

Bylaws of Downtown Area Neighborhood Alliance

Article I

Name of Organization

Section 1.01 The name of this organization shall be the Downtown Area Neighborhood Alliance (hereafter the "Alliance"). The organization may also be referred to as 'DANA'.

Article II

Purpose

Section 2.01 The general purpose shall be to promote and improve the quality of residential life in the Downtown Area.

Section 2.02 In order to implement the purpose of this Alliance, the necessary regular and special committees shall be created.

Article III

Membership

Section 3.01 Regular membership is open to all who live, work, or do business in the downtown area, within the following limits of Riverside, California:

NORTH: State route 60; SOUTH: The Tequesquite Arroyo;
EAST: State route 91 between the 60-215-91 interchange and the Tequesquite Arroyo; and WEST: The Santa Ana River.

Section 3.02 Application for membership shall be on such form as prescribed from time to time by the Board of Directors. Any applicant possessing the qualifications for membership shall be accepted. Membership shall be nontransferable and non-assignable.

Section 3.03 Membership dues shall be in such an amount as prescribed by the Members on an annual basis. Dues shall be paid annually in advance.

Section 3.04 The membership of any member shall automatically terminate upon nonpayment of dues or by written request delivered to the Chairman or Secretary by mail or in person. All memberships are considered to be individual memberships.

Section 3.05 The Alliance shall keep a membership book containing the name and address of each Member. Such book shall be kept in the

custody of the Treasurer. All records of the Alliance shall be open to inspection on the written request of any Member at any reasonable time for a purpose reasonably related to their interest as such.

Article IV **Officers**

Section 4.01 The elected officers are the Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, Secretary, and Treasurer who shall serve as the Executive Board.

- a. Duties of the Executive Board shall be limited to: (1) removal of Executive Board members from office, pursuant to Article IV, Section 4.01c.; (2) calling special meetings; (3) approval of expenditures of Alliance funds, and (4) setting the agenda for the next regular meeting.
- b. A vacancy shall be declared in the event of resignation or removal of an officer of the Executive Board because of failure to fulfill duties. A vacancy shall be filled by a majority vote of Alliance members.
- c. An Executive Board member shall be removed for failure to attend regular meetings. Three (3) or more unexcused absences during a ten (10) month period shall constitute "failure to attend."

Section 4.02 All active Members of this Alliance shall be eligible for election to any of its offices. Any member of the Alliance who has been a member at least one year and is a member in good standing shall be eligible for election to any of its offices.

Section 4.03 A Nominating Committee comprising of 3 persons (1 Executive Board member and 2 members-at-large) will be appointed at the September meeting.

The purpose of the Nominating Committee shall be to determine current officers' interest in re election and to accept and/or solicit nominations of additional candidates. The Nomination Committee will check the eligibility of all nominees, prior to the election.

The Nominating Committee will present a slate of nominations at the October meeting. Nominations will also be accepted from the floor during the October meeting, with the consent of the nominee.

At the end of the October meeting, nominations will be closed. Nominated candidates will be encouraged to write candidate

statements and submit them to the Secretary by November 1st. Candidate Statements will be distributed in advance of the November meeting with the Agenda.

The election of officers will be held at the November meeting as the last item of new business. Newly elected officers shall assume the office and duties effective January 1st.

Section 4.04 The term of office shall be 1 calendar year for all offices. Any elected officers may succeed themselves 2 times for a total of 3 consecutive terms of office as an officer, and then will be ineligible for a period of 1 year to hold the same office.

Section 4.05 All Alliance meetings shall be conducted with an emphasis on civility and mutual respect. Contested issues may be resolved according to Robert's Rules of Order.

Article V **Meetings**

Section 5.01 There shall be 10 regular meetings a year. Upon the request of 10 or more members, the president or vice-president shall call a special meeting.

Section 5.02 The Executive Board shall meet no less than 10 times per year.

Article VI **Duties**

Section 6.01 Chairperson: The duties of the Chairman shall be to preside over the meetings of this Alliance, represent the Alliance as directed by the membership, and appoint committees as necessary.

Section 6.02 1st Vice-Chairperson: To assume the duties of the Chairperson in case of incapacity or absence.

Section 6.03 2nd Vice-Chairperson: To assume the duties of the 1st Vice-Chairperson in case of incapacity or absence.

Section 6.04 Secretary: To take and maintain minutes of the general and Executive Board meetings; to conduct correspondence as directed by the Alliance.

Section 6.05 Treasurer: To maintain and account for all moneys received and expended by the Alliance; to collect all dues and record same; to make a financial report at each regular meeting of the Alliance; to

maintain a roster of active members in accordance with Article III, Section 3.05.

Section 6.06 The officers authorized to withdraw funds are Chairman, 1st Vice-Chairman and Treasurer. Two authorized signatures are required for any expenditure.

Section 6.07 The Executive board may authorize expenses up to \$200 to cover DANA expenses. The expense authorization must be reported to the membership at the next regular meeting as part of the Treasurer's report.

Section 6.08 A quorum for conducting business of the Alliance shall be 50% of the Executive board plus 1.

Article VII

Dues

Section 7.01 Dues shall be \$20.00 per year per household and are payable January of each year. Applicants will pay dues upon submission for membership and will be eligible to vote at the following meeting.

Article VIII

Matters for Special Consideration

Section 8.01 Matters for Special Consideration shall include amendments to the Bylaws; and other items of special concern which may be placed in this category by a vote of the membership.

Section 8.02 Amendments and other Matters for Special Consideration may be approved by a simple majority of members present. These shall be read at a regular meeting and have a second reading, discussion and vote at the next regular meeting.

PROPOSED: APRIL 20, 2015

**POLICIES AND PROCEDURES
OF THE
DOWNTOWN AREA NEIGHBORHOOD ALLIANCE
(DANA)**

Section 1 Neither the Alliance, committees, officers or members shall take any action which is incompatible with the purpose of the Alliance. It shall be the responsibility of all members to further the goals of this organization and its mission statement.

Section 2 No member may represent or propose to represent the Alliance without prior approval of the Alliance and its members.

Section 3 The Alliance shall not endorse candidates for any political office.

Section 4 Meetings shall be held monthly beginning in January on a day chosen by the Alliance.

Section 5 No debts shall be incurred in excess of the funds in the treasury of the Alliance.

Section 6 The dues shall be \$20.00 per year per household to pay meeting supplies and other Alliance activities.

Section 7 These policies may be changed by a simple majority of members present at the time of consideration.

Mission Statement Downtown Area Neighborhood Alliance

A mission statement is based on principles and provide a vision of why we do what we do and where we want to go. A mission statement is different from goals. Goals are steps in the mission and represent specific items we wish to accomplish in pursuit of the mission. A mission does not have an ending point as goals do. The mission always remains. It also helps us to focus and direct our efforts in a common direction.

Our mission is to preserve, enhance and protect the Riverside downtown area and to provide a grassroots forum for the concerns and ideas of downtown residents, groups, business owners and local government representatives.

Our organization is committed to delivering the voice of the downtown community to local government and organizations for the purpose of ensuring quality living, encouraging appropriate commercial and residential development, insuring preservation of the diverse architectural heritage within the downtown neighborhoods, enhancing the safety and security of its residents and properties and building community cohesiveness.