the Association;
- b. supervise preparation and maintenance of the procedures and guidelines for the Association and its activities;
- c. appoint ad hoc committees as needed;
- d. approve an annual budget in July of each year, monitoring income and expenditures and modifying the budget as necessary.

**Section 6. MEETINGS.** The Board shall meet at least three (3) times annually at times and locations designated by the Board. The President may call special meetings at any time and shall call a special meeting upon request of three (3) Board members. In either case, a minimum of ten (10) days notice shall be given.

Roll call must be taken at each board meeting.

Minutes must be kept of each meeting. Copies of the previous meeting's minutes are to be available at the following meeting.

**Section 7. QUORUM.** The quorum for Board meetings shall be a simple majority of its members.

A record of how every Board member votes must be kept.



## **ARTICLE V OFFICERS**

**Section 1. OFFICERS.** The officers of this Association shall be a President, Vice President, Secretary and Treasurer.

**Section 2. DUTIES.** The duties of the officers shall be as follows:

- a. **PRESIDENT.** The President shall coordinate all Association activities, preside at meetings of the Association and the Board, and shall have the general powers of supervision and management of the Association as pertain to the office and such duties as may be designated by the Board.
- b. **VICE PRESIDENT.** The Vice President shall assume the duties of the President in the officer's absence and shall be in charge of maintaining up-to-date records of members.
- c. **SECRETARY.** The Secretary shall keep minutes of the Association meetings and Board meetings; shall be responsible for notification of Association meetings and Board meetings; and has the responsibility of correspondence at the direction of the President.
- d. **TREASURER.** The Treasurer shall be custodian of the Association funds and shall supervise the handling of funds of any enterprises of the Association. The Treasurer shall assure the keeping of proper financial records and report regularly to the members and the Board, and pay budgeted requests as directed by the Board. Two (2) signatures shall be required on every check. Eligible signatures are those of the President, Vice President, Secretary and Treasurer. If two (2) or more officers reside in the same household, only one shall be eligible to sign checks.

## **Article VI Parliamentary Authority**

Except as otherwise provided in these bylaws, all questions of order or procedure with respect to any meeting or action of this Association shall be determined in accordance with Robert's Rules of Order Newly Revised, as revised from time to time.



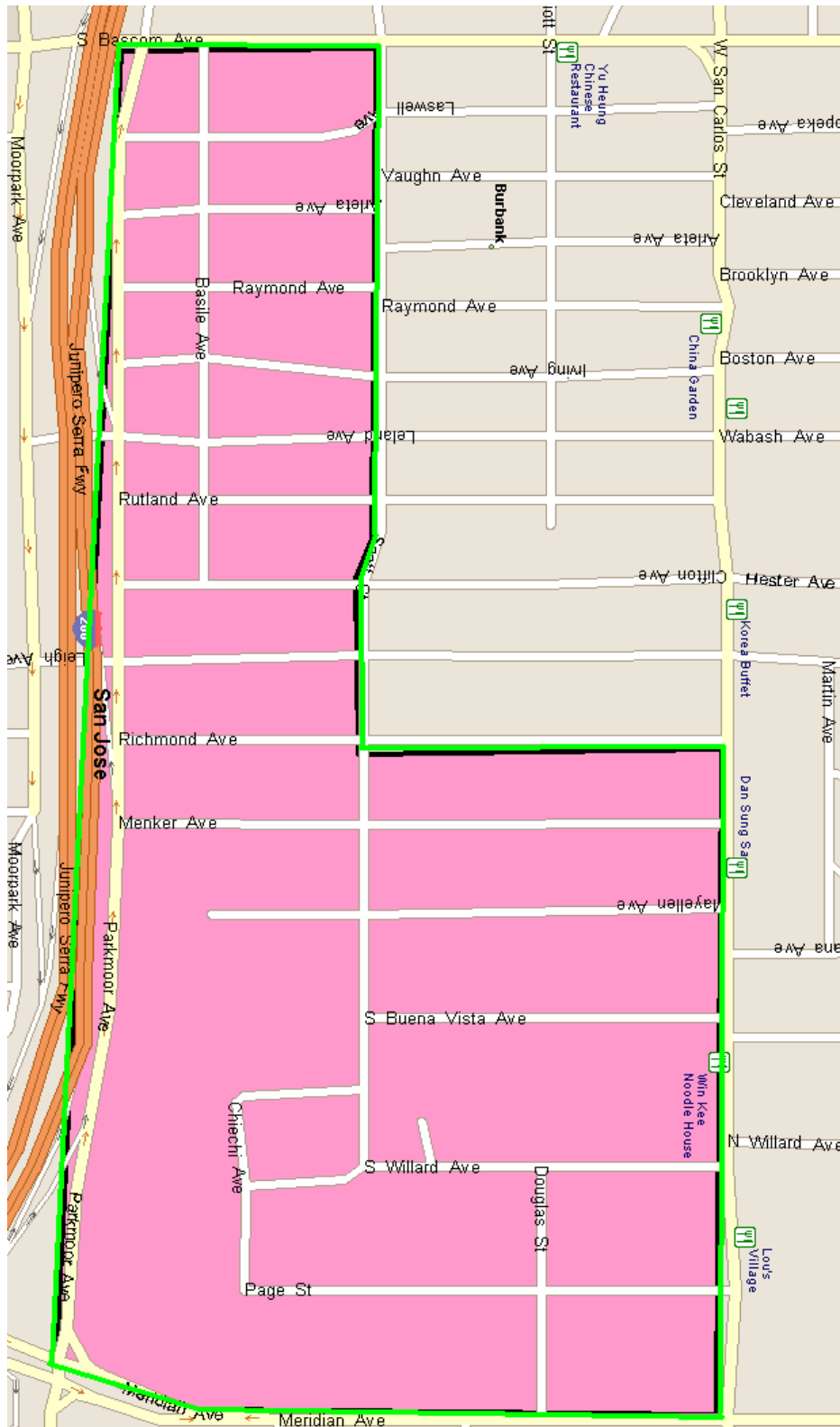
## **Article VII Amendments to These Bylaws**

These bylaws may be amended at any properly noticed Board of Directors meeting by a two-thirds (2/3) vote of the Board of Directors provided that a full text of the amendment has been provided to all Board and Association members at least thirty (30) days prior to the meeting at which the vote is taken.

## **Article VIII Dissolution of Assets**

Upon the dissolution of the Association, assets remaining after payment of, or provision of payment of, all debts and liabilities of this Association shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for purposes similar to those of this Association, as designated by the Board of Directors.

**BVNA Boundary Map**





Document History:

- 7/29/2003      Alterations to Article III, Membership Eligibility.  
Text added to allow membership of individuals residing in areas bordering the Buena Vista Area. Approved by membership majority vote. Only one nay vote recorded.
- 7/26/2005      Proposed border changes presented to membership
- 7/26/2005      Alterations to Article II, Purpose  
The addition of “social events” added to bullet **a**. Presented to membership
- 7/26/2005      Alterations to Article IV, Board of Directors.  
Number of directors increased to 3. Presented to membership
- 2/6/2018      BVNA logo added to the Bylaws header. Minor layout adjustments made to accommodate change. Page numbers added to footer.