

SEASIDE NEIGHBORHOOD ASSOCIATION
Formerly Seaside Homeowners Association
A non-profit organization
BY-LAWS

ARTICLE I
Name

Section 1: The name of this non-profit organization shall be known as the Seaside Neighborhood Association, ("SNA"), hereafter referred to as the **Association** and/or **SNA**.

Section 2: The SNA neighborhood, located in Torrance, CA, is composed of 16 tracts, housing some 5,000 residents in an area bounded by Sepulveda Blvd. on the north, Anza Avenue on the east, Calle Mayor and PCH on the south, and the boundary between Torrance and Redondo Beach on the west.

ARTICLE II
Purpose & Limitations

Section 1: The general purpose of SNA is a nonprofit public benefit association and is not organized for the private gain of any person. It is organized under the Nonprofit Corporation Law of California within the meaning of Section 501(c)3 of the Internal Revenue Code

Section 2: The specific purpose of the SNA shall be to grant Scholarships to eligible applicants and thus assist them in furthering their education: College, Vocational, or Technical. Other activities that SNA shall be concerned with include, but are not limited to, schools, beautification and other general community improvements. The Association shall also engage in activities which generate interest in the community and in the Association.

Section 3: SNA will serve as a channel of communication between the City and the SNA members.

Section 4: SNA shall be nonprofit and nonpartisan. No substantial part of the activities of SNA shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and SNA shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

Section 5: Only officers and members of the executive board are empowered to represent the policy of this Association. Individual members may not do so unless specifically authorized by the executive board. SNA may not carry on any activity for the profit of its officers, chairpersons, or other persons or distribute any gains, profits or dividends to its Officers, Directors or other persons as such.

ARTICLE III
Membership

Section 1: Membership in this organization shall be open to all who reside within the Seaside Neighborhood Association boundaries and not to exceed two votes per household.

Section 2: To become a Member, as used herein a "member" or "member in good standing" residents within the Association boundaries shall submit a donation to the Treasurer or Membership Chairperson once each calendar year.

Section 3: Memberships are valid for the calendar year. (January 1 - December 31). Regardless of when paid, memberships are valid for the remainder of the year in which the donation is received. Advanced payments for future years are acceptable if so identified.

Section 4. Annual membership in the Association shall not be less than \$20.00 per year, unless otherwise increased by a majority vote of the Board of Directors.

ARTICLE IV Officers

Section 1: The business of this Association shall be managed by a Board of Directors. (**"Board"**)

Section 2: The elected officers of the Association shall be a President, 2 (two) Vice Presidents, a Secretary, and a Treasurer. Any number of offices may be held by the same person, except that the Secretary and the Treasurer may not serve concurrently as the President.

Section 3: Officers shall be elected at each annual Election Meeting of the Association for a one year term. Each officer, including an officer elected to fill a vacancy, shall hold office until the expiration of the term for which he or she was elected and until the election of a successor, or until that officer's earlier resignation or removal in accordance with these Bylaws.

ARTICLE V Executive Board / Board of Directors

Section 1: The Executive Board shall consist of the elected officers of the Association mentioned in Article IV.

Section 2: The Board of Directors shall consist of the SNA Executive Board and the chairman of any standing committee. The President shall appoint a candidate to fill any vacancy occurring on the Board of Directors. The appointment shall be ratified by the Board.

Section 3: The Board shall meet at least 4 (four) times during the calendar year, this time to be scheduled at the discretion of the President. At the discretion of the President, additional meetings may be scheduled.

Section 4: A majority of officers constitutes a quorum.

Section 5: The minutes of the business transacted by the Board of Directors shall be emailed to the Board before the next meeting.

Section 6: Only members in good standing shall be eligible to serve as members of the Board.

Section 7: Committees shall be formed by the Officer or at the request of the membership.

ARTICLE VI Duties of Officers

Section 1: The **President** shall preside at all meetings and executive board meetings, serving as chief executive officer of the Association. He/she shall be an ex-officio member of all committees and shall be one of the three officers eligible to sign checks.

Section 2: The **First Vice-President** shall act in the absence of the President, and serve as the Membership Program Chairperson and Parliamentarian. He/She shall be one of three officers allowed to sign checks. He/She shall keep a membership roster up to date and collect all membership dues. He/She shall be responsible for membership drives and themes to encourage new membership

Section 3: The **Second Vice-President** shall act as the Scholarship Program Chairperson. He/She will develop a timeline for the current year's scholarship schedule. This includes, but is not limited to, social media content to correspond to parents of SNA senior high school students, including the scholarship application deadline and criteria for the scholarships. Communication with the local high school is key to receiving timely applications from eligible students. A committee of three judges will be formed to grade the applications, and determine two winners, based upon pre-established criteria, plus a scoring system using a rubric. He/She is also responsible for soliciting local neighborhood businesses and residents to offer sponsorships for the scholarships. An announcement of the two winners is made in April. A celebration to present the student scholarships is held at the May SNA General Meeting unless otherwise changed by the Executive Board.

Section 4: The **Secretary** shall keep the minutes of the general membership and Board meetings, as well as keep records of transacted business, including the constitution and bylaws, attend to the correspondence, be responsible for emails from the Board members, post notices of all meetings, perform such duties as from time to time may be prescribed to him or her by the President.

Section 5: The **Treasurer** shall conduct all financial matters on behalf of SNA. This includes, but is not limited to, depositing funds as directed by the Board, keeping a record of all disbursements, paying expenses, filing appropriate returns with regulatory entities, and shall provide a written financial report including a summary of income and expenses at each Board and general meeting and submit it for SNA record. He/She shall be one of three officers allowed to sign checks.

At the initiation of each new Board, the newly elected Treasurer will be responsible for the collection/deactivating of signature cards from departing Board members and initiating new ones as required. At the time of transition, the incoming Treasurer will be given ownership of the SNA checkbook, a reconciled bank statement analysis, and an audited financial statement by the outgoing Treasurer. The incoming Treasurer will also take possession of all historical financial records and maintain them to support required reporting. The Treasurer works with the 1st Vice-President (Membership) to ensure all dues are paid on a timely basis, and appropriate forms and payments are submitted.

Section 6: Officers' terms shall be for one year each, to which they may be re-elected. The board shall fill vacant offices, until the next election.

ARTICLE VII Meetings

Section 1: The general meetings of the Association shall meet at least 4 (four) times during the calendar year. (March, May, September, November) At the discretion of the President, additional meetings may be scheduled. The location of each general meeting will be held in the meeting room at the SeaAire Golf Course at 7PM unless otherwise ordered by the Executive Board.

ARTICLE VIII Chairmanships/Committees

Section 1: Committees shall be created on an as needed basis. This will be based on suggestions submitted to the Executive Board and ratified by general membership at quarterly meetings. Standing committees will be defined by the Board of Directors.

Section 2: Chairmanship will be on a volunteer basis and consist of a one-year term.

Section 3: Quarterly reports will be given by the chairmen or on an as needed basis at the general meetings (March, May, September, November).

ARTICLE IX Election of Officers

Section 1: An election committee, appointed by the President, shall present nominations for each of the offices. This committee will be called the Nominating Committee

Section 2: To be nominated for a position on the Executive Board, a candidate must be a member in good standing. A member may run for the Executive Board with less than one year of membership.

Section 3: At the November general meeting nominations may be made from the floor in addition to the names submitted by the Nominating Committee and with consent of the nominee. Officers are to be elected at this meeting from these nominees by a majority vote of members present.

Section 4: If there is an office for which no candidate is provided through the nominating ballot, the Executive Board may fill the position.

Section 5: Voting shall be done by written ballot or as otherwise agreed upon by the members of the Association. There shall be no balloting by proxy, or by mail, at election. If there is more than one candidate for an Office, that officer shall be elected by ballot; otherwise election shall be via voice vote.

Section 6: The term of each officer shall begin immediately.

Section 7: Any Board Member who is absent for three (3) consecutive meetings or four (4) total meetings, without due cause, shall be automatically removed.

ARTICLE X Rules of Order

Roberts Rules of Order, Newly Revised, shall be the authority governing all Club procedures when not in conflict with the Articles of Incorporation, By-laws, or Standing Rules.

ARTICLE XI By-Laws

These By-Laws may be amended at any general meeting by a two-thirds vote of members present, providing notice of said amendment was submitted in writing prior to the next general meeting. Standing Rules may be amended at any general meeting by a two-thirds vote of the members present. These By-Laws were amended November 16, 2017.

Standing Rules – next page.

STANDING RULES

Section 1: There shall be no solicitation at Association meetings or social affairs for the sale of tickets, goods and services, or donations for any other organization, except when such solicitation or sale has first been approved by the Executive Board.

Section 2: The meeting room at SeaAire Golf Course shall be reserved for Association meetings.

Section 3: All monies collected for deposit must be counted promptly by two Executive Board members. If the Treasurer is not available, other replacement Executive Board members will be designated prior to the event. A deposit form will be completed at the event and one of the designated Board members will be responsible for delivering all monies and forms to either the Treasurer.

Section 4 An audit of the financial records will be done biannually.

Section 5 SNA COMMUNITY GUIDELINES - The following Code of Conduct must be followed by all individuals during oral presentations and discussions at SNA meetings; and on official SNA listservs, email chains, websites and other electronic media; and in any print material sent by the Association; and during all public occasions by any individual who represents SNA.

SEASIDE NEIGHBORHOOD ASSOCIATION (SNA) CODE OF CONDUCT

1. Be respectful to your neighbors You're speaking to your real neighbors. Personal attacks and insults will not be tolerated. We are all here with the common goals of increasing safety, civility and camaraderie in the Seaside neighborhood, of facilitating communication between the Seaside area and the City, and of disseminating information to enhance the quality of life for all Seaside residents.

2. Do not discriminate Racism, hateful language, or discrimination of any kind will not be tolerated.

REVOCAION OF MEMBERSHIP PRIVILEGES

1. The SNA Board reserves the right to rescind an individual's membership in the Association and/or their access to its listservs if it determines the member discriminated against, insulted or verbally attacked, or attempted to intimidate another person. 2. Protocol for Investigating an Alleged Violation of Community Standards A majority of the Board shall personally discuss the situation with the accuser and the defendant. The Board will vote to take all, some or none of the following actions: -give the violator a written warning; -conduct an investigation; -vote to remove the violator from the Association and/or from the SNA listservs.

Revision:

Tricia Blanco

Date _____

President
Perry Shields

Date _____

Secretary

Adopted: April 18, 2011
Revised/Amended – November 15, 2017
Standing Rules Revised – August 21, 2021