

**PARK SANTIAGO  
NEIGHBORHOOD ASSOCIATION  
BY-LAWS**

(Amended November 7, 2009)  
(Adopted

**ARTICLE I NAME OF ORGANIZATION:**

Park Santiago Neighborhood Association (or PSNA)

**ARTICLE II PURPOSE (GOALS):**

To preserve and enhance the integrity and quality of the neighborhood. Develop community unity and communication among neighbors. Act as communications vehicle to represent the neighborhood to government agencies, organizations and businesses.

**ARTICLE III AREA BOUNDARIES:**

Park Santiago boundaries are marked by Santiago Park on the north, Lincoln Street on the east, Seventeenth Street on the south, and the Santa Ana Freeway (I-5) and Main Street on the west.

**ARTICLE IV MEMBERSHIP:**

Membership in the PSNA is open to any resident within the area boundaries. Commercial enterprises within the boundaries may attend General Board or PSNA meetings but do not have voting privileges.

**ARTICLE V EXECUTIVE BOARD:**

Officers are elected by a majority vote cast by the PSNA homeowners. The PSNA officers are the President, Vice-President, Secretary, and Treasurer. The Executive Board shall call meetings, set agendas, oversee committees, delegate responsibilities, coordinate communication and serves point of contact with government agencies, organizations, and businesses.

**ARTICLE VI GENERAL BOARD:**

General Board voting members are the elected officers and all of the elected Quadrant Representatives (three from each quadrant of the neighborhood.) PSNA quadrants are defined by Santa Clara (north and south quadrants) and Santiago (east and west quadrants). Quadrants shall be called NE, NW, SE, and SW. Quadrant Reps must be homeowners residing in PSNA and live in the quadrants which they represent.

**ARTICLE VII DUTIES OF OFFICERS:**

The President presides over the Executive Board, General Board, and PSNA meetings . The President is the official point of contact. The President is responsible to coordinate publications of schedules and events with the Newsletter Editor and determine if a quorum is present.

The Vice-President performs all the duties of the President if the President is absent. Should attend monthly Comm-Link meetings

The Secretary maintains the PSNA records, committee lists and chairs, minutes and agendas of all meetings.

The Treasurer maintains the financial records, prepares the financial reports, and keeps the Executive Board, General Board, and PSNA apprised of PSNA's finances.

The Quadrant representatives will act as collection agents for any neighborhood survey/poll, organize communications in their quadrants and attend General Board meetings.

**ARTICLE VIII TERM OF OFFICE:**

The term of office for elected officers shall be one year. The term shall begin July 1 and end June 30.

**ARTICLE IX DECLARATION AND ELECTION:**

Section 1: Elections:

Nomination committee shall consist of one quad rep from each quadrant and shall solicit for nominees for the Executive and General Boards. The quad reps will select a facilitator.

Section 2: Qualifications

1. To run for an office the candidate must be a homeowner residing in Park Santiago.
2. To run for President, the candidate must have previously held a committee chair or other office in the PSNA.

Section 3: Voting

There shall be one vote per household. Commercial properties are excluded from voting.

Section 4: Timing

Dates shall be set and adhered to for accepting nominations.

Time Line:

March and April for nominations

May for elections at the general meeting

Section 5: Transfer to New Board

Transfer all documents and/or related records to new Executive officers and committee chairpersons.

**ARTICLE X COMMITTEES:**

The Board establishes the standing committees. Committees may be established or dissolved by the Executive Board. Each committee is presided over by a committee chairperson.

Community Preservation Committee:

Shall act as the liaison to the city's code enforcement division to maintain the integrity and character of the neighborhood.

Hospitality Committee:

Welcomes new and returning neighbors to our neighborhood, plans social events, provides for refreshments at PSNA meetings, and coordinates with other committees regarding specific hospitality needs.

Newsletter Committee:

Editor develops newsletter and flyers as directed by the General Board on an as needed basis. Publishes newsletters up to four a year. Coordinates with and solicits articles from the Board and all committee chairs. Coordinates delivery of newsletters and flyers. Opinion and editorial articles may be published.

Santiago Park Committee:

Develops short and long term planning goals and strategies for enhancement of the park. Works with governing agencies, local groups, and other partners to help reinvigorate the park.

Traffic & Development Committee:

Serves to review traffic and development related issues and makes recommendations for action. Keeps the General Board apprised of all development that may impact the neighborhood. Works with all agencies to mitigate all development concerns in favor of the neighborhood goals. Should attend ETAC meetings.

Website Committee:

Web Master will maintain website with up-to-date and pertinent information.

## **ARTICLE XI MEMBERSHIP/DONATIONS**

Voluntary donations are intended to cover the costs of PSNA expenses.

## **ARTICLE XII CARE OF FUNDS:**

The PSNA's funds shall be maintained in a local bank account in the name of the Park Santiago Neighborhood Association. The President, Secretary and Treasurer shall be cosignatories to the bank account. The General Board will develop a budget.

## **ARTICLE XIII ASSOCIATION MEETINGS**

General meeting of the PSNA will be held a minimum of twice a year and as needed as determined by the General Board. PSNA meetings will be announced in the neighborhood newsletters and by the sandwich boards.

## **ARTICLE XIV GENERAL BOARD MEETINGS:**

General Board meetings shall be held every other month beginning in July. Neighborhood residents are welcome to observe. Voting in the General Board meetings is restricted to the elected officers and quadrant reps. The secretary will inform the President as to whether or not a quorum is present.

## **ARTICLE XV AMENDING BY-LAWS:**

Section 1:

Proposed amendments, additions, deletions or other changes to the PSNA by-laws shall be processed through the General Board.

Section 2:

The General Board will review, accept or reject each amendment by a 2/3 vote of the eligible voters.

Section 3:

Proposed changes must be made available via the newsletter and website and voted on at the next PSNA meeting.

## **ARTICLE XVI QUORUMS**

Section 1: Quorums

If a quorum is not reached, no association business can be conducted. The only motion acceptable is "to adjourn to the next scheduled meeting."

Section 2: Executive Board

Two of the four executive officers must be present. The secretary or the secretary's designated alternate must be present to take minutes.

Section 3: General Board

Four quad reps must be present.