



Winchester Orchard Neighborhood Association

CONSTITUTION

Adopted: 12/03/2013

Article I Name

The name of the Association shall be the Winchester Orchard Neighborhood Association (WONA), also referred to as the Association. Our mail address is P.O. Box 10674 San Jose CA 95157. Our website is <WinchesterOrchard.org>.

Article II Purpose

The purpose of the Association is:

1. To stimulate and encourage good citizenship.
2. To promote better physical conditions in the community.
3. To foster community spirit.
4. To promote and protect the collective interests of the residents and property owners of the community.
5. To assist the community in obtaining information, services, and improvements from the City of San Jose, Santa Clara County and State of California.
6. To represent the community in relations with the City of San Jose, Santa Clara County and State of California governments.

Article III Membership

All residents and residential property owners in the area bounded by Winchester Avenue on the east, San Tomas Expressway on the west, Stevens Creek Boulevard on the north, and Interstate 280 on the south are eligible for regular membership. Businesses, associations, and corporations in the same area are eligible to be associate members. Additional requirements for membership shall be defined in the By-Laws.

Article IV Officers

There shall be the following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Communications Officer

The Immediate Past president may also serve as an officer with voice and without vote unless there is a need to break a tie vote. The election & duties of the officers shall be defined in the By-Laws

Article V Committees

There shall be standing committees to carry out the business of the Association between general meetings: The names and duties of committees shall be defined in the By-Laws

The president with the approval of the executive committee may appoint special committees. The duties of the committees shall be defined in the By-Laws.

Article VI Meetings

As a minimum, the Association shall meet annually to elect officers and transact business as defined in the By-Laws.

Article VII Amendments

The Constitution may be amended by two-thirds vote of the regular members present at an Association regular meeting, provided there is a quorum (25% of the donating general members). Proposed amendments to this Constitution shall be presented at one Association regular meeting and voted on during the following Association general meeting.

END

Winchester Orchard Neighborhood Association

BY-LAWS

Adopted: 01/28/2014

Rev: 01/23/2015

Section 1. Membership . A regular member is any resident or property owner within the boundaries of WONA that has joined the membership roster. Contributions to the Association, both cash and services, are encouraged but are not required. The suggested contribution is \$10 per person or \$20 per household. The membership roster shall be used in determining a quorum at general meetings where business is to be transacted. The treasurer and communications officer shall be responsible for maintenance and security of the membership roster. An associate member is (reserved)

Section 2. Election & Terms of Officers

The term of office for elected officers shall be one year, and elections will take place at the January meeting. WONA Standing Rule #1 (5/27/14) provides election guidelines. If a board member steps down at any time, the board may or may not choose to appoint a WONA member to complete the term. If there is a lack of candidates for officer positions, the board may or may not choose to appoint a WONA member to fill the vacancy.

Section 3. Duties and Responsibilities of Officers:

1. **President:** The president shall schedule and preside at executive committee, WONA board, and Association meetings, set and distribute agendas, and appoint chairpersons of all WONA committees subject to concurrence by the executive committee. The president shall be an ex-officio member of WONA standing and special committees. The president may represent WONA by forming committees or convening with other stakeholders, subject to concurrence by the executive committee. The president shall review and approve official communications within WONA and from WONA to external individuals and organizations (e.g., the press, UNSCC, WNAC, city, state). Other duties include liaison with city agencies, other neighborhood associations, and the media
2. **Immediate Past President.** The immediate past president shall serve as a mentor and advisor to the officers through historical knowledge of the Association.
3. **Vice President:** In the absence of the president, the vice president shall perform the duties of the president. The vice president shall be the parliamentarian, and propose internal and external communications to the president. The vice president shall perform other duties as assigned by the president (e.g., assist in the review of communications with WONA membership, external individuals and organizations; assist block representatives committee chair).
4. **Secretary:** The secretary shall record the proceedings of meetings of the Association, WONA board, and the executive committee, be custodian of the Constitution and By-Laws (incorporate therein all duly adopted amendments) and keep a roll of officers and committees. The secretary shall keep the Association library of state, county & city documents and plans. At the expiration of the term of office, the secretary shall turn over to the successor books, documents,

records and other property belonging to the Association.

5. Treasurer: The treasurer shall receive and deposit all donations for the Association and be responsible for the disbursement of the funds upon authorization of the Association or a budget authorized by the executive committee. The treasurer shall monitor the WONA P.O. box and make a financial report at each meeting of the executive committee, WONA board and the Association. The treasurer shall produce documentation upon request for use in budgets & audits. At the expiration of the term of office, the treasurer shall turn over to the successor monies, funds, books, records, and other properties belonging to the Association.
6. Communications Officer. The communications officer shall maintain the membership roster. The communications officer shall establish, maintain and train members on the use of communications systems, support news releases, newsletters, and other forms of communications between the officers and Association members. The communications officer shall be an ex-officio member of standing committees. At the expiration of the term of office, the communications officer shall turn over to the successor all account information for websites and social media, including passwords.

Section 4: WONA Board, Standing Committees, Liaison Members and Their Responsibilities:

1. WONA Board: The WONA Board shall consist of the officers and the chairs of the standing committees and liaison members. The WONA board or a representative thereof will act for and represent WONA to the membership and outside bodies.
2. Executive Committee: The executive committee shall consist of the elected officers of the Association. It shall be the duty of the executive committee to formulate programs and to conduct the financial and business affairs for the benefit of the Association, including an annual operating budget. The executive committee will listen to and resolve disputes within committees and have the authority to discipline Association members who do not support the purpose of the WONA Constitution, including expulsion as a last resort, in accordance with Robert's Rules of Order (Revised).
3. Winchester Ranch Senior Homeowners Association Liaison: This liaison member shall represent WONA to the Winchester Ranch Mobile Homeowners Association (WRSHOA) and shall be responsible for alerting WONA to any actions being taken by WRSHOA or action needed from WONA by WRSHOA, especially with respect to city activities related to zoning.
4. Block Representatives: The block representatives chairperson shall ensure that Block Representatives meet all persons eligible to become regular or associate WONA members within their assigned block, familiarize residents with WONA, get their input about what is important to them, enlist their help in organizing the block, encourage and assist residents to register to vote if they are not already registered, prepare and maintain a block directory containing names, addresses, home/work telephone numbers that is distributed to all residents in the block with their permission, and participate in periodic meetings of the committee consisting of all Block Representatives in WONA.
5. Traffic & Transportation Liaison: This liaison member shall monitor city and regional issues that may impact WONA and shall be responsible for alerting WONA to any actions being taken that may require WONA involvement.

Chairpersons of standing committees and liaison members may appoint a committee associate or assistant to represent them at WONA board meetings, such person having voice without vote.

Section 5. Meetings:

A general meeting of the Association shall be held in January of each year and as called by the WONA board or executive committee. If business is to be transacted, a quorum shall be 15% of the regular members of record during the previous 12 months. WONA Standing Rule #2 (8/11/14) provides for appointment and duties of a sergeant at arms to preserve safety, security and common courtesy at meetings.

Special meetings may be called at the request of the executive committee, WONA board, or by signed request of five members of the Association, with the same quorum requirement as a general meeting.

For WONA board and standing committee meetings, a quorum consists of 50% of the members of that committee. Committee chairs shall provide copies of meeting minutes to the president and secretary for information. In the absence of a quorum, a meeting may be continued, although no business shall be transacted.

For Special Committees appointed from time to time both within and external to WONA, the board shall approve the names of WONA representatives, the extent of their duties and reporting requirements, including the term of their service.

A simple majority of votes is required.

Section 6. Amendment of By-Laws:

Amendment of the By-Laws may be made at any meeting or electronic media polling of the executive committee. A simple majority of votes is required.

Section 7. Parliamentary Procedure:

Robert's Rules of Order (Revised) shall be the parliamentary guide and shall govern proceedings of the Association when not in conflict with specific provisions and rules set forth in the Constitution and By-Laws.

END