

**Racquet Club Estates Neighborhood Organization – Bylaws**  
(As Amended and Adopted on April 26, 2008)

**Article I. Name:**

The name of the organization shall be the Racquet Club Estates Neighborhood Organization (RCENO).

**Article II. Principal Office:**

The principal office of the organization shall be the residence of the acting Communications Coordinator of the organization, or a USPO Box, to be determined by the Board of Advisors (BOA).

**Article III. Purpose:**

The RCENO is a group of neighbors organized to address a range of issues for the purpose of maintaining and improving the quality of life by encouraging neighborhood identity and facilitating communication with the City of Palm Springs.

**Article IV. Neighborhood Boundaries:** The RCENO is comprised of the areas bounded on the North by San Rafael between Sunnyview and Starr; on the South by Louise between Via Miraleste and Roberto; on the east by Aurora between Francis and Racquet Club Road; on the West by Sunnyview between Molino and Francis. Please refer to the attached map for details.

**Article V. Membership:**

**Section 1)** All residents within the neighborhood boundaries are eligible for membership. However, each property (APN) is only eligible for a single membership vote. If property is tenant-occupied, property owner and tenant shall determine who will vote.

**Section 2)** To be a voting member in good standing of the RCENO payment of annual dues and a completed membership application is required.

**Section 3)** Members in good standing may vote at the annual RCENO general membership meeting.

**Section 4)** Members in good standing are entitled to hold positions on the RCENO Board of Advisors.

**Section 5)** Communication to property owners, or their designee, within the area defined in Article IV will be done either through a monthly newsletter, e-mail, mail, phone, hand-delivery or personal contact.

**Article VI. Dues:**

The BOA shall determine annual membership dues. Dues shall be payable before the beginning of the RCENO fiscal year (July 1 – June 30). Dues must be received in order to attend and vote at the general membership meeting.

**Article VII. Board of Advisors (BOA):**

**Section 1)** The management of all affairs of the RCENO shall be vested in the BOA, who shall have complete discretion in determining all expenditures in order to carry out the purpose of the organization.

**Section 2)** Nine members shall comprise the BOA. All decisions will be arrived upon by a single majority vote of the BOA.

**Section 3)** Any member in good standing is eligible to be elected to the BOA for a 2-year term.

**Section 4)** There shall be no term limit for Board Members.

**Section 5)** A Formation Committee of nine property owners (or designees) will serve as the BOA for the first year.

**Section 6)** Elections will take place for BOA members at the next annual RCENO General Membership meeting and every 2 years thereafter.

**Section 7)** Five BOA members at a board meeting shall constitute a quorum.

**Section 8)** No compensation of any kind will be paid to BOA members.

**Section 9)** The BOA shall meet at least 3 times each year including the annual RCENO General Membership meeting.

**Section 10)** A majority of BOA members must approve any expenditure over \$150.

**Section 11)** The BOA shall determine the annual membership dues for the upcoming fiscal year prior to the end of the current fiscal year and notify the Membership.

### **Article VIII. Officers:**

**Section 1)** The BOA shall elect Officers within 30 days of the annual RCENO General Membership meeting.

**Section 2)** The Officers are – General Coordinator, Deputy Coordinator, Communications Coordinator, and Finance Coordinator.

**Section 3)** Each Officer shall serve a 1-year term with no term limits.

**Section 4)** The General Coordinator's duties are to preside over the General Membership meeting and all BOA meetings, to assure the Bylaws are enforced, to have signatory authority with the Finance Coordinator, to initiate payments and reimbursements for organizational expenses, as approved by the Officers, to have authority to initiate any expenditure for amounts under \$150, to prepare an annual report on the status of the RCENO, to prepare an annual budget with the Finance Coordinator, to oversee the planning and scheduling of all BOA and General Membership meetings, to act as the alternate representative for the RCENO on the City of Palm Springs Office of Neighborhood Involvement Committee.

**Section 5)** The Deputy Coordinator's duties are to act as the General Coordinator during any absence of the General Coordinator, to assist the General Coordinator in the execution of the General Coordinator's duties, and to represent the RCENO on the City of Palm Springs Office of Neighborhood Involvement Committee meetings.

**Section 6)** The Communications Coordinator's duties are to record the minutes of all BOA and General Membership meetings, to transmit said minutes to all appropriate parties, and make them available to members upon request, to maintain sign-in sheets for all General Membership meetings, to prepare official correspondence, to notify the general membership of the annual meeting at least 14 days in advance, and to notify the BOA of meeting times/location as determined by the General Coordinator at least 7 days in advance.

**Section 7)** The Finance Coordinator's duties are to receive and deposit monies, pay all approved expenses, maintain bank records and make such records available to the General Coordinator and Deputy Coordinator, maintain and make available a detailed current financial statement to the BOA and a detailed fiscal year-end financial statement for the annual General Membership meeting, to assist the General Coordinator in the preparation of an annual budget, collect dues and maintain a list of all members in good standing.

### **Article IX. Meetings:**

**Section 1)** There shall be a General Membership meeting at a time and place designated by the BOA at least once per year.

**Section 2)** The BOA may call additional General Membership meetings as deemed necessary.

**Section 3)** Notification of the date, place and time of any General Membership meetings shall be given at least 14 days in advance either by a mailed, emailed or hand-delivered notice to each member in good standing and to all eligible members residing within the neighborhood's boundaries. The Communications Director will maintain a sign-in sheet for each General Membership meeting.

**Section 4)** All meetings will be open to the public, and will permit, to the extent feasible, every person eligible for membership to participate in the conduct of business, deliberation and decision-making.

### **Article X. Committees:**

The BOA will endeavor to form committees that reflect the concerns, needs and interests of the members.

### **Article XI. Amendments:**

These Bylaws may be altered, amended, replaced or repealed by a majority vote of members in good standing at the annual General Membership meeting. Any proposed change in the Bylaws must be submitted in writing to the Communications Coordinator at least 30 days prior to the annual membership meeting.