

BY-LAWS

HOMESTEAD VALLEY COMMUNITY COUNCIL

ARTICLE I

NAME

The Organization heretofore known as the Tri-Community Council Inc. shall from this time be known as the Homestead Valley Community Council, Inc., and will hereinafter be referred to as the Council.

ARTICLE II

PURPOSE

Sec. 1 The purpose of the Council is to support and promote projects of benefit to the collective interests, safety and security of all residents in the areas that are represented by its member organizations.

Sec. 2 The Council will function as the Homestead Valley communities' representative to the office of the County Supervisor and to any other County, State or Federal administrative body on matters affecting and benefiting the well-being of the communities

Sec. 3 This is a non-profit organization and does not contemplate pecuniary gain or profit to its members.

ARTICLE III

MEMBERSHIP

Sec. 1 Member organizations to this Council will be the Flamingo Heights Community Association, the Johnson Valley Improvement Association, the Landers Association and the Yucca Mesa Improvement Association.

Sec. 2 Members of this Council will consist of a group of delegates from each organization.

ARTICLE IV

OFFICERS

Sec. 1 The executive officers of the Council shall include a President, Vice-President, Secretary, and Treasurer.

Sec. 2 Officers shall serve a term of one year or until their successors are elected and take office.

ARTICLE V

FISCAL YEAR

The Fiscal Year of the Council shall be from July 1 to June 30 of the following year.

ARTICLE VI

ELECTIONS AND TERMS OF OFFICE

Sec. 1 Officers of the Council will be elected for a term of one (1) year, with re-election possible for an indefinite number of times.

Sec. 2 The slate of Officer candidates will be presented by the Nominating Committee at the Council's May meeting.

Sec. 3 Any person on the Nominating Committee may be eligible to be considered for office.

Sec. 4 Officers of the Council will be elected by a majority vote of the Delegates in attendance at the Council's June meeting, at which time nominations will be accepted from the floor. Upon a vote by the Council, installation of newly elected officers will be immediate.

ARTICLE VII

MEETINGS

Sec. 1 Regular Council meetings will be held each month on a day and time determined by the Council.

Sec. 2 All meetings of the Council will be publicized and open to the public.

Sec. 3 Special meetings of the Council may be called by the President, by two (2) officers, or at the request of a majority of the delegates to the Council.

Sec. 4 The chain of command within the Council will be:

A. The Vice-President will preside in the absence of the President

B. The Treasurer will preside in the absence of the President and the Vice-President.

The Secretary will appoint a President Pro-Tem in order for a meeting to proceed when the President, Vice President and Treasurer are absent and when a quorum is present.

ARTICLE VIII

AMENDMENTS TO THE BY-LAWS

Sec. 1 These By-Laws may be altered or amended by a majority vote of the Delegates in attendance at any regular or special meeting.

Sec. 2 Any member may present the proposed addition or change in written form to the Delegates at any regular meeting of the Council

Sec. 3 The written change will be read to the Council by the Secretary at the next regular meeting, at which time the vote will be taken to either accept or reject the addition or change.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Any business not covered by these By-laws will be conducted in accordance with Roberts Rules of Order.

STANDING RULES

HOMESTEAD VALLEY COMMUNITY COUNCIL

DUTIES OF OFFICERS

A. President.

1. Serve as administrative officer of the Council. and preside at all meetings.
2. Prepare meeting agendas.
3. Serve on all committees except the nominating committee.
4. Appoint all committee chairpersons.
5. Function as the Council representative to any and all other organizations that need to coordinate with the Council.
6. Arrange for the Vice-President to preside in the event of President's absence.
7. Be one of the signatories on the bank accounts.

B. Vice-President.

1. Conduct meetings of the Council in the absence of the President.
2. Collect delegates' attendance records

C. Secretary.

1. Keep an accurate record of proceedings of all meetings.
2. Take care of all correspondence at the direction of the President.
3. Be one of the signatories on the bank accounts.

D. Treasurer.

1. Be the chief financial officer of the Council and keep accurate records of all the Council's financial affairs.
2. Collect, record and deposit all monies received.
3. Ensure checks are signed by two authorized signatories.
4. Prepare any required government forms/filings and issue payment as necessary.
5. Keep records of all receipts and expenses.
6. Deliver all records to audit committee at end of fiscal year.
7. Arrange for a substitute Treasurer in the event of his/her absence.

FINANCIAL INSTITUTIONS

1. Checking and CD accounts shall be maintained at a U.S. Bank
2. Two signatures shall be required on all checks
3. Any check payable to an officer of the Council may not be signed by that person.

DELEGATE MEMBERSHIP

1. Each organization shall select up to four active, interested residents to be their Delegates to the Council, subject to the approval by a quorum of existing Delegates. President or secretary to be informed as soon as possible of the selection of a new Delegate in order to be added to the Delegate List before the next meeting. Letter of introduction requested.

2. Residents of one member community cannot be made a Delegate from another member community.

Community Boundaries agreed upon: see map attached.

3. Delegate's status of good standing will be subject to Council review if the Delegate's behavior does not conform to the Code of Conduct or is deemed detrimental to the Council or a member organization.

DELEGATE ATTENDANCE

1. To remain a Delegate in good standing, each must personally attend no fewer than seven (7) of the Council's regular monthly meetings in any twelve month period.

2. Delegate's status of good standing will be subject to Council review upon said Delegate's accumulation of three (3) consecutive unexcused absences.

3. Any action to dismiss must be by a quorum of the Council, or by the member organization.

5. Delegate replacement will be by action of member organization.

QUORUM

1. All member organizations are entitled to four (4) votes , one per appointed delegate.
2. Alternate delegates permitted to vote only in absence of regular delegate.
3. A quorum is the majority of delegates. A majority will be any number greater than one half the number of Delegates as established by the most current delegate's list.
4. Quorum of Delegates will be required to approve a motion.
5. The President will abstain from voting unless a tie-breaking vote is required
6. "Unanimous" will be all the delegates present.

SCOPE OF COUNCIL INTERESTS

1. The Council and its Delegates will function in a manner that is subservient to and respectful of the autonomy of its member Organizations.
2. Any Council-initiated project affecting the interests of its member organizations must meet with the approval of the organizations. Approval or disapproval will be obtained from the Council's member organizations by their Delegates to the Council.
3. Council will not participate in matters pertaining to interests of local business establishments without majority approval.

STANDING RULES

HOMESTEAD VALLEY COMMUNITY COUNCIL

CODE OF CONDUCT

1. Each delegate shall be free to question and discuss any item on the agenda during the Council meetings.
2. The dignity, values, and opinions of every delegate shall be respected. Delegates shall at all times conduct themselves with courtesy to each other, and to members of the public.
3. Delegates shall conduct themselves professionally and respectfully when acting as a Council representative handling external Council affairs.
4. User Names and Passwords on electronic accounts including Website will be given only to persons authorized by majority approval.

COMMITTEES

1. Committee appointments shall begin after elections in June.
2. STANDING COMMITTEES:
 - A. Public Outreach – duties include promotional material and distribution, regular newsletter, website, press communications, and all public relations.
 - B. Fund Raising and Events – duties include developing events for the purpose of raising funds to offset expenses, and to initiate new public activities for the communities.
 - C. Community Services / Improvements / Cooperation – duties include emergency preparedness, roads and highway issues, parks, and programs established to assist residents.
 - D. Advisory Committee – duties include advice on matters that should be referred to the Boards of the four member community organizations. Includes a Chair appointed by HVCC, the presidents of the four associations, and the Third District Field Representative.
3. AD HOC COMMITTEES
 - A. Nominating - Two or more members appointed by the Council in April, to present slate in May, to be voted on in June
 - B. Audit - At the end of the fiscal year, June 30th, committee will insure that each monthly statement is in file, that every check is signed by two of the designated signatories, and are in proper sequence, insure there are receipts for each check issued and present their report at the meeting following completion of the audit but no later than the September meeting.