



# **BYLAWS OF CITRUS HEIGHTS AREAS SEVEN, EIGHT & NINE (CHASEN)**

## **ARTICLE I NAME AND PURPOSE**

### **Section 1 NAME AND ORGANIZATION:**

The name of the Area shall be Citrus Heights Areas Seven, Eight & Nine, hereinafter referred to as "CHASEN."

### **Section 2 PURPOSE:**

The purposes for which CHASEN is organized are:

- a. To enhance the livability of the area by establishing and maintaining an open line of communication, providing education and liaison between the neighborhood, government agencies and other neighborhoods.
- b. To perform all the activities related to said purposes, to enjoy all the powers granted and engage in any lawful activities as allowed under California non-profit law that promotes the objectives of CHASEN.
- c. To be organized exclusively for educational and charitable purposes. CHASEN shall not engage in any activities or exercise any powers that are not in furtherance of its primary purposes.

### **Section 3 MEMBERSHIP:**

Every resident, property owner, and business owner within the CHASEN area boundaries who is over the age of 18 is eligible to be a member of CHASEN. Anyone who meets eligibility requirements may attend meetings and provide an email address to receive information and notifications relating to CHASEN.

**Section 4**

**VOTING:**

All eligible members 18 years of age and older shall have one vote each to be cast during attendance of any general or adhoc meeting.

**ARTICLE II FUNDING**

**Section 1**

**DUES:**

No dues will be required to be a member of CHASEN. This is a volunteer organization.

**Section 2**

**CONTRIBUTIONS:**

Voluntary contributions will only be accepted for a specific purpose. CHASEN operating costs are funded by the City of Citrus Heights.

**FUND RAISING:**

Raising funds for CHASEN may be held only for a specified activity, service project or event as approved by the Board.

**ARTICLE III MEMBERSHIP MEETINGS**

**Section 1**

**GENERAL MEETINGS:**

There shall be at least one general membership meeting held each calendar quarter on a day decided upon by the majority vote of the Board of Directors. Meetings will be posted one week in advance on the city website.

**Section 2**

**ANNUAL MEETING:**

Membership meeting in May shall be designated as the annual meeting. At this meeting:

- a. The President shall report on the state of CHASEN.
- b. The Treasurer shall give an annual financial report.
- c. Elections for members of the Board of Directors and Officers shall be held.

**Section 3**

**ADHOC MEETINGS:**

A specified meeting may be called by the President or by a majority of the Board of Directors. Notification and purpose of the adhoc meeting shall require 10 days advance written notice to all members and will be posted on the city website.



**Section 4**

**AGENDA:**

The president shall prepare the agenda for general and adhoc meetings. Any person may add an item to the agenda by submitting the item in writing to the Board of Directors prior to the meeting. Any member may make a motion to add an item to the agenda at the time of the meeting.

**Section 5**

**QUORUM:**

A quorum for any general or adhoc meetings of CHASEN shall be the number of members in attendance provided those members total no less than five.

**Section 6**

**PARTICIPATION:**

Any general, adhoc or committee meeting is open to any person who wishes to be heard. Members will be provided 3 minutes to speak. However only members are entitled to vote. All actions or recommendations of the general or specified meetings shall be communicated to all affected parties.

**ARTICLE IV BOARD OF DIRECTORS AND OFFICERS**

**Section 1**

**COMPOSITION OF THE BOARD:**

The Board of Directors, hereinafter referred to as "the Board," shall be composed of at least five members consisting of the President, Vice President, Secretary, Treasurer, a minimum of one Member at Large (also referred to as "Directors") and two optional at Large members.

**Section 2**

**QUORUM:**

A quorum shall consist of three members of the Board. Decisions will be made based upon a majority vote.

**Section 3**

**DUTIES OF THE BOARD:**

**a. MANAGEMENT:**

The Board shall manage the affairs of CHASEN between general meetings. The Board shall be accountable to the membership, shall seek the views of those affected by any proposed policies before adopting a recommendation on behalf of CHASEN and shall strictly comply with the provisions of these bylaws.

**b. PRIOR BOARD MEMBER AUTHORIZATIONS OR PRIVILEGES:**

Whether non-policy decisions made during prior years by the then Board of Directors are to be in effect during the current year shall be at the discretion of the current Board of Directors. Any Director who intends to exercise an authorization made or privilege granted during a prior year shall first obtain new approval by the current Board of Directors.

**c. VACANCIES:**

The Board may fill any vacancies on the Board, among officers or on a committee, by a quorum vote. A member appointed to fill a vacancy shall serve the remainder of the unexpired term.

**d. BOARD MEETINGS:**

Notification of Board meetings must be to members of the Board in email or by telephone at least three days before such meetings are held. Board members may call a Board meeting or adhoc meetings for members at Large by petitions signed by at least three Board members.

**Section 4**

**DUTIES OF THE OFFICERS:**

- a. **President:** The president shall serve as Chairman of the Board of Directors, prepare the agenda and preside at all meetings of the Board and membership and appoint chairs of committees with majority approval of the Board.
- b. **Vice President:** The Vice President shall assist the President, preside at meetings, and perform the duties of the President in absence of the President and serve as CHASEN's government liaison and representative on issues that may impact the neighborhood.
- c. **Secretary:** The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings, shall be responsible for all CHASEN correspondence and make all such records available for any proper purpose within a reasonable time.



- d. **Treasurer:** The Treasurer shall be held accountable for all funds and shall give an accounting at each Board meeting and authorize deposits and expenditures to the CHASEN account. However, disbursements shall require the signature of one other Board member. Donations made to CHASEN for a specific purpose must be reported to REACH the month it is received.
- e. **Director(s)-at-Large:** Directors at Large will have various roles as needed to accomplish Board business. Each Director may individually, or by committee, accomplish tasks that utilize their specific expertise or interest. Directors-at-Large shall have the same rights and responsibilities as other Board members for the greater good of the community. Maximum number of at-Large members will be three.

## **ARTICLE V COMMITTEES**

### **Section 1**

#### **STANDING COMMITTEES:**

Standing committees can be established as needed. The Chairman of each committee shall be appointed by the President with the concurrence of the Board of Directors and may be dismissed with just cause by the President of the Board.

### **Section 2**

#### **ADHOC COMMITTEES:**

The President shall establish committees, with the agreement of the Board, as needed. The Chairman of the committee will be appointed by the President with the concurrence of the Board and may be dismissed with just cause by the President of the Board.

## **ARTICLE VI ELECTION OF OFFICERS AND BOARD MEMBERS**

### **Section 1**

#### **ELIGIBILITY:**

Anyone eligible to be a member shall be qualified to hold an elected position. The exception is, in order to be nominated for the office of President, the nominee must currently be serving as a Board of Director member.

### **Section 2**

#### **TERM:**

Officers and other Board members shall be elected to serve two years. Terms for the role of President and Vice President will be limited to two consecutive terms.

**Section 3**

**NUMBERING OF SEATS:**

The Board seats shall be numbered from one to seven, and these number designations shall remain and determine year of election. Even numbered seats will be elected in even numbered years and odd numbered seats will be elected in odd numbered years.

**Section 4**

**METHOD OF ELECTION:**

Elections shall be held at the annual meeting in May. Candidates shall be nominated from the floor. If two candidates are nominated, election requires a majority vote of the membership present, provided at least seven members are in attendance. If more than two candidates are nominated, a plurality of the vote will be sufficient.

**Section 5**

**IMPEACHMENT:**

Any holder of an elected office may be removed and replaced by a two-thirds vote of a general or adhoc meeting of the membership from a quorum of nine members.

**ARTICLE VII GRIEVANCE PROCEDURES**

**Section 1**

**PERSON OR GROUP ADVERSELY AFFECTED:**

A person or group, adversely affected by a decision or policy of CHASEN may submit in writing a complaint to any member of the Board.

**Section 2**

**RECEIPT OF COMPLAINT:**

Within seven days of receipt of a complaint, the Board shall arrange with the petitioner a mutually acceptable place and time for a review of the complaint, and within 30 days, issue a written recommendation for a resolution.

**Section 3**

**FINAL RESOLUTION:**

If the Board and petitioner cannot reach an agreement, final resolution of the complaint shall be by the vote of a majority of the membership at a general meeting.



## **ARTICLE VIII**

### **PROCEDURE FOR CONSIDERATION OR PROPOSALS**

#### **Section 1**

#### **EXECUTION:**

The Board shall be responsible for execution of this article.

#### **Section 2**

#### **SUBMISSION OF PROPOSALS:**

Any person or group, inside or outside the boundaries of CHASEN and any City Agency, may propose in writing items for consideration and/or recommendation to the Board. The Board shall decide whether proposed items will appear on the agenda of the Board, standing or special committees, general or adhoc meetings.

#### **Section 3**

#### **NOTIFICATION:**

The proponent and members directly affected by such proposals shall be given advance written notification of at least seven days as to the place and time the proposal will be reviewed.

#### **Section 4**

#### **ATTENDANCE:**

The proponent may attend this meeting to make presentations and answer questions concerning the proposal.

#### **Section 5**

#### **DISSEMINATION:**

CHASEN shall submit recommendations and dissenting views as recorded from the meeting to the proponent and appropriate parties.

## **ARTICLE IX ADOPTION AND AMENDMENT OF THE BYLAWS**

#### **Section 1**

#### **ADOPTION OF THE BYLAWS:**

Adoption of these bylaws shall require a two-thirds vote of the members present at a general meeting, provided there are at least seven members in attendance.

#### **Section 2**

#### **AMENDMENT OF THE BYLAWS:**

Amendments to the bylaws shall be made at any general or special meetings after the members who have provided their contact information have been notified of all proposed amendments. Adoption of amendments shall require two-thirds vote of the members present at the meeting.

## **ARTICLE X BOUNDARIES:**

The boundaries of CHASEN shall be defined as follows: Beginning at Sunrise Boulevard to the west, the Placer County Line to the north, the Citrus Heights City boundaries to the east, and Greenback Lane to the south.

The boundary of CHASEN is further clarified to run along the center line of all right-of-way's defining its perimeter.

## **ARTICLE XI DISSOLUTION**

In case of the Area going dark or inactive, funds will be held by REACH as a separate asset which will be returned when the Area is reactivated.




## RATIFICATION OF BYLAWS:

The following members of the Board of Directors affirmed that the bylaws were revised by a majority vote at the general meeting on June 20, 2023; Kathy Morris, William Shirley, DeAun Deckwa, Diane Louise, Dave Seim.


The following members of the Board of Directors affirm these bylaws of Citrus Heights Areas, Seven, Eight & Nine (CHASEN) were revised by a vote at meeting August 29, 2023.

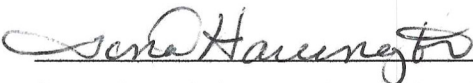
We, the Board of Directors, do hereby pledge to pursue the stated objectives, uphold these bylaws and affirm the revisions included herein were adopted by a vote at the General Meeting held on Feb 20, 2024.

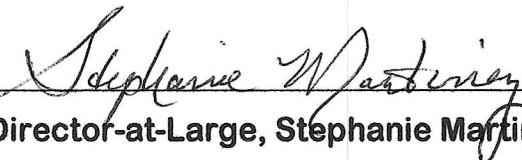
  
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President, William Shirley

  
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Vice President, Dave Seim

  
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Secretary, Kathy Milton

  
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Treasurer, Diane Louise

  
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Director-at-Large, Tina Harrington

  
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Director-at-Large, Stephanie Martinez

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Director-at-Large, Vacant