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**Lincoln Hills LSV/NEV Group
Bylaws**

Lincoln Hills LSV/NEV Group Bylaws

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Lincoln Hills LSV/NEV Group

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Bylaws

ARTICLE I

Name and Purpose

Section 1. **Name:** The name of the organization shall be Lincoln Hills LSV/NEV Group(a Sun City Lincoln Hills Shared Interest Group).

Section 2. **Purpose:** The purpose of the group is “to educate, and inform in our common interest of operating and maintaining a low speed vehicle (LSV)/neighborhood electric vehicles (NEV) conducive to operating within Lincoln and surrounding communities.”

The Group also has as a purpose, a social component in providing support to the local community and opportunity for socialization within the Group.

ARTICLE II

Authority and Limitations

- Section 1.** The group is organized and will operate in full compliance with the Articles of Incorporation, Bylaws, Policies and Procedures, and Rules and Regulations of Sun City Lincoln Hills Community Association.
- Section 2.** The group will not conduct business or obligate funds in the name of the Association.

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ARTICLE III

Membership

- Section 1.** Membership shall open to any person holding a current Sun City Lincoln Hills Association membership card.
- Section 2.** Membership is not based on race, color, religion, sex, ethnic culture or national origin.
- Section 3.** The Membership shall consist of two classes; Regular membership and Associate membership.
- Section 4.** Regular membership is open to anyone that owns an electric vehicle that can be licensed in the State of California.
- Section 5.** Associate Membership is open to anyone that has an interest in the purpose of the organization.
- Section 6.** Annual membership dues shall be set by the Advisory Board.
- Section 7.** Membership is based on the organizational year from October 1 of a calendar year to September 30 , of the next calendar year.
- Section 8.** Members who do not renew membership by October 15 of the year will be removed from the membership roster and will lose membership privileges.
- Section 9.** Guests may participate/attend meetings four times before joining the group. “Guest” is defined as an interested Sun City Lincoln Hills Community Association member who has not yet joined the Lincoln Hills LSV/NEV Group.
- Section 10.** Regular Membership privileges:
- Vote in elections
 - Hold office
 - Serve on committees
 - Attend Membership meetings
 - Attend Group Social and Activity functions
- Section 11.** Associate Membership privileges
- Serve on committees
 - Attend Membership meetings
 - Attend Group Social and Activity functions

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ARTICLE IV

Membership Meetings

- Section 1.** The Advisory Board will schedule monthly membership meetings, the time, and the place to be published in the Compass, LSV/NEV web page and/or other appropriate media channels.
- Section 2.** A membership meeting must have a quorum of the active members and a quorum of the Advisory Board present to consider or conduct any business of the group, unless these Bylaws or the Policies and Procedures of the group grant such authority to individual Board members. A quorum of the membership
- is 20% of the total active members, and a quorum of the Advisory Board is at least 51% of the Board members, of which 2 are elected Officers.
- Section 3.** Special membership meetings may be called by a majority of the Board or 20% of the active membership. The reason for the special meeting will be published with the date, time and place.
- Section 4.** The President shall vote only in case of a tie.

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ARTICLE V

Advisory Board

- Section 1.** The Advisory Board shall be composed of President , Vice President, Treasurer, Secretary, and such membership positions as the Advisory Board deems necessary to conduct the business of the organization. The President, Vice President and Treasurer are the officers of the organization and elected by the membership of the organization at a membership meeting called for that purpose. The Secretary is appointed by the elected officers. Additional positions on the Advisory Board are created to provide support to accomplish the purpose of the organization. The additional positions will be appointed by the Advisory Board and the position will be defined in the Organizations Policy and Procedure Document.
- Section 2.** Advisory Board members shall not receive or accept any salary or other compensation for their services, other than their reasonable and verifiable expenses as approved by the Board.
- Section 3.** The Advisory Board will appoint a Nominating Committee. The Nominating Committee shall consist of a chairperson, who shall be a member of the Board, who is not s candidate for reelection, and two (2) or more active members. The Nominating Committee shall be responsible for nominating prospective officers and presenting the names of the candidates to the membership at the October membership meeting.
- The Nominating Committee will make as many nominations as necessary, but not less than the number of vacancies to be filled. Any active member present at the membership meeting in October may also make nominations from the floor.
- Section 4.** At the October membership meeting, election of Organization Officers will be by unanimous voice vote, or in the event a voice vote is not unanimous, the election will be by secret ballot. When the written ballot is required, election is by majority vote. Results of the election will be announced at the meeting.
- Section 5.** Officers are elected for a two year term of office, and may serve two (2) consecutive terms for a maximum of four (4) consecutive years. The term of service begins immediately following their election.
- Section 6.** A vacancy on the Advisory Board exists when an elected Officer can no longer serve or is relieved by the Board. The board shall appoint an interim officer to replace the vacant office position. The interim Officer will serve only the term of the officer being replaced, unless re-elected at the annual election meeting for a second consecutive term.
- Section 7.** Vacancy on the Advisory Board, Appointed Members: A vacancy on the Board exists when an Appointed Member can no longer serve or is relieved by the Board. The Board may, depending on need, immediately appoint an active member to replace the vacated position.

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Section 8. The Board is required to have a quorum of the Advisory Board in Attendance to conduct the business of the group, unless these Bylaws or the Policies and Procedures of the group grant such authority to individual Board members. A quorum of the Board is 51% of the Board members, of which 2 are elected Officers. The Board shall perform all duties imposed on them, collectively or individually, by these Bylaws.

- The Board will appoint committees, as needed.
- The Board shall assure that the programs offered to the membership are in keeping with the purpose of the Lincoln Hills LSV/NEV Group.
- The Board shall have the authority and responsibility to adopt such Policies and Procedures as is necessary to perform their duties.
- The Board shall be responsible for the financial and administrative integrity of the group. The Board has the discretion to add or remove committees for the benefit of the group's operation. The Board has the authority to appoint Officers and Chairpersons as is necessary for the group's operation.
- The Board shall meet at least monthly, and the time and place of the monthly Board meeting will be published to the membership. Such meetings are open to the membership.

Section 9. The President of the Board or any two other Board members may call a special Board meeting. If practical, the membership will be notified of a special meeting. Such meetings are open to the membership.

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ARTICLE VI

Advisory Board Officer Positions

- Section 1.** President: The President shall preside over all Group meetings and shall be responsible for the administration of all Group business; shall act as principal liaison between the Group and the Association; shall appoint a financial review committee and any other committee necessary; shall act as Ex- officio member of all committees (except the Nominating Committee); and shall insure the financial and administrative integrity of the Group. This is an elected position.
- Section 2.** Vice President: The Vice President shall preside at the Group meetings and perform the duties of the Chairperson in his/her absence and shall perform other duties as may be assigned by the President. This is an elected position.
- Section 3.** Treasurer: The Treasurer shall receive all monies and pay bills owed by the group; shall keep an up-to-date ledger recording all financial statements; shall reconcile and retain bank statements; shall prepare financial reports for meetings and shall submit financial statements to the Controllers office, via the Activities Department. Treasurer records shall be retained seven (7) years. This is an elected position.
- Section 4.** Secretary: The Secretary shall keep records, issue notices of all meetings and maintain minutes thereof; shall conduct all correspondence relating to the Group; shall furnish various reports as required by the Group. When the Secretary is absent, the Board will appoint a member at large to fill the position at that meeting. Secretary records shall be retained for three (3) years. This is an appointed position. The Secretary shall be responsible for maintaining the documentation for those Policies and Procedures enacted by the Board.

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ARTICLE VII

Finances

- Section 1.** Fiscal Year: The Group's fiscal year is from January 1st through December 31st. Financial statements will be submitted to the Activities Department as required by the SCLH Community Association .
- Section 2.** Annual Budget: The Treasurer will prepare an annual budget and present it to the Advisory Board for their approval. The budget becomes effective when it is approved by the Advisory Board..
- Section 3.** Annual Review of the Treasurer's Records: An independent committee appointed by the Board will make an annual review of the Treasurer's records. A report of the findings of this review will be presented in writing to the Board.

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ARTICLE VIII

Amendments to the Bylaws

- Section 1.** Any proposed amendment to these Bylaws will be submitted to the Board in writing.
- Section 2.** The proposed amendment to these Bylaws will be submitted by the Board to the membership at a regular meeting for their approval. The vote to amend the Bylaws will be announced at least 30 days prior to the scheduled vote, and will be announced in at least the same manner that is customarily used to make other announcements to the members.
- Section 3.** An amendment to the Bylaws becomes effective when it receives a majority of the votes of the Active Members attending the meeting. A quorum (20%) of the Active Members, 51% of the members of the Advisory Board, of which 2 are elected Officers must be present.

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ARTICLE IX

Dissolution of the Lincoln Hills LSV/NEV Group

- Section 1.** The Group may be dissolved by a majority vote of the Advisory Board, followed by a majority vote of the membership. The membership vote to dissolve the Group follows the same procedure as an amendment to the Bylaws. (Article XIII).
- Section 2.** Dissolution cannot be permitted until all the outstanding Group debts are satisfied. The President may direct the use of any and all assets to satisfy outstanding debts and obligations provided a majority of a quorum of the group has voted for the President to do so.
- Section 3.** Upon dissolution of this Group, all assets and records shall be turned over to Sun City :Lincoln Hills Association.
- Section 4.** During the period leading to and including dissolution, the President and all other Advisory Members shall function as outlined herein.

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ARTICLE X

Certification of Bylaws

Section 1. A majority vote of a quorum of the Active Members attending an authorized meeting is required for the certification of these Bylaws.

Section 2. These Bylaws must receive final approval of the Board of Directors of the Sun City Lincoln Hills Community Association

SIGNATURES

Group President	Date
Group Vice President	Date
Group Treasurer	Date
Executive Director, Community Association	Date

FINAL APPROVAL

Sun City Lincoln Hills Community Association, Inc.

Board of Directors

Date