



Preserving and Enhancing the Quality of Life in the Burbank Area

Table of Contents

Article I	Name	Page 1
Article II	Purpose	Page 1
Article III	Membership	Page 1
Article IV	Board of Representatives	Page 2
Article V	Election Procedures	Page 4
Article VI	Officers	Page 5
Article VII	Responsibilities of Officers	Page 5
Article VIII	Meetings	Page 6
Article IX	Committees	Page 6
Article X	Parliamentary Authority	Page 7
Article XI	Amendments	Page 7

ARTICLE I: NAME

Section 1.

The name of this organization is the Burbank Community Association (BCA).

Section 2.

The BCA is located in a predominantly unincorporated area of Santa Clara County as depicted in Appendix A.

ARTICLE II: PURPOSE

Mission Statement

“Preserving and enhancing the quality of life in the Burbank area.”

Preamble

The Burbank Community is a collection of residents and other interested parties who volunteer their time to preserve and enhance the quality of life in the Burbank area. The Association is united in its resolve to provide an open forum for citizen expression, and to establish and maintain effective lines of communication with local city, county, and state agencies. Through open dialogue we will determine citizen concerns to forward our conclusions to the appropriate governing offices.

The Association shall be non-commercial, non-sectarian and non-partisan. Any monies collected by the BCA shall be used only for the benefit of the organization and the Community.

ARTICLE III: MEMBERSHIP

Section 1.

Voting membership consists of district residents, non-resident property owners, and businesses that have paid their dues. Business owners shall have one vote maximum, no matter the size of the business.

Section 2.

Non-voting members consist of interested parties who have paid their dues.

Section 3.

Voting members shall have one vote to a maximum of three per household. They shall be eligible to vote on all issues including electing the BCA Board of Representatives except as otherwise specified in these By-Laws.

Section 4.

Dues schedule is as follows:

Individual Family	
Senior Citizen	\$15
Household	\$25
Businesses	
Small (1-50 employees)	\$20
Medium (51-200 employees)	\$50
Large (201+ employees)	\$100
Corporation	\$250

Section 5.

Membership dues are payable on the first of the month, one year from date of membership application or renewal. The BCA will send a reminder notices for renewing members one month before dues are payable.

ARTICLE IV. BOARD OF REPRESENTATIVES

Section 1.

The BCA Board of Representatives shall consist of one representative from each of the six (6) geographical districts and the Chair. Total number of the Board shall be seven (7). Representatives shall be voting members in good standing.

Section 2.

Each of the six (6) Board members representing districts one through six shall reside in their respective districts as depicted on the attached district map (Appendix A). Property owners who have a legitimate business may serve on the Board and have voting power. (See Article III, section 1.)

Section 3.

In the event that there is no eligible district representative, a protem representative shall serve till the end of the term or until a successor is found and elected.

Section 4. Powers

Subject to the restrictions of the Purpose and these Bylaws, the Board of Directors shall:

- A. Manage the business and affairs of the Association in trust for the members.
- B. Have the power to inquire, discuss, investigate and evaluate all matters pertaining to the affairs of the Association.
- C. Adopt an Administrative Code establishing appropriate procedures for carrying into effect the provisions of these Bylaws.

- D. Attend, participate and vote in Association meetings.
- E. Contact the Chair when they are unable to attend Association meetings.
- F. To the best of their abilities, representatives shall work for the betterment of the area they represent.

Section 5.

The terms of all district representatives and members-at-large shall be a maximum of two (2) consecutive two (2) year terms, with representatives of even numbered districts elected in even numbered years and representatives of odd numbered districts elected in odd numbered years. The Chair will be assigned seat seven for election purposes.

Section 6.

The Chair shall declare a vacancy when any of the following occur:

- A: If a Board Member misses three (3) consecutive meetings without notifying the Association as to the cause of absence.
- B: If a Board Member resigns from the Association.
- C: If a Board Member has been removed by a 2/3 vote of the voting members in attendance for good cause.
- D: Membership has lapsed.

Section 7.

Upon declaration of a vacancy, the Chair shall direct the nominating committee to submit names and an election shall be held within 60 days in order to fill the vacant seat. Upon receiving a majority vote of the Association the newly elected representative will serve the remainder of the term.

Section 8.

District Board Members may succeed themselves if there are no applications submitted, upon approval of the voting members in attendance.

Section 9.

In order to conduct valid business for the Association by way of a vote, a quorum will consist of a minimum of three Board members. Board members who are not present may also submit their vote via proxy when appropriate. Proxy votes, must be submitted in writing 24-hours prior to the meeting.

ARTICLE V. ELECTION PROCEDURES

Section 1.

At the Association's August meeting, the Chair shall appoint a nominating committee consisting of two (2) representatives (preferably one who has previously served on the nominating committee) and the Board Chair.

Section 2.

The nominating committee shall notify the districts thirty (30) days prior to an election that applications are being accepted until the September meeting.

Section 3.

Nominations from the floor can be submitted through the September meeting.

Section 4.

The nominating committee shall submit the names of Board applicants to the Association at the September meeting.

Section 5.

Elections shall be held during the Association's regular October meeting.

Section 6.

Upon receiving majority approval of the members present, the new Board of Representatives shall take their seats in January.

ARTICLE VI. OFFICERS

Section 1.

The officers of this Association shall consist of; Chair, Vice-Chair, Secretary, and Treasurer.

Section 2.

The officers shall be elected by and from among the newly board of representatives who are present at the November meeting

Section 3.

When possible, the Chair shall preside at all meetings, serve as ex-officio member of any committee, appoint the chair of committees with advice and consent of the committee members and maintain communication with the current Board Members. The Chair is responsible for preparing an agenda before each meeting, and providing the information to the Secretary.

Section 4.

The Vice-Chair shall act as the Chair's aide when communicating with various community groups, committees and agencies, and shall assist in preparation of the Association's agenda. The Vice-Chair shall, until an election is held, assume the office of the Chair if it becomes vacant, and shall preside at meetings in the Chair's absence.

Section 5.

The Secretary shall record accurate minutes of all Association meetings and shall keep these minutes and correspondence to and from the Association. Minutes shall be in a place known and accessible to all members and presented for review and approval at regular meetings.

Section 6.

- A. The Treasurer will maintain a treasury fund.
- B. The fiscal year is January through December.
- C. Treasurer will accept and deposit membership dues, donations, grant monies or any other income in a timely manner upon approval of the Association.
- D. Treasurer shall pay all bills promptly upon receipt of Association approval.
- E. All checks require two (2) signatures: Eligible to sign are the Treasurer, Chair and Vice-Chair.
- F. Treasurer shall balance the checking account monthly.
- G. Treasurer shall keep a complete record of all disbursements and collections and give a report at the monthly Association meeting.
- H. Treasurer shall submit all financial records for audit in sufficient time for the Auditor's report to be presented at the first regular meeting in January.
- I. Treasurer shall deliver to any successor all financial records, canceled checks and bank books after the audit report has been adopted.
- J. Treasurer is to aid in preparing a budget for the following year.
- K. Treasurer maintains a listing of all paid voting and non-voting members and shall provide a listing to the Secretary for disbursement.

ARTICLE VIII. GENERAL SESSION MEETINGS

Section 1.

Regular meetings shall be held monthly unless a change is requested by the Association.

Section 2.

There will be eleven (11) general session meetings throughout the fiscal year, with a winter break in December.

Section 3.

The BCA shall provide time at the meetings for district agencies to report to and receive input from the Association.

Section 4.

Due to unforeseen circumstances a regularly scheduled meeting may be canceled with no prior notice due to a natural disaster or with 3 days prior notice due to a majority of the Board members indicating to the Chair a desire for cancellation. Cancellations of meetings should be posted at the meeting location or any other location(s) that advertised an upcoming meeting.

Section 5.

Special meetings may be called by the Chair, or at the written request of five (5) or more members.

Section 6.

All regular and special meetings shall be open to the public and publicly noticed within a minimum of 24 hours; preferable notice is 3-10 days.

Section 7.

When a majority of the currently seated Board members are present or a majority of current voting members are present, a quorum shall be deemed to exist.

ARTICLE IX. BCA BOARD OFFICER MEETINGS

Section 1.

Regular meetings shall be held monthly unless a change is requested by three (3) or more Board Officers.

Section 2. There will be eleven (11) Board Officer meetings throughout the fiscal year, with a winter break in December.

Section 3. In early January, the Board Officers will meet and determine the business strategy for the Association for the fiscal year and present to members at the January General Session meeting for input and approval.

ARTICLE X. COMMITTEES

Section 1.

A committee of the Burbank Community Association shall be formed at the direction of the Chair to assist the Association in addressing or focusing on a specific community issue or concern. All committees are an advisory group to the Association and consequently may not represent or act on behalf of the Association without approval of the Association by a majority vote. The Chair shall specify type of committee and deadlines.

Section 2.

A committee shall be chaired and/or co-chaired by voting members.

Section 3.

A committee shall consist of at least two members of the Association and may include one or more interested community volunteers.

Section 4.

There shall be an odd number of committee members whenever possible.

Section 5.

A committee may be dissolved at the direction of the BCA Chair with approval by a majority vote of the Association.

Section 6.

At every Association meeting, when applicable, each committee chair or co-chair shall report on their committee’s latest activities, progress, and/or events. Each committee chair or co-chair shall also inform the BCA Chair on a timely basis of any activities and significant events that may occur between Association meetings.

Section 7. The Budget Committee:

- A. Shall be comprised of the newly elected Chair, Vice-Chair, Secretary and the Treasurer.
- B. Shall meet to budget Association monies for the coming year.
- C. The findings shall be submitted to the BCA at the first regular meeting in January.
- D. Report is to be prepared and distributed to the Chair, Vice-Chair, Secretary and Treasurer.

Section 8. The Auditing Committee:

- A. Shall audit Treasurer’s financial records, verify bank balances and report directly to the Association at its first regular meeting in January.
- B. Prepare report to be distributed to the Treasurer, Chair, Vice-Chair and the Secretary.

Section 9. Budget/Grant Money Allocation Committee:

- A. Expenditures over \$200.00 will require a Board quorum and approval prior to implementation. Board Officers may provide their vote in writing if unable to participate in person.

Section 10. Association Identity and Branding Committee:

- A. Updates and changes to the Burbank Community Association logo, identity, and branding strategy will be voted on and approved at the Board level. A quorum is required for approval.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1.

“Robert’s Rules of Order”, latest edition, shall be the parliamentary authority for the BCA in all cases where they are applicable and not inconsistent with these By-laws.

ARTICLE XII. AMENDMENTS

Section 1.

Amendments to the by-laws shall have a first reading at a regular BCA meeting and a vote may be taken at the next regular BCA meeting.

Section 2.

Passage of an amendment requires a two-thirds approval of voting Association members.