

North Westdale Neighborhood Association Bylaws - May 8th, 2006

ARTICLE I - NAME and GEOGRAPHIC BOUNDARIES

The name of this Association is:

NORTH WESTDALE NEIGHBORHOOD ASSOCIATION

hereinafter referred to as the **NWNA**.

The geographic boundaries are defined in **Appendix "A"** - See Map - Appendix A

ARTICLE II - PURPOSES and POLICIES

Purposes and Policies: The NWNA serves and addresses issues of the community within its boundaries, as defined in Article I, including the following methods:

A. To promote efforts to improve and/maintain health, safety, security, and quality of life within our community.

B. To work actively with the LAPD to reduce crime in the neighborhood.

C. To inform, outreach and encourage participation in the NWNA to *all* within the defined boundaries.

D. To advocate on behalf of the neighborhood to government and others regarding issues that are deemed important by the NWNA.

E. To be an open and democratic forum for issues of concern to the neighborhood.

ARTICLE III - MEMBERSHIP

NWNA membership is open to all residents within the geographic boundaries.

ARTICLE IV - NWNA STRUCTURE

Structure: *Officers*

President: Maintain the NWNA official records; Moderate NWNA General Meetings; Receive and disseminate information on behalf of the NWNA. Be the official representative of the NWNA or appoint representation on their behalf. Provide an agenda for NWNA General Meetings to be included in the newsletter and posted on the website. Establish committees as needed. Appoint officers to vacant office positions, when needed.

Vice President: Assist the President in performing the duties of the president; Moderate meetings when the President is not able to. Gather and present LAPD crime statistics at each General Meeting or appoint an alternate to do so. Establish committees as needed.

Secretary: Take minutes of the General Meetings; Receive Committee minutes; Forward copies to other officers for review. Forward approved minutes to be posted on the website.

Treasurer: Maintain financial records; deposit and disperse funds (President will co-sign out-of-the-ordinary disbursements over an amount to be determined by the Budget Committee); Present the annual Treasurer's report. Forward a detailed copy of the annual report to be posted on the website.

Budget expenditures:

The Nwana "Budget" shall be divided into three sections: 1). Emergency Base, 2). Non-Discretionary Funds, 3). Discretionary Funds.

1. Emergency Base - The Emergency Base is an amount that should be considered untouchable unless an emergency need is agreed upon by a **75% vote at a general meeting**. The amount to be set aside in abeyance will be the larger of either \$3,000.00 or the sum of the two prior years Non-Discretionary Funds expenditures.
2. *Non-Discretionary Funds - These funds are dedicated to the essential needs of the Nwana, including:
 - a. Meeting room space for the monthly meeting: donation amount to St. Andrews Lutheran Church.
 - b. Website presence hosting fee
 - c. Monthly newsletter printing costs*Additional Non-Discretionary Funds may be added by a **75% vote at a general meeting**.
3. Discretionary Funds - These are expenditures that are decided on at an as-hoc basis with the approval of a **majority vote taken at a general meeting**.
 - * The Treasurer shall be responsible for budget records and monthly reports.
 - * The Budget Committee shall set guidelines for Discretionary Fund expenditures, a copy of which shall be included with the appendixes to the bylaws.

Block Captains

Block Captain Leader(s) (number to be determined) are volunteer positions: Maintain and disseminate an updated list of Block Captains and alternates with contact information. Oversee and check that newsletters are delivered in a timely fashion. The Block Captain Leader will propose at General Meetings, changes to the Block Captains as needed.

Block Captains and Alternates are volunteer positions: Collect dues; Distribute newsletters and flyers; liaison between their block and the NWNA. Block Captains do not have to live on the block where they serve. Priority will be given to residents of the street. Block Captains should make every effort to attend General Meetings.

ARTICLE V - ELECTION AND TERM OF OFFICERS

Election of Officers

Election of officers is to be held at the May General Meeting with votes cast by the NWNA members that are eighteen years or older on ballots provided. The term of office will be one year.

Election Procedures

Any Member that is eighteen years or older may be nominated to run for office.

ARTICLE VI - MEETINGS AND AGENDAS

General Meetings

All NWNA General Meetings are open to members and invited guests. The NWNA will set the meeting schedule for the following year at the May General Meeting.

The June General Meeting will be a special Annual Meeting to ratify officers elected in May, hear the Treasurer's annual report, and includes special guest speakers.

ARTICLE VII - DUES

Dues

Voluntary Dues, the amount to be determined annually, are collected by the Block Captains and submitted to the Treasurer. Voluntary Dues may also be mailed to the North Westdale Neighborhood Association at P.O. Box 642522, Los Angeles, CA 90064.

ARTICLE VIII - AMENDMENTS

Amendments

These By-Laws can be amended by a two-thirds vote of the Officers, Block Captains and Alternates with the ratification of a majority vote of the general NWNA membership. Notice of such a vote with copies of proposed changes to the bylaws should be disseminated to the NWNA membership in two Newsletters prior to the vote.

Appendix "A"
North Westdale Neighborhood Association (NWNA) Boundary Map



The geographic boundaries are defined as follows: The area bounded by the 405 freeway to the east, National Boulevard to the south, Centinela Avenue / Bundy Drive (Centinela Avenue North of Ocean Park Blvd. and Bundy Drive South of Ocean Park Blvd.) to the west, and the Santa Monica Freeway to the north.