



Silver Leaf Neighborhood Association

SILVER LEAF NEIGHBORHOOD ASSOCIATION

BYLAWS

ARTICLE I : Name

The name of this association shall be the Silver Leaf Neighborhood Association (SLNA), which is located in the City of San Jose, County of Santa Clara, State of California. The boundaries of the Association are Rosewell Road to the north, Bernal Road to the south, highway 101 to the east, and Monterey Highway to the west.

ARTICLE II : Purpose

The purpose of this Association shall be to provide a means for the neighborhood to address its needs, including: schools, safety, traffic, zoning, recreation, and environment reservation. The Association shall serve as a base for communication within this community.

ARTICLE III : Goals

- Promote community involvement and participation in services, function, and meetings.
- To establish and maintain an adequate line of communication between the City of San Jose, as well as state agencies, and the residents of the community.
- To provide a community voice to advise City officials, staff, school personnel, and the community at large about implementation of services, community needs, events, and concerns – AND - to help determine viable solutions.
- To recruit volunteers and sponsors to aid in the enhancement of services provided.
- To provide a vehicle for the generation of revenues through fundraising activities for the purpose of supporting the enhancement of the quality of life in the area.

ARTICLE IV : Membership

Section 1. ELIGIBILITY

Any person 18 years or older who lives, owns a home, operates a business or whose children attend



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schools and live within our boundaries may participate in the Association.

Section 2. VOTING

Each member shall have the right to cast one vote, regardless of how many eligible voters live at the address.

Section 3. ASSOCIATION MEETINGS

The Association shall meet at least four (4) times a year on the second Thursday of the month, from 7:00pm to 8:00pm. The meeting date, time and location are subject to availability of the meeting place. It may also change due to holidays or other special events. Election of officers must be held at a meeting prior to January in order to establish the Board for the next year. Special meetings may be called by the order of the Board of Officers of the President. Seven (7) days notice shall be given for such meetings.

All general meeting dates must be announced by the weekend prior to the actual meeting or earlier.

Roll call of the Board must be taken at each Association meeting. A record of attendance of Board & Resident members will also be kept.

Minutes must be taken at each Association meeting. Minutes shall be posted on the website and a summary sent to the neighborhood via the email distribution list.

A record of how every Board member votes at the Association meeting must be kept.

Section 4. VOTING METHOD

Voting is done by simple majority through a show of hands, with the exception of the election of Officers of the Board, which must be by secret ballot. A secret ballot may be used at any other instance where it is so moved, seconded, and voted by a simple majority of the voting members in attendance.

ARTICLE V : Board of Officers

Section 1. COMPOSITION

The Board of Officers shall consist of a minimum of five (5) members of the Association. Officers of this Association shall be: President, Vice President, Secretary, and Treasurer, Community Liaison, and any number of Members-at-Large.



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Section 2. TERM OF OFFICE

The term of the office shall be for one (1) year, running January through December.

Section 3. VACANCIES

A vacancy of the Board of Officers may be filled by a substitute for the remaining period until the next annual election. The remaining Board of Officers shall appoint the substitute.

Section 4. POWERS AND DUTIES

The Board of Officers shall:

- Be responsible for conduct and management of the Association;
- Supervise preparation and maintenance of the procedures and guidelines for the Association and its activities;
- Appoint ad hoc committees as needed;
- Budget and approve all expenditures; and
- Prepare agendas in advance of each monthly Association meeting.

Section 5. MEETINGS

The Board shall meet at least four (4) times annually at times designated by the Board. The President may call special meetings at any time and shall call a Special meeting upon telephone/email request of three (3) Board members. At least seven (7) days notice shall be given for all meetings.

Section 6. QUORUM

The quorum for Board meetings shall be a simple majority of its members. Roll call must be taken at each Board meeting. Minutes must be kept of each meeting. Copies of the previous minutes are to be provided at the following meeting. A record of how every Board member votes must be kept.

Section 7. FUTURE PROJECTS

A project is proposed at the Association meeting. If the Board and members of the Association present approve the proposal by a simple majority, then a Chairperson is selected to organize a project plan. This Chairperson is not to be an existing elected Board member, unless no other Association member can be appointed. The Chairperson will determine the number of volunteers needed, supplies, cost factors, and details on how the said project will be carried out and the date or dates of said project. Updates shall be provided at Association meetings and Board meeting.



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ARTICLE VI : Officers' Duties

Section 1. PRESIDENT

The President shall facilitate 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 pertains to the office and such duties as may be designated by the Board. In addition, the President shall coordinate the agenda for Board and Association meetings, shall also be a co-signer with the Treasurer of checks. The President will also be the tie-breaking vote at all times including on all committees in the event a consensus cannot be reached.

Section 2. VICE PRESIDENT

The Vice President shall assume the duties of the President in the officers' absence and shall be responsible for final approval of the newsletter. The Vice President shall also be responsible for maintaining an active list of subcommittees and coordinating with them any activities to be performed for the Association. The Vice-President shall be one of three (3) authorized signer of checks.

Section 3. SECRETARY

The secretary shall keep minutes of the Association meetings and Board meetings. Shall be responsible for notification of Association and Board meetings. The Secretary has the responsibility of correspondence at the direction of the President and shall be in charge of maintaining up-to-date records of members.

Section 4. 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 at monthly meeting to the members and the Board. The Treasurer shall be responsible for signing all checks along with an authorized co-signer.

Section 5. MEMBER-AT-LARGE

The Members-at-Large shall assist the other Board members in the execution of their responsibilities and thus being groomed for a future Board Member position such as (Secretary, Treasure, Vice-President, President). In the event that the Secretary, Treasurer, or Vice-President is unavailable, a Member-at-Large will take over their responsibilities for the moment.

Section 6. COMMUNITY LIAISON

The Community Liaison is the primary point of contact for the San Jose City Government, Police, and Fire Departments. Responsibilities include forwarding concerns from the Association to the appropriate organization and to coordinate Association meeting dates with the organizations to encourage the



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attendance of a Representative.

ARTICLE VII : Dissolution of Assets

The property of this Association is irrevocably dedicated to community education, prevention, intervention, preservation, maintenance, and enhancement. No part of the Association income shall ever inure to the benefit of any Director, officer or member. Upon dissolution of the Association, its assets remaining after payment of its debts and liabilities, shall be distributed free of charge to a nonprofit fund, a foundation, community group or a corporation organized exclusively for the purposes and goals established by the Association or return unused grant funds to the funding agency.



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ARTICLE	SECTION	CHANGE	
1	N/A	N/A	Added approved date for revision control.
2	1	N/A	Added "SLNA"
3	4	3	Changed meeting date to second Tuesday. Designates November meeting, rather than December, for the election of the Board. Also, eliminated quorum for Association meeting, since attendance levels never approach quorum level.
4	4	4	Emphasized that voting is by simple majority.
5	5	1	Changed composition by adding Community Liaison and Events Planner as actual board members.
6	5	2	Eliminated term limits, due to a) lack of candidates and b) existing exception of Treasurer
7	5	3	Changed vacancies "may" be filled, rather than "shall" be filled [ref: opening of VP]
8	5	7	Reworded requirements of the Chairperson for Projects
9	6	6	Defined Community Liaison, a board member
10	6	7	Defined Events Planner, a board member. Allows Events Planner to be Project Chairperson
11	4	3	12/12/2008 Revised required number of meetings and moved to second Thursday of the month. Revised wording on when elections take place
11	5	1 & 7	12/12/2008 Eliminated Events Planner as board member and eliminated maximum number of Members-at-Large. Also eliminated Section 7 describing the Events Planner
11	5	5	12/12/2008 Added allowance for emails to request special board meetings