

CHERRYWOOD/LEIMERT BLOCK CLUB BYLAWS  
(As amended on April 2015 through April 2016)

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**ARTICLE I**

NAME

- A. The Block club shall be known as the Cherrywood/Leimert Block Club.
- B. Membership services and activities of this club shall exist for the benefits of the residents of the Cherrywood/Leimert Block Club in the City of Los Angeles. The Club exists principally for the residents of the area from Crenshaw Blvd. going east to 2<sup>nd</sup> Ave and north to Exposition Blvd and south to Vernon Ave. It may be available for other residents of the immediate neighborhood by a majority plus one vote of the membership.

**ARTICLE II**

PRINCIPLES/POLICIES

- A. The Cherrywood/Leimert Block Club shall be nondiscriminatory, nonsectarian, and may be nonprofit.
- B. The officers, committee chairpersons and each member shall not use the influence of the office of the Cherrywood Leimert name for personal use or in any manner not conducive to the Cherrywood/Leimert club purposes.

**ARTICLE III**

PURPOSE

- A. The purpose of the Cherrywood/Leimert Block Club shall include, but not to be limited to the following pursuits:
  - 1. Maintaining a safe environment by gaining knowledge of community concerns and by acting on those concerns as required eliminating or minimizing negative issues, or promoting positive issues utilizing all resources at our disposal.
  - 2. Encouraging a beautiful environment by generating a feeling of pride of ownership among residents, and by participating in activities to help beautify our surroundings.
  - 3. Promoting goodwill and harmonious relationship by doing the following:
    - a. Reaching out to the greater Leimert Park area residents and encouraging them to join the club.

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- b. Extending an open hand to the sick, disabled and bereaved in our community.
- c. Networking with our public servants and agencies.
- d. Networking with other likeminded community organizations to address common concerns.
- e. Maintaining Neighborhood Watch
- 4. Providing a forum for discussion and resolution of complaints and grievances affecting individual residents, as well as for common concerns, that affect residents.
- 5. Encourage political awareness of issues which pose a significant impact on residents.

**ARTICLE IV**

**MEMBERSHIP and DUES**

- A. Membership shall be open to all adult residents (18 years or older) of the Leimert Park area as defined in Article 1-B. A member in “Good Standing” is one who is current in the payment of their block club dues. A “Certified Member” or “Certified Member in Good Standing,” is one who has been screened or reviewed to assure that the requirements of residency within the Block Club boundaries and are current with payment of dues.
- B. Club membership assumes the following requirements and conditions:
  - 1. Acceptance of the PURPOSES and adherence to the policies.
  - 2. Reasonable involvement in the Club functions and activities
  - 3. Timely payment of the dues
- C. Membership in the Block Club entitles residents to attend general and special meetings, raise issues, participate in discussions, and participate on committees. Subject to being a member in good standing, they may also hold office, vote on Block Club matters, vote in elections and attend social events.
- D. Person 12 to 17 years may attend meetings, raise issues, participate in discussions, serve on committees and attend social events. They may not vote or hold office. Persons aged less than 12 may participate in social events.
- E. Unless otherwise determined, each adult member will pay \$20 dues annually, which will entitle them to one vote. Dues will be due each January. For new members, payment of dues the last three months (October-December) of a year will count as payment for the year beginning the following January. Subject to Section F. (article IV), dues includes the cost of social events, more specifically, holiday and barbecue events including bringing one guest.

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- F. The amount of dues may be changes upon recommendation from the Executive Board and a majority plus one vote of the certified members at a noticed meeting subject to the conditions outlined in Article VII.
- G. Other fees to cover one time operational or social events cost may be assessed subject to the recommendation of the Executive Committee or an Event Coordinating committee and a majority plus one vote of the certified members at a noticed meeting subject to the conditions outlined in Article VII – Meetings.
- H. Membership shall commence with attendance at a regular Block Club meeting subject to satisfying all other membership requirements as outlined in Article IV.
- I. A “Member in good standing” is a resident of the area defined in Article I, B and is current in their dues.
- J. A “certified member” is a member determined to be in “good standing”.

**ARTICLE V**

OFFICERS DUTIES AND ELECTION PROCEDURES NON ELECTED OFFICERS

- A. Elected Officers
  - 1. The elected officers of the Cherrywood/ Leimert Block Club shall be President, Vice President, Communication Secretary, Recording Secretary, and Treasurer. The elected officers make up the Executive Board.
  - 2. The term of office shall be two years from election or until a successor is elected and takes office.
  - 3. Officers can serve a maximum of two consecutive terms in one elected position unless a 2/3 majority of the certified voting members attending a noticed meeting approved otherwise.
  - 4. A vacancy in any office except the President shall be filled by appointment by a two-thirds vote of the Executive Board and the appointee shall serve the remaining term. A vacancy in the office of the President shall be filled by the Vice President.
  - 5. An officer may be removed for cause by a 2/3 vote of the certified members present at a block club meeting in which notice has been given that officer removal is a possible decision. Causes for removal include the following:
    - Failure to attend block club meetings where failure is more than three unexcused absences.
    - Failure to perform the duties of the office as identified in the by-laws.
    - Actions deem unlawful

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A removal action for cause may be initiated by any member in good standing by submitting a written request to the President of the Block Club or other Executive Board member. The request must outline the reasons and factual support for the removal request. In the event the questioned officer is the President, the request will be submitted to the next highest ranking officer as follows: Vice President; Recording Secretary, Correspondence Secretary, Treasurer. The Executive Board (without the questioned officer(s)) will review the material and bring their findings and recommendations to the Block Club members for consideration. Any vacancy created as a result of this action will be filled according to the bylaws.

B. Duties of Elected Officers

The officers shall have the duties described below, as well as additional duties that may be assigned by the Executive Board, subject to the consent of the members.

1. President

- a. Shall preside at meetings, shall be Executive Official member of all committees and supervise/direct the business and activities of the club.
- b. Shall execute the wishes and act in the interest of the club as determined by vote of the members and by provisions of the Bylaws.
- c. Shall represent the interest of the Block Club to other clubs, association and other government bodies and may delegate this responsibility as needed.
- d. Shall approved agendas for all general and special meetings

2. Vice President

- a. Shall assist the President in all manners
- b. Shall perform the duties and assume the powers and responsibilities of the President during absences.
- c. Shall succeed the Office of the President if vacated.
- d. Shall prepare agendas for all general and special meetings.

3. Communication Secretary

- a. Shall keep records of attendance of club meeting utilizing sign-in sheets.
- b. Shall prepare, maintain and update the sign in sheets, roster and directory.
- c. Shall be responsible for printing and distributing the monthly agenda, and work with the President and Vice President on typing the monthly agenda.
- d. Shall take the place of Recording Secretary in the event of absence.

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4. Recording Secretary

- a. Shall prepare and maintain accurate and complete records of the meetings of the Block Club and Executive Board meetings.
- b. Shall receive and report on correspondence and shall assure its proper disposition.
- c. Shall draft and prepare correspondence and notice, as directed by the President or Executive Board.
- d. Shall make available the minutes of all meetings to any member in good standing upon request.
- e. Shall take the place of the Communication Secretary in the vent of absence.
- f. Shall establish and maintain the official records of the Block Club.

5. Treasurer

- a. Shall establish, within the City of Los Angeles, a checking account at a bank or savings and loan institution, approved by a two-thirds majority vote of the Executive Board, whereby a combination of any two signatures of the Executive Board shall be required for issuing a Cherrywood/Leimert Block Club check.
- b. Shall deposit all funds in a timely manner.
- c. Shall receive and record, in a simplified form of bookkeeping, all incoming funds.
- d. Shall disperse funds via check or cash subject to this Article V. Section 5, paragraph "g" below.
- e. Shall issue Block Club checks and cash only when there is a direct authorization to do so as documented in the official minutes of the club or Executive Board subject to Article VI, F.
- f. Shall submit a written or oral financial report at each regular meeting.
- g. The treasure will establish a Petty Cash account not to exceed \$100. All expenditures from the account must be documented. Expenditures may be made in cash or by check as appropriate. The Treasurer will report the status of the account at each scheduled Club meeting.

C. NON ELECTED OFFICERS

Cherrywood Leimert Block Club acknowledges that several Block Clubs exist within its boundaries and encourages these clubs to keep a liaison relationship with Cherrywood Leimert Block Club.

Non-elected officers are the Sergeant at Arms and committee head.

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1. Sergeant at Arms
  - a. Duties of the Sergeant of Arms shall consist of monitoring the time allotment on the agenda and calling time on agenda items as needed.
  - b. The Sergeant at Arms shall be appointed by the President.
2. Committees
  - a. Committee heads shall be appointed by the President unless otherwise noted in the bylaws.
  - b. The Cherrywood Leimert Block Club shall have the following Standing Committees:
    - i. Event Committee
    - ii. Sick and Shut In
    - iii. Website Committee
    - iv. Action Committee
    - v. Hospitality Committee
    - vi. Financial Review Committee (which will meet annually to review financial documents of the club as to their accuracy and correctness).

D. ELECTIONS

Organization and oversight of the election of officers will be accomplished through an election committee.

1. An Election Committee will be formed to conduct elections. The committee will be made up of members in good standing as proposed by the Executive Committee and approved by a majority of the certified members present at a noticed meeting. No member of the Election Committee may be related to or have a financial tie to an election candidate.
2. The duties of the Election Committee will include the following:
  - a. Between January and March, set a time, place and process for elections within the guidelines specified herein these bylaws.
  - b. Assure there are sufficient candidates in good standing for each office including accepting nominations from the floor at the election meeting.
  - c. Overseeing verification of candidate's qualifications and the presentation of their qualifications to the membership.
  - d. Oversee election balloting including distribution and counting of ballots and verification of voter eligibility
  - e. Arrange for installation of new officers

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- f. Assure that all aspects of the election are consistent with the bylaws and any written procedures the Election Committee may develop.
  - g. Oversee the resolution of protest. The committee may seek assistances of neutral parties to resolve conflicts.
3. The Election Committee will assure implementation of the following:
- a. Elections will be held every even numbered year at a meeting of the members in good standing subject to the Quorum requirements in Article VII.
  - b. At minimum of thirty days' notice will be given prior to holding an election meeting.
  - c. A candidates is deemed eligible when he/she:
    - i. Is an adult member in good standing
    - ii. Commits to a minimum of two year of officer service
    - iii. Has been a member for at least one year,
    - iv. Self nominates, or is nominated by another member in good standing, or is included in a slate of nominees proposed by the Election Committee
    - v. A nomination is complete if it includes a second by a member in good standing.
  - d. A candidate will have two minutes to present themselves to the membership at the Election meeting. The time may be adjusted by a majority vote of the Election Committee members as part of their election procedures. In the event there are uncontested seat(s) to be filled, the candidates(s) may be elected by voice acclamation rather than written ballot. The Election Committee must make the election procedure available to the membership no less than forty-five days prior to elections.
  - e. An eligible voter is an adult member who is current in payment of annual dues. For each payment of dues, one vote is allowed.
  - f. A candidate is deemed elected after receiving a majority of the votes cast by eligible voters at a meeting noticed for the purpose of officer elections and satisfying quorum requirements in Article VII.
  - g. In the event one or more candidates receive the same number of votes, the winner be determined by a revote.

## ARTICLE VI

### EXECUTIVE BOARD

- A. The Executive Board shall consist of all five elected officers of the Block Club as defined in Article V.

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- B. The Executive Board meetings shall be of a frequency as may be required to propose policy for club business which is to be voted upon by the membership.
- C. A 2/3 majority vote of the Executive Board members is necessary for passage of an issue before the Board.
- D. A quorum of three Board members is required for an official Executive Board meeting to conduct business.
- E. Executive Board meetings may be open or closed, subject to the majority 2/3 vote of the Executive Board members. The President may include Committee Chairperson in the executive Committee as he/she deems appropriate to the business at issue.
- F. By a 2/3 vote the Executive Committee may approve expenditure up to a maximum of \$100. Such expenditures must be reported to the membership at the next regularly scheduled meeting.

**ARTICLE VII**

MEETINGS

- A. In the conduct of its business, the Block Club will hold regular meetings and special meetings for business requiring the vote of all members such as elections and bylaws amendments. In addition ad hoc meetings may be called by a majority vote plus one of the Executive Board.
- B. Regular meetings shall be held once each calendar month, or may be necessary to conduct club business. There is no scheduled meeting in August. The meeting time and date shall be the third Saturday of every month (excluding August) at 10:00 AM, unless otherwise determined by the Executive Board.
- C. The place of each regular meeting, unless otherwise announced, shall be held in the Transfiguration Church Parish Hall, unless otherwise determined by the Executive Board.
- D. For the election meeting and for any Special meeting to amend the bylaws, all certified members will be noticed a minimum of 30 days prior to the meeting date. Unless otherwise noted herein, all other matter requiring a membership vote must be noticed at least 48 hours prior to the meeting. At any meeting the membership may vote to waive the 48 hours notice to vote on concerns brought to the clubs attention. Identification of an item on a meeting agenda that meets the distribution time frames in this section will be deemed sufficient notification.
- E. Quorum
  - 1. Any three elected officers, plus twenty five members in good standing shall constitute a quorum for issues affecting bylaws.



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2. Only the certified members in good standing will have the right to vote on issues before the Block Club. The right to vote includes initiating and seconding a motion as well as voting on a motion. At an appropriate point, all eligible members will be certified to vote by the Communication Secretary.
3. Unless otherwise noted herein, a majority plus one of those certified members in attendance at a noticed meeting is required for the passage of any issue.
- F. For the election meeting the President will open the meeting and preside over all general business. At the conclusion of the general business, the president will turn the meeting over to the chair of the Election committee, who will conduct the election consistent with Article V and the election procedures adopted by the Election Committee.
- G. Ad hoc committee meetings shall be conducted by rules established by the committee that are consistent with the bylaws. In the conduct of its business, the committee may suspend the use of Roberts Rules of Order by a majority vote of the committee membership plus one.
- H. Except for meetings of the Executive Board, or ad hoc committees, or as may be necessary, all meetings may be open to the general public.
- I. Unless otherwise noted in these bylaws, all meetings of the Cherrywood/Leimert Block Club shall adhere to the Roberts Rules of Order of operational guidelines. Where there is conflict, these Bylaws take precedence.

## ARTICLE IX

### AMENDMENTS

- A. The Articles contained herein shall be the BYLAWS OF THE CHERRYWOOD/LEIMERT BLOCK CLUB.
- B. Amendments of these Bylaws shall be made by a majority plus one vote of the eligible voters at a noticed meeting subject to Article VII.
- C. Members will be notified thirty days before a vote is taken for Amendment changes.

### 2016 Bylaws

Proposed bylaw amendments topics were placed on the Cherrywood Leimert Block Club March 2015 meeting agenda. Club membership was provided a list of proposed topics to amend the bylaws. At subsequent meetings the topics were discussed and consensus sought. Over a 12

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month period the following amendments were discussed and consensus was reached to amend the bylaws as written in this May 2016 document. Dates of discussion and consensus are noted below:

- i. Changes to the Cherrywood Leimert Block Club boundaries approved at the meeting of April 18, 2015.
- ii. Clarification of meanings of “member in good standing” and “certified member in good standing,” discussed and consensus reached at May 16, 2015 meeting.
- iii. Verification of membership status for voting and social events purposes discussed and consensus reached at May 16, 2015.
- iv. Increase in membership dues to \$20. Moved and approved to increase dues at the September 19, 2015 meeting. Vote 40 to 2.
- v. Limit the Officers terms to two years discussed and consensus reached at the April 18, 2015 meeting.
- vi. Providing new language to allow Officers removal discussed and consensus reached at the March 19, 2016 meeting.
- vii. Updated language on block club presidents and captains discussed and consensus reached at the March 19, 2016 meeting.
- viii. Committees- Discussion and motion to include Standing Committee in the bylaws at the March 19, 2016. Also there was consensus that there would be an annual review of the Block Clubs financial documents by a third party.
- ix. Consensus reached to clarify members of the Election Committee should not have ties to any of the candidates and that ties in the balloting would be decided by a revote and that the uncontested seats would be decided by acclamation. This was discussed at the March 19, 2016 meeting.
- x. The change from a “simple majority” to “majority plus one” was discussed and consensus reached at the April 2016 meeting.