



Burbank Community Association

BYLAWS

Preserving and Enhancing the Quality of Life in the Burbank Area – Since 1983

ARTICLE I: NAME & LOCATION

- Section 1. The name of this organization is the Burbank Community Association (BCA).
- Section 2. The BCA is located in an unincorporated area of Santa Clara County known as the Burbank District.
- Section 3. The principal address for the BCA is P O Box 28652, San Jose CA 95159.
- Section 4. The telephone number is 408-904-7496.

ARTICLE II: PURPOSE

- Motto "Preserving and enhancing the quality of life in the Burbank area."
- Mission Statement The BCA mission is to enhance and protect the heritage and character of the community, while fostering and encouraging civic involvement.

ARTICLE III: MEMBERSHIP

- Section 1. Any person who supports the purposes of the Association shall be eligible for membership.
- Section 2. Voting membership consists of residents, non-resident property owners, and businesses in the Burbank District that have paid their dues.
- Section 3. Voting members shall have one vote to a maximum of two per household. Business owners shall have one vote maximum, no matter the size of the business.
- Section 4. Voting members shall be eligible to vote on all issues including electing the BCA Board of Representatives except as otherwise specified in these Bylaws.
- Section 5. Membership dues are payable on the first of the month, one year from date of membership application or renewal.

ARTICLE IV: BOARD OF REPRESENTATIVES

- Section 1. The Board of Representatives shall consist of seven (7) members nominated and elected from the voting members as defined in Article III, Section 1.
- Section 2. Subject to the restrictions of the Purpose and these Bylaws, the Board of Representatives shall in collaboration with the Chairperson shall:
- A. Assist in keeping the membership informed of issues relating to the character, heritage, safety, and conditions of the Burbank District
 - B. Help in utilizing general meetings of the BCA, social media and/or other means of communication such as newsletters to provide an open forum to receive input, discuss, and resolve issues presented by members of the association.
 - C. In furtherance of the mission of the BCA
 - a. Keep themselves informed of initiatives coming from City, County, State, Federal and/or other agencies and associations that have a direct or indirect impact and/or benefit on the Burbank.
 - b. Convey to the Chairperson and to the membership at general meetings, noted issues, conditions, in the Burbank as well as solutions and funding offered by agencies and organizations.
 - c. Maintain regular attendance and participation in BCA meetings.
 - d. Inform the Chairperson when they are not able to attend a meeting.
 - e. Serve on committees.
 - f. Recruit members
- Section 3. The terms of the Representatives shall be two (2) consecutive years or until a successor is elected.
- Section 4. The Chair may declare a vacancy when any of the following occurs.
- A. If a Board Member misses three (3) consecutive meetings without notifying the Association as to the cause of the absence.
 - B. If a Board Member resigns from the Association.
 - C. If a Board Member lets their membership lapse.
 - D. If a Board Member has been removed by a 2/3 vote of the voting members in attendance for good cause.
- Section 5. Upon declaration of a vacancy, the Chairperson shall call for a replacement to serve. Upon a positive vote of the membership, the replacement will server two consecutive years from the date of the "election".
- Section 6. Board Members may succeed themselves if there are no nominations submitted for the office, with the approval of the voting members in attendance.
- Section 7. In order to conduct valid business for the Association by way of a vote, a quorum will consist of a minimum of four Board members. Board members who are not present may also submit

their vote via proxy when appropriate. Proxy votes must be communicated to the Board of Representatives 24-hours prior to the meeting.

ARTICLE V: ELECTION PROCEDURES

- Section 1. When a vacancy on the Board of Representative occurs or is anticipated at the end of a Representative's term, that information will be posted on the website at least five days before the general meeting when an election will occur.
- Section 2. The Chair shall call for nominations from the floor at the general meeting.
- Section 3. Any voting member may be nominated to fill a vacancy.
- Section 4. A Representative whose term is expiring may be nominated and elected to serve an additional term.
- Section 5. Upon receiving a simple majority of those voting members in attendance, the new Representative's term will begin immediately if the position is vacant; or upon the end of the term of a current Representative.
- Section 6. The term of office is two (2) consecutive years, and will expire after the first meeting 24 months from election or end of previous term.

ARTICLE VI: OFFICERS AND RESPONSIBILITIES

- 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 new and continuing board of representatives who are present at the first Board meeting after an election.
- 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 aid the Chair 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 correspondences to and from the Association. Minutes shall be in a place known and accessible to all members and presented for review and approval at general meetings.
- Section 6. The Treasurer's duties shall include:
- A. The Treasurer will maintain BCA funds in an account or accounts using the tax id number issued by the IRS.
 - 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.
- D. Treasurer shall pay all Board approved bills promptly.
- E. Before any expense is incurred for which a member (including a Board member) wants to be reimbursed, the expense MUST be approved by the Board prior to incurring the expense. Proper documentation for an approved expense must be submitted within thirty days of occurrence.
- F. All checks require two (2) signatures; eligible to sign are the Treasurer and Chair.
- G. Treasurer shall balance the checking account monthly.
- H. Treasurer shall keep a complete record of all disbursements and collections and give a report at the Association meeting.
- I. Treasurer shall submit all financial records for audit in sufficient time for the Auditor's report to be presented at the first general meeting of the year.
- J. Treasurer shall deliver to any successor all current financial records, canceled checks, bank books, and statements after the audit report has been adopted.
- K. Treasurer is to aid in preparing a budget for the following year.
- L. Treasurer maintains a listing of all members and shall provide a list to the Board when requested.

ARTICLE VII: GENERAL MEETINGS

- Section 1. Unless otherwise scheduled by the Board, general meetings shall be held the third Wednesday of the month at a time and location to be determined by availability.
- Section 2. There will be three or more general meetings throughout the fiscal year.
- Section 3. The BCA shall provide time at the meetings for public 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(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 general meetings shall be open to the public and publically notified 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 VIII: BOARD MEETINGS

Section 1. Board meetings shall be held at the discretion of the board.

Section 2. The Board will meet at the beginning of the year to prioritize goals.

Section 3. The Board shall approve all expenses in advance. Regular recurring expenses may be approved for the entire fiscal year at one time.

ARTICLE IX: 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 majority vote. The chair shall specify the type of committee and time frames.

Section 2. A committee may 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. A committee may be dissolved at the discretion of the Chair with approval of the Board.

Section 5. Each committee chair or co-chair shall inform the Chair on a timely basis of any activities and significant events that may need to be on the agenda.

Section 6. The Budget Committee:

- A. Shall be comprised of the Board.
- B. Shall meet to budget Association monies for the coming fiscal year.

Section 7. The Auditing Committee:

- A. Shall audit the Treasurer's financial records, verify bank balances and report directly to the Board as soon as practicable after the close of the fiscal year.
- B. Prepare a report to be distributed to the Board.

ARTICLE X: PARLIAMENTARY AUTHORITY

"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 Bylaws.

ARTICLE XI: AMENDMENTS

Section 1. Amendments to the bylaws shall be posted on the website and announced at a regularly scheduled General Meeting and a vote may be taken at the next General Meeting.

Section 2. Passage of an amendment requires a simple majority of those in attendance.

ARTICLE XII: DISSOLUTION

The property of this association is irrevocably dedicated to public benefit purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any board member or other member thereof or to the benefit of any private person. Upon the dissolution or winding up of the association, its assets remaining after payment, or provision for payment, of all debts and liabilities of this association shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for public benefit purposes and which has established its tax exempt status under Section 501(c)(3), Internal Revenue Code.

BYLAWS ADOPTED - HISTORY

These Bylaws were completely revised and adopted at the BCA General Meeting on March 22, 2017.

STANDING RULES

- Chair is responsible for / or specifically delegating
 - Returning calls including voice mail calls
 - Receiving and following up on emails from website
 - Preparation and submission of UNSCC Meeting & Event Insurance Request forms
- Treasurer is required to make regular payments for
 - UNSCC dues (due before June 30 each year)
 - Insurance is included in membership
 - Voicemail for 408-904-7496
 - Currently eVoice billed for one year each May
 - Post Office Box 28652, San Jose CA 95159 [Treasurer & Chair have keys]
 - Bill placed in post office box each August
 - Website and email hosting
 - Currently Dream Host billed monthly
- Dues schedule is as follows
 - Senior Citizen \$ 15
 - Household (up to two persons) \$ 30
 - Businesses \$ 100
- These Standing Rules may be amended or set aside at any time upon the recommendation of the BCA Board and ratification of a majority of the membership voting at a General Meeting.

These Standing Rules were adopted at the BCA General Meeting on March 22, 2017.