

By-Laws of The Del Aire Neighborhood Association

ARTICLE I. NAME AND LOCATION

The name of this association shall be the Del Aire Neighborhood Association (DNA), referred to herein as DNA.

Del Aire is a neighborhood in Los Angeles County, California, approximately bounded on the north, south, east, and west by Imperial Hwy, El Segundo Boulevard, 405 Freeway and Aviation, respectively.

ARTICLE II. MISSION STATEMENT

Improve the quality of life for Del Aire residents by promoting neighborhood safety, organizing community events, encouraging the beautification of Del Aire, and promoting communication between Del Aire residents and surrounding cities and the County of Los Angeles.

The DNA and the Board of the DNA shall act to fulfill the goals of the Mission Statement by:

- a) Speaking as a unified voice on issues affecting Del Aire residents.
- b) Monitoring business, governmental, and industrial activities for the purpose of intervening if such activities should have a negative impact on the Del Aire community.
- c) Gathering and sharing information on issues relevant to our neighborhood.
- d) Meeting on a regular basis, but not less than four times per calendar year.
- e) Maintaining non-partisan status. Therefore, we will not take part in party politics.

ARTICLE III. MEMBERSHIP

Membership is open to businesses around Del Aire and residents in Del Aire. Membership dues shall be collected on a one-per-street address basis. Each dues-paid address shall have one vote; proxy voting is prohibited.

. Membership shall otherwise be unlimited and consist of four (4) types:

- 1) Active Resident Membership (VOTING): A Del Aire resident or homeowner with dues paid for the current year may participate in all deliberations and activities of the DNA.
- 2) Active Landlord Membership (VOTING): Landlords owning property in Del Aire but not currently residing in Del Aire may join and vote as active members. Regardless of the number of properties owned, no landlord shall have more than one vote.
- 3) Associate Membership (NON-VOTING): A Del Aire resident or homeowner who has not paid the current year dues may attend meetings and participate in discussions, but has no vote and cannot hold an office in the DNA.
- 4) Business Membership (NON-VOTING): Any member of the business community in or around the Del Aire community may attend meetings and participate in discussions. Business members may also, with a prior written request to the DNA, (according to approval process specified below) use the DNA as a platform to communicate business issues to the Del Aire community. A business member, however, has no vote and cannot hold an office in the DNA.
 - a. Approval Process: a Business Member may request to speak at an upcoming community meeting by first submitting a written request ten (10) business days prior to the meeting. Board members will then take a special vote to determine whether or not the request will be accepted. The DNA Board will respond within 5 business days of receipt of written request to inform the business member of the Board's decision.
- 5) Local Business Partnership (NON-VOTING): The DNA will provide advertising space in the quarterly newsletters for local business for an annual membership fee deemed appropriate by the DNA Board.

Membership dues shall be set by the Executive Board and approved by the voting members of the association. Annual dues for the upcoming fiscal year are payable two months prior to the end of the fiscal year. Dues paid at other times shall be for the current fiscal year only. The fiscal year shall be January 1 to December 31.

Members' contact information shall be kept private and available to current Board Members and used only for official DNA business.

ARTICLE IV. EXECUTIVE BOARD

The Executive Board will consist of seven (7) or nine (9) elected officers. A person must be a Del Aire resident and hold an Active Resident Membership in the DNA to serve on the Executive Board.

1. President
2. Past President
3. Vice-President
4. Secretary
5. Treasurer
6. Trustees - Two (2) or (3)

The officers shall be elected by ballot prior to the Annual Business meeting of each consecutive year and will serve for a term of one (1) year (not subject to term limits).

Vacancies occurring among the officers shall be filled by appointment of the Executive Board and serve only until the next annual election.

A member who is elected to public office shall be disqualified to serve on the Executive Board of this organization for the duration of their election to that office.

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If any board member has three unexcused absences from the board or general meetings, then that member may be removed at the board's discretion.

Any board member may be removed from office for cause at any meeting by two-thirds of the membership, providing that notice has been furnished to the membership at least two weeks prior to said meeting.

Five board members will constitute a quorum.

ARTICLE V. EXECUTIVE BOARD RESPONSIBILITIES

- a) Appoint two (2) members of the Executive Board to hold check-signing privileges. Two (2) signatures shall be required on each check.
- b) Review and approve all printed communication using the DNA name or logo.
- c) Meet no less frequently than once every three months.
- d) Should the DNA dissolve, all monies and properties shall be donated to a DNA sanctioned charity.
- e) Trustees will perform an annual audit prior to the Annual Business meeting and report it at the Annual Business meeting.

ARTICLE VI. EXECUTIVE BOARD DUTIES

- a) PRESIDENT
 - a. Shall preside over all meetings.
 - b. Shall appoint committee chairs subject to approval of the Executive Board.
 - c. Present agenda for each meeting.
 - d. Shall be the liaison between the DNA and other entities.
- b) VICE-PRESIDENT
 - a. Preside over meetings in absence of President.
 - b. Assist the President in carrying out his/her duties.
 - c. Responsible for ensuring that issues relevant to DNA are presented at the general meetings.
- c) PAST PRESIDENT
 - a. Provide counsel to the President and Executive Board members.
- d) SECRETARY
 - a. Take minutes at all meetings.
 - b. Read minutes at meetings.
 - c. Primarily responsible for coordinating meetings (place, time and date) and notifying members of such meetings.
- e) TREASURER
 - a. Secure bank account for the DNA.
 - b. Secure bank authorization cards.
 - c. Collect and deposit all monies in bank.
 - d. Keep accurate accounting and substantiating receipts for all financial transactions.
 - e. Report on expenses and income at meetings
- f) TRUSTEES
 - a. Perform annual audit of bank records and/or property belonging to the DNA.
 - b. Assist secretary in setting up meeting place; provide for sign-in sheet.
 - c. Chair any committee as needed.
 - d. Assist other Board Members as needed.

ARTICLE VII. MEETINGS

The DNA shall meet regularly as specified in the by-laws.

The Annual Business meeting shall be held within the first three months of each fiscal year. The Annual Business Meeting shall be held for hearing reports from all of the officers and standing committees.

Special meetings may be called by the Executive Board and committee meetings may be called by committees at such times when advisable. Such special meetings may transact only such business related to that specific committee and should report to the Board at the next schedule meeting as specified. Special meetings may not supersede regular meetings unless the regular meeting has been provided for.

ARTICLE VIII. AMENDMENTS

Any proposed amendment to these by-laws may be submitted in writing at any regular meeting of the DNA. Such proposed amendments must be signed by seven (7) active members (with voting privileges) of the DNA before being submitted to the meeting, and shall be read at the meeting by the Secretary. After such notice, it may be voted on at the next regular meeting and shall become a part of these by-laws only if approved by two-thirds majority of the members present and voting at said meeting.

ARTICLE IX. ASSOCIATION PROPERTY

The DNA website and any other property obtained on behalf of the Association shall remain property of the Association.