



Organization Bylaws

Originally Adopted 3/2/13; Revised 11/16/13, 3/21/15, 4/2/16

ARTICLE I: NAME

The name of the organization shall be the Twin Palms Neighborhood Organization. (Henceforth, “the Organization” or “TPNO”.)

ARTICLE II: PRINCIPAL OFFICE

The principal office of the Organization shall be at the residence of the Secretary of the organization.

ARTICLE III: PURPOSE

The Twin Palms Neighborhood Organization is a group of neighbors organized to address a range of issues for the purpose of maintaining and improving quality of life by encouraging neighborhood identity, a sense of community, and facilitating interaction with the City of Palm Springs.

ARTICLE IV: NEIGHBORHOOD BOUNDARIES

The Twin Palms neighborhood is the area bordered by the streets of Sunrise Way/Laverne Way on the southeast, South Camino Real on the west, and East Palm Canyon Drive on the north.

ARTICLE V: MEMBERSHIP AND VOTING

Section 1 All individuals claiming primary or secondary residency, property owners, business operators or their delegates, and representatives of municipal services within the area defined in Article IV are eligible for membership in the Twin Palms Neighborhood Organization. Dues payment is not required for membership.

Section 2 Voting privileges are conferred by household or other physical entity (commercial establishment, municipal service, etc.). Each household is entitled to one vote, and separately,

each non-resident property owner is entitled to one vote. In addition, one qualified administrator representing each business, institution, and municipal service within the area defined in Article IV, is also entitled to one vote.

ARTICLE VI: DUES

Voluntary dues shall be payable to the Treasurer. Dues are payable throughout the year and those collected November 1 or later shall be credited for the balance of the then-current year as well as the next full calendar year.

ARTICLE VII: BOARD OF ADVISORS

Section 1 Up to nine members shall comprise the Board of Advisors. Decisions will be arrived at by a simple majority vote by members in attendance at meetings at which a quorum of Board members is present.

Section 2 The Board of Advisors shall be vested with the authority to manage the affairs of the Organization, notably, the establishment of policies and procedures to guide ongoing operations. This authority includes, but is not limited to: 1) the expenditure of funds in accord with the approved annual budget, and 2) oversight of neighborhood initiatives, community grants, committees, and administrative activities. The general membership retains the right to amend these policies and procedures in specified circumstances.

Section 3 Any member of the Organization can be elected to the Board of Advisors for the two-year term. Only one member of a household at a time may be seated on the Board.

Section 4 There shall be no term limit for Advisory Board members.

Section 5 Elections will take place for the Board of Advisors at the annual Twin Palms Neighborhood Organization Membership Meeting every two years and shall take place in a facility suitable to accommodate anticipated attendance.

Section 6 Biannual elections will be implemented via pre-printed paper ballots with the names of candidates declaring their interest and submitting the requested contact information and statement of candidacy at least one week prior to the election. Members declaring their interest and submitting the requested information less than one week before the election will become write-in candidates.

Section 7 Members may vote for any number of candidates, up to nine, but may not cast more than one vote per candidate. Ballots showing more than one vote for a single candidate or more than nine in total will be invalid.

Section 8 Candidates must receive at least a simple majority of the votes of the total eligible ballots cast. Of candidates meeting this threshold, the nine receiving the greatest number of votes will be seated on the Board. In the event of a tie, an immediate run-off election will be held.

Section 9 Five Board Advisors shall constitute a quorum for the purpose of conducting Advisory Board business requiring a decision or vote on an action item. Members with an excused absence [see *Section 14*] may chose to submit their vote on an action item by means of a signed written ballot within two weeks.

- Section 10* No compensation of any kind shall be paid to the members of the Board of Advisors.
- Section 11* The Board of Advisors shall determine the annual membership dues for the upcoming calendar year at least two months prior to the end of each calendar year and notify the membership of such.
- Section 12* Should a vacancy occur on the Board of Advisors in the middle of a term and one or more candidates express an interest in serving, a simple majority vote of the Board of Advisors at its next meeting at which a quorum is present can fill the position(s). Candidates appointed in this manner shall be of equal status and privilege as other Board members. This action must be ratified by a majority vote of the General Membership at its next meeting. Vacancies filled in this manner do not begin a new two-year term, but complete the current two-year term and will expire simultaneously with that of other Board Members.
- Section 13* The Board of Advisors, by a three-fourths majority vote of the then-current Board membership at a duly noticed meeting, may vote to dismiss a member for cause including repeated violations of the Standards of Conduct (*Article XII*). A dismissed member may be reinstated by a two-thirds majority vote of the general membership.
- Section 14* Advisory Board members shall make a good-faith effort to regularly attend Board meetings. Member requests for an excused absence must be submitted to the Chair prior to the meeting they will be unable to attend. The reason for the request should be stated (i.e., illness, family or work emergencies, out of town, etc.). Board members missing three or more meetings during a 12-month period may be dismissed from the Board by a three-fourths vote of a quorum of Board members at a duly called meeting.
- Section 15* Expression of a range of opinions is encouraged and productive discussion based on differing perspectives is welcome. In so doing, however, Advisory Board members must adhere to the provisions of *Article XII: Standards of Conduct*.
- Section 16* Board members must submit a copy of the bylaws that has been signed by them to indicate the document has been read.
- Section 17* The general membership, by a two-thirds vote, retains the right to revise, amend, or repeal any action taken by the Board of Advisors.

ARTICLE VIII: OFFICERS

- Section 1* The Board of Advisors shall elect Officers within 30 days of the Organization's Annual Membership Meeting and promptly notify the membership of their choices. The five Officers shall be elected from among those serving on the Board of Advisors and shall be chosen by a two-thirds majority of a quorum of its members.
- Section 2* The Officers shall be:
A) Chairperson
B) Vice Chairperson
C) Secretary
D) Treasurer
E) Communications Officer
- Section 3* The Officers shall serve a one-year term with no term limits.

- Section 4* The Chairperson's role and responsibilities are to:
- A) Preside over the annual membership meeting.
 - B) Preside over the Board of Advisors meetings.
 - C) Assure that the bylaws are enforced.
 - D) Have signatory authority with the Treasurer.
 - E) Direct the Treasurer to make payments and reimbursements for organization-related expenses, as approved by the Board of Advisors, or as allowed for within the approved annual budget.
 - F) Prepare an annual report on the status of the organization.
 - G) Prepare an annual budget with the Treasurer and Finance Committee.
 - H) Act as the representative of the Twin Palms Neighborhood Organization to the Palm Springs Neighborhood Involvement Committee.
 - I) Assume the designation of a "Lead" at NextDoor.com and coordinate responsibilities with the Vice Chairperson and Communications Officer in executing related functions. The "Lead" designation shall be held as long as the "Chairperson" title is held.
- Section 5* The Vice Chairperson's role and responsibilities are to:
- A) Chair meetings during any absence of the Chairperson.
 - B) Assist the Chairperson, as requested, in the execution of the Chairperson's duties.
 - C) Act as the alternate representative for the Twin Palms Neighborhood Organization on the Palm Springs Neighborhood Involvement Committee.
 - D) Oversee the planning and scheduling of Board of Advisors meetings, and annual or other meetings of the general membership.
 - E) Assume the designation of a "Lead" at NextDoor.com and coordinate responsibilities with the Chairperson and Communications Officer in executing related functions. The "Lead" designation shall be held as long as the "Vice Chairperson" title is held.
- Section 6* The Secretary's role and responsibilities are to:
- A) Record the minutes and/or summaries of the Board of Advisors meetings and all Organization membership meetings.
 - B) Submit for review such minutes to all appropriate parties, including the Board of Advisors, and make them available to members via NextDoor and web-site posting or other methods on request.
 - C) Prepare official correspondence.
- Section 7* The Treasurer shall:
- A) Receive and deposit monies.
 - B) Collect dues and maintain a list of all dues-paid members.
 - C) Pay all expenses and reimbursements as allowed for within the approved annual budget.
 - D) Maintain on-going bank records.
 - E) Maintain complete and current records of financial status and make available a detailed report to the Board of Advisors for distribution at all Board meetings. Create and make available a detailed year-end financial statement for the annual membership meeting.
 - F) Assist the Chairperson and Finance Committee in preparing an annual budget.
- Section 8* The Communications Officer shall:
- A) Maintain a database with physical and e-mail addresses and phone numbers of all individuals and entities eligible for membership.
 - B) Develop the processes by which to announce meetings and other events to eligible members and periodically inform eligible members of Organization news.

- C) Act as the second alternate representative to the Twin Palms Neighborhood Organization on Palm Springs Neighborhood Involvement Committee.
- D) Assume the designation of a “Lead” at NextDoor.com and coordinate responsibilities with the Chairperson and Vice Chairperson in executing related functions. The “Lead” designation shall be held as long as the “Communications Officer” title is held.
- E) Notify the membership of the annual meeting at least 30 days in advance.
- F) Notify the Board of Advisors of meeting times and location as set by the Chairperson in advance of any Board of Advisors meeting.
- G) Maintain the meeting sign-in sheets.

ARTICLE IX: GENERAL MEMBERSHIP MEETINGS

- Section 1* There will be an Annual Meeting of the general membership during the first calendar quarter of each year at a time and place designated by the Board of Advisors.
- Section 2* Additional membership meetings may be called by the Board of Advisors as deemed necessary or desired.
- Section 3* The Board of Advisors will meet at least once per calendar quarter, including the annual Twin Palms Neighborhood Organization Membership Meeting.
- Section 4* Notification of the place, date, and time of any general membership meeting of the Twin Palms Neighborhood Organization Membership shall be communicated to each member household or other entity as defined in *Article V, Section 1*. This notification shall be issued at least 30 days prior to the meeting date.
- Section 5* All meetings will be open and public and will permit, to the extent feasible, every person eligible for membership to participate in the conduct of business, deliberation, and decision making.
- Section 6* All members must adhere to the provisions of *Article XII: Standards of Conduct*.
- Section 7* Decisions will be arrived at by a simple majority vote of members in attendance unless otherwise specified in the bylaws.

ARTICLE X: COMMITTEES

- Section 1* The Board of Advisors will approve the formation, viability, and productive operation of standing committees and *ad hoc* task groups in a manner that reflects the concerns, needs, and interests of the members.
- Section 2* Committee members shall make a good-faith effort to attend committee meetings. A committee member may be dismissed for lack of participation (unexcused absence from three or more meetings) by a three-fourths vote by that committee.
- Section 3* All reasonable committee-member input shall be considered by the group and its members agree to abide by the decisions of the majority of its members.
- Section 4* Expression of a range of opinions is encouraged and productive discussion based on differing perspectives is welcome. In so doing, however, committee members must adhere to the provisions of *Article XII: Standards of Conduct*.

Section 5 The Advisory Board can establish and maintain a committee operations policy to define policies and procedures that govern the operation of committees.

Section 6 The Advisory Board can establish and maintain a committee member volunteer policy to govern relevant committee membership processes, including a Committee Member Sign-Up Form that outlines standards of conduct for members.

ARTICLE XI: COMMUNICATIONS

Routine communication with the membership will be conducted principally via e-mail, NextDoor.com postings, and the Organization’s web site. HOA and apartment-complex managers or their designated representative will be informed of neighborhood activities for dissemination within their communities. A system of social networking will be encouraged to help reach members not otherwise accessible. Surface mail and/or telephone may also be used when practical for urgent information, or information critical to conducting the business of the Organization.

ARTICLE XII: STANDARDS OF CONDUCT

At all meetings, and in all communications media affiliated with the Organization, all members are expected to

- 1) Within reasonable limits, agree to listen to and consider all member input.
- 2) Treat each other with respect and common courtesy.
- 3) Abide by decisions made in accordance with these bylaws.
- 4) Abide by any rules of order established by any organizational component (i.e.: committees, task groups, Advisory Board, general membership).
- 5) Refrain from any behavior or actions inconsistent with the Organization’s purpose as articulated throughout the Twin Palms bylaws.

ARTICLE XIII: AMENDMENTS

Section 1 These bylaws may be altered, amended, replaced, or repealed by a majority of members at a Twin Palms Neighborhood Organization Membership Meeting, or at a special membership meeting announced with at least 30 days’ notice by the Board of Advisors.

Section 2 Any proposed change to the bylaws must be submitted in writing to the Secretary in sufficient time to be included in the meeting notice of the meeting at which the proposed change(s) will be discussed and acted upon..

**PROSPECTIVE BOARD MEMBERS:
Please sign, indicating you have read these bylaws.**

Signature and Date

Print Name