

# **WAGON WHEEL NEIGHBORHOOD ASSOCIATION GENERAL CONSTITUTION AND BYLAWS**

Revised January 24, 2013

## **Article I – Name:**

The name of the organization shall be the Wagon Wheel Neighborhood Association (WWNA).

## **Article II - Purpose:**

The purpose of this neighborhood association is to:

- Act as advocate and liaison between members and the City of Mountain View
- Represent the interests of the members regarding development of the area
- Promote communication of neighborhood information of interest among the membership
- Promote good neighbor relationships
- Provide a forum for the expression of wishes and grievances of members
- Represent the interests of the members regarding crime prevention
- Promote cultural, civic, social, educational, and recreational activities for the benefit of the members
- Coordinate with other community organizations and activities as appropriate

## **Article III - Membership:**

Membership shall be composed of all residents and non-resident property owners in the community bordered by:

- South side of Fairchild Dr., between Tyrella Ave. and N Whisman Rd.
- West side of N. Whisman Rd. between Fairchild Dr. and E. Middlefield Rd.
- North side of E. Middlefield Rd. between N. Whisman Rd. and Tyrella Ave.
- East side of Tyrella Ave. between E. Middlefield Rd. and Fairchild Dr.



### **Article III a - Member Rights:**

Members have the right to attend meetings, voice opinions, and vote during elections.

Voting privileges shall be limited to members sixteen or more years of age. Members shall not have proxy or cumulative voting privileges.

The membership shall have the right to elect all officers of the Association. Only members shall be eligible to be officers or Board members of the Association.

### **Article IV - Officers:**

Officers and their responsibilities are as follows:

President:

- Track and participate in issues of relevance or that could impact the neighborhood (e.g., Residential/Commercial/Industrial developments in area, General Plan Update, South Whisman Precise Plan, etc.)
- Lead efforts to develop relationships with City Council members,

- Commission members, and City employees
- Spokesperson for WWNA (City meetings, newspapers, etc.) and provide outreach to local media
  - Define agendas and lead WWNA Board and Community meetings
  - Prepare and file paperwork for incorporation (if the WWNA is incorporated)
  - Work with Presidents of other NAs and HOAs (North Whisman NA, Whisman Station HOA) on common issues (e.g., City Council candidate forums, General Plan update neighborhood meetings, expansion of neighborhood retail at Middlefield/Whisman)

Vice President:

- Represent the President at City meetings when the President is absent
- Preside at meetings when the President is absent
- Attend key meetings with City employees or developers
- Collaborate with President on key communication (e.g., presentations, emails)

Recorder:

- Write WWNA Board and Community meeting minutes
- Attend key meetings with City employees or developers

Treasurer:

- Manage all financial aspects of the NA
- Apply for grants (neighborhood, CERT, etc.)
- Secure event insurance, when needed
- Prepare and file annual financial reports (Federal, State)
- Attend key meetings with City employees or developers

In the case of resignation, death, or disability of the President, the Vice President shall become the President for the unexpired term, or during the duration of the disability.

Committees may be formed on an ad-hoc basis to address specific topics or issues.

**Article V - Board:**

Board members include the Officers listed in Article IV and up to three members at large chosen by the Officers.

The Board shall not be personally liable for the debts, liabilities, or other obligations of the WWNA.

## **Article VI - Elections:**

Elections shall be held on an annual basis in the April/May timeframe. Officers and other Board members shall serve an approximate one year term, from one Annual General Meeting to the following year's Annual General Meeting.

If during the course of an officer's or Board member's term, the officer or Board member resigns or moves his/her residence out of the boundaries of the membership area, the Officers can appoint an interim officer or Board member to fill the position for the duration of the term.

## **Article VII - Financial Affairs:**

Members are not required to pay dues. However, the Board may suggest voluntary dues, donations, and/or fundraise.

All income received by the WWNA shall be spent for the benefit of the WWNA. No contributions to candidates for public office may be made using WWNA funds.

All income and expenditures will be discussed by the Board. A majority of the Board must approve all fund raising, grant applications, expenditures or any other financial dealing.

The financial matters of the WWNA shall be made available to any member of the WWNA via the posting of all financial matters (e.g., bank statements, grant applications, financial spreadsheets, tax filings, etc.) to the WWNA Yahoo Group site. In addition, an annual accounting of the financials of the WWNA will be emailed to the Yahoo Group distribution list.

Changes to Article VII of the Bylaws must be approved by a majority of the members present at the meeting where the changes are discussed or via an online poll.

## **Article VIII - Meetings:**

Board Meetings -

Board meetings will be held on a regular basis with approximately 6 to 8 weeks between meetings. Additional Board meetings may also be held on an as needed basis to address specific topics. To conduct business, a minimum of three of the officers must be present, one of whom must be the President or Vice President. Neighborhood members will be notified of Board meeting dates and times via the Yahoo group.

**Annual General Meeting –**

A general meeting will be held in the April/May timeframe on an annual basis in order to elect officers for the coming year, recap events of the past year, discuss current topics of interest to the neighborhood and conduct business of the WWNA. A minimum of 10 days advance notification will be provided to members via email and via fliers if feasible. At a minimum, either the President or the Vice President shall be present.

**Special Topic Community Meetings -**

Special topic community meetings may be arranged on an ad-hoc basis. Officers and attendees at these meetings will not have the authority to raise or spend any funds on behalf of the WWNA unless prior Board approval is granted.

**Article IX - Amendments:**

Changes to the Bylaws need to be approved by a majority of the Board.

**Article X - Dissolution:**

If the WWNA is dissolved, assets of the association will be distributed in accordance with the Articles of Incorporation.

**Adoption of Bylaws**

We, the undersigned, are all of the directors and we consent to and adopt these bylaws as the Bylaws of this association.

Date: \_ January 24, 2013\_, \_Kelley Ketchmark\_\_\_\_\_, President

Date: \_ January 24, 2013\_, \_Lisa Matichak\_\_\_\_\_, Vice President

Date: \_ January 24, 2013\_, \_Gary Rosen\_\_\_\_\_, Treasurer

Date: \_ January 24, 2013\_, \_Lisa Moore\_\_\_\_\_, Recorder

Date: \_ January 24, 2013\_, \_Scott Haber\_\_\_\_\_, Member at Large

Date: \_ January 24, 2013\_, \_Steve Warr\_\_\_\_\_, Member at Large