



Article I. Name

Section 1. The name of this organization shall be the Delmas Park Neighborhood Association (DPNA).

Article II. Definition of Area

Section 1. The Delmas Park Neighborhood shall be defined as the area bounded by West Santa Clara Street to the north, Highway 87 to the east, Interstate 280 to the south, and the Union Pacific/Caltrain railroad tracks to the west.

Article III. Mission Statement

Section 1. The Delmas Park Neighborhood Association endeavors to maintain the historical nature of the neighborhood while improving the quality of life for residents. The Delmas Park Neighborhood Association accomplishes this through programs that deepen community involvement, improve community safety, and encourage compatible business development. The DPNA endeavors:

- (A) To create and implement plans based on community input and participation of the residents of the Delmas Park area.
- (B) To develop collaborative and cooperative efforts among neighborhood groups, agencies, organizations, and institutions.
- (C) To promote community involvement and participation in services, functions, and meetings.
- (D) To establish and maintain an adequate line of communication between the City of San José and the residents of the community; to provide a community voice to advise City and County officials, staff, school personnel, and the community at large about implementation of services, community needs, events, and concerns; and to help determine viable solutions.
- (E) To recruit volunteers and sponsors to aid in the enhancement of services provided.
- (F) To provide a vehicle for the generation of revenues through fundraising activities for the purpose of supporting the enhancement of the quality of life in the area.

Article IV. Membership

Section 1. Any person age 18 or over and who resides, owns property, or operates a business within the Delmas Park boundaries shall be eligible to be a member of the Delmas Park Neighborhood Association.

Article V. Funds

Section 1. Funds shall be raised by voluntary contributions, grant applications, and community fundraising activities and projects.

Section 2. The DPNA shall be the organization responsible for overseeing the monies allocated by the San José City government and implementation of the improvement items identified in neighborhood plans and projects.

Article VI. Board of Directors

Section 1. The Board of Directors shall consist of four elected Officers: President, Vice-President, Secretary, and Treasurer; and an unspecified number of appointed Community Outreach positions.

Section 2. Officers shall be elected at the May annual meeting to serve a term of two (2) years. The two-year term shall begin in June.

Section 3. Election of Officers shall be by simple majority of the membership attending the annual meeting.

Section 4. Only persons who are members and are eligible to vote shall hold office.

Section 5. If any office becomes vacant, the Board of Directors shall select a temporary replacement until the next regular membership meeting, when an election shall be held to fill the position until the end of the regular term.

Section 6. The Officers shall perform the duties prescribed by these bylaws.

Section 7. The duties of the Officers are summarized below:

(A) **PRESIDENT:** Act to focus, develop, and represent the mission statement of the Delmas Park Neighborhood Association. Specific duties:

- 1) Have general powers of supervision and management of the DPNA.
- 2) Coordinate all DPNA meetings and events.
- 3) Countersign all checks drawn on monies of the Association.
- 4) Report on all official activity to the Board of Directors.
- 5) Hold a minimum of two (2) meetings of the Board of Directors per year for the purpose of planning and setting goals for the Association.

(B) **VICE PRESIDENT:** Facilitates the functions of the president. Specific duties:

- 1) Assist the president in the management and coordination of duties.
- 2) Act as a substitute in the president's absence to perform necessary duties.
- 3) Countersign checks as needed.
- 4) Acquire or disseminate information as required by the president.

(C) **TREASURER:** Responsible for banking and keeps an accurate record of all financial transactions, including receipts and disbursements pertaining to all monies of the DPNA. Specific duties:

- 1) Receive and receipt all monies of the DPNA.
- 2) Make and oversee all deposits of DPNA monies.
- 3) Oversee all approved withdrawals.

- 4) Prepare and submit regular treasurer's report and year-end grant reports.
- (D) SECRETARY: Keeps an accurate record of all proceedings of all meetings of the DPNA. Specific duties:
 - 1) Record all proceedings of each meeting of the DPNA.
 - 2) Provide copies of the minutes to all Board of Director members
 - 3) Make additional copies of minutes available to anyone upon request.
 - 4) Keep record of attendance at all DPNA meetings.

Section 8. The Board of Directors, at its discretion, may appoint Community Outreach members to the Board for a term of up to two years, which shall coincide with the terms of elected officers. There is no set number of Community Outreach positions on the Board. The makeup of the Community Outreach positions generally shall be representative of the residents of the neighborhood, including apartment dwellers, condominium owners, individual homeowners, business owners or landlords, students, and seniors. The function of the Community Outreach members is to act as a liaison between area residents, business owners, and the Board of Directors. Their specific duties include:

- (A) Assist in communications outreach to the neighborhood.
- (B) Manage or help coordinate special events, projects, or development projects as needed.
- (C) Attend at least 75% of community meetings or events during the year.

Article VII. Meetings

Section 1. General meetings of the DPNA membership shall generally be held on the fourth Tuesday of the month. The Board of Directors may decide to modify the date of a meeting or cancel a meeting under some circumstances, such as conflicts with other events. However, a minimum of six meetings shall be held each year.

Section 2. The meeting schedule can be modified by a majority vote at any neighborhood meeting.

Section 3. The Board of Directors shall meet as needed.

Article VIII. Committees

Section 1. Special committees will be created as needed to address specific issues.

Article IX. Meetings and Actions of Committees

Section 1. Committee meetings shall be held at times and locations determined by the committee.

Section 2. Actions of Committees shall be reported to the membership at monthly membership meetings.

Section 3. The President shall be notified of all Committee meetings.

Article X. Fees and Compensation

Section 1. Board members and members of committees shall serve without compensation but may receive reimbursement of just and reasonable expenses as approved by a quorum vote of the Board of Directors.

Article XI. Voting

Section 1. All votes by the Board of Directors and general membership shall be attended and overseen by a quorum of the Board of Directors.

Section 2. The outcome of all votes shall be recorded in the minutes.

Section 3. Results of votes involving counted ballots shall be maintained as public record.

Section 4. Voting of the general membership.

(A) Anyone in attendance at a regular membership meeting who meets the requirements in Article IV and has attended at least two meetings may vote on a matter put to a general vote at that time. General votes announced in the regular flier may be voted “in absentia” if the member submits his vote no later than two days before the meeting by phone to the information number listed on the flier or in person to a member of the Board of Directors.

(B) Outcomes of general votes shall be the result of simple majority of the members in attendance at the time of the vote, including the individual votes of the members of the Board of Directors and “in absentia” votes (see sub-section (A) above).

(C) Either a show of hands or written ballots shall indicate votes, the method to be determined by the President at the time of the vote.

Section 5. Voting of the Board of Directors.

(D) The Board of Directors shall be the voting body that determines the following:

- 1) If and when a subject should be put to a general membership vote of expenditures.
- 2) Compensation (see Article X).
- 3) Approval to create or disband committees.
- 4) Appointment or dismissal of any regular, special, or Executive officer.
- 5) Flyer, newsletter, and agenda content.

Article XII. Finance

Section 1. All monies from government grant agencies shall be handled through a fiscal agent.

Section 2. In the event of dissolution of the DPNA, its remaining assets received from grants shall revert back to the grantor.

Article XIII. Quorum

Section 1. A quorum of the Board of Executives shall consist of three of the elected Officer positions.

Article XIV. Amendments to the Bylaws

Section 1. The bylaws may be amended at any general membership meeting by a majority vote of the attending members.