

NEIGHBORS UNITED FOR FULLERTON
A Political Action Committee
Registered with the City of Fullerton and the State of California

Bylaws UPDATED JULY 12, 2015

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be Neighbors United For Fullerton (hereafter “NUFF”).

Section 2: Mission Statement

NUFF is a non-partisan group committed to maintaining and enhancing the quality of life in Fullerton through political action.

Section 3: Goals

- A. Support local candidates for public office who are thoughtful, informed and dedicated to the enhancement of Fullerton.
- B. Create political strength through association as a group.
- C. Monitor local political decision-making.
- D. Encourage more citizens to become politically active.
- E. Foster diversity and involve young people in the political process.
- F. Raise funds to support these efforts.

Article II: Membership

Section 1: Eligibility

Membership is open to any and all individuals without regard to political party affiliation.

Section 2: Standing

A member in good standing is one who has paid his/her dues for the current year.

Section 3: Dues

The annual dues are payable in July of each year.

Section 4: Privacy

To protect our members’ privacy, NUFF does not share the membership list.

Section 5: Removal of Member

Membership may be revoked for a violation of the NUFF Bylaws, principles, or purposes according to the following procedure:

- A. The Board shall hold a special closed hearing at which the member and supporting witnesses may be present. There shall be a quorum of the Board present at the special closed hearing.
- B. The member shall be informed of the proposed action thirty (30) days before the special closed hearing.
- C. The question shall be decided by a majority vote of the Board present at the special closed hearing.

Article III: Executive Board

Section 1: Number of Board Members

NUFF shall have an Executive Board (hereinafter “Board”) consisting of four elected officers and three to eight at-large members. Board members shall be members in good standing.

Section 2: Officers and Duties

The officers of NUFF shall be:

A. Chairperson

- i. Presides over the meetings of the general membership and the Board.
- ii. Represents NUFF with other groups and organizations.
- iii. Carries out the official activities and purposes of NUFF.
- iv. Signs correspondence.
- v. May be an ex-officio member of all committees.

B. Vice Chairperson

- i. Assists the Chair.
- ii. Presides in the Chair’s absence.

C. Recording Secretary

- i. Keeps minutes of Board and general membership meetings and provides the minutes to the Board and to the general membership upon request.
- ii. Keeps copies of all reports filed.

D. Treasurer

- i. Receives and disburses all funds as appropriate and files financial reports as required by the State of California Fair Political Practices Commission (FPPC); submits copies to the Recording Secretary at the time of filing.

- ii. Submits a Treasurer's report at each Board meeting and provides report to general membership upon request.
- iii. Maintains the list of members in good standing as well as guests and potential members and provides this to Board members whenever it changes
- iv. Reports to the Board the status of NUFF membership.

Section 3: Terms of Office

The officers shall be elected at the annual membership meeting of odd-numbered years, and shall serve for two years. No term limits shall be imposed such that a member willingly and capably completes his/her duties.

Section 4: Board Members At Large

Elected officers shall appoint additional members to the Board who shall serve until the next election of officers and may be reappointed.

Section 5: Vacancies

In the case that a vacancy should arise on the Board, the position shall be filled by appointment of the Board.

Section 6: Removal of Board Member

A Board member may be removed for not attending three (3) consecutive Board meetings or a total of five (5) Board meetings in the course of one (1) year, or for not performing his/her duties.

- A. The Board member shall be informed of the proposed action thirty (30) days before a special closed hearing of the Board, at which a quorum of the Board shall be present.
- B. The Board member may be present at the special closed hearing.
- C. The question shall be decided by a majority vote of the Board present at the special closed hearing.

Section 7: Committees

The Board may establish any committees deemed necessary to promote the goals of the organization. The Board may appoint members in good standing to chair or participate in such committees.

Article IV: Meetings

Section 1: Board Meetings

- A. Regular Board meetings shall be held monthly or bimonthly on days established by the Board.
- B. A quorum shall consist of a simple majority of sitting Board members.
- C. Board meetings shall be open to the general membership unless a special closed session has been called ten (10) days prior to such meeting.

D. Voting at Board meetings is only open to Board members in good standing.

Section 2: General Meetings

A. NUFF shall hold a general membership meeting at least once a year.

B. Twenty-five percent (25%) of the general membership shall constitute a quorum.

Section 3: Special Meetings

Special meetings may be called by the Board or by request of one-third of the membership. The purpose of the special meeting shall be stated in the call and, except in cases of emergency, ten (10) days' notice shall be given.

Section 4: Action by Written Consent without Meeting

A. Any action required or permitted to be taken by the Board may be taken without a meeting, if a majority of members of the Board shall consent in writing to such action. Such written consent or consents shall be filed as the minutes of the proceedings. Such action shall have the same force and effect as the majority vote of the Board.

B. Any action required or permitted to be taken by the general membership may be taken without a meeting if a majority of the members shall consent in writing to such action. Such written consent or consents shall be filed as the minutes of the proceedings. Such action by written consent shall have the same force and effect as the majority vote of the general membership.

Section 5: Membership Override

Any action taken by the Board may be rescinded by a two-thirds vote of the membership.

Section 6: Quorum

A. Twenty-five percent (25%) of the total membership shall constitute a quorum for articles and issues requiring general membership participation.

B. A simple majority of the Board will constitute a quorum for articles and issues requiring Board participation.

C. If a quorum is present at a general meeting the affirmative vote of two-thirds of the members present is required unless otherwise stated.

Article V: Elections

Section 1: Nominating Committee

The Nominating Committee shall consist of three (3) persons selected no later than April during odd-numbered years.

A. The Board shall select the Nominating Committee Chairperson.

B. A second member of the Nominating Committee shall be selected from the general membership.

C. A third member of the Nominating Committee shall be selected by the two (2) members specified above.

Section 2: Officer Eligibility

A nominee for elected office must have been a member for three (3) months leading up to the election.

Section 3: Preliminary Notification

The Nominating Committee Chairperson shall make a preliminary report on nominations to the Board and the general membership. This includes a list of members who have agreed to serve as Board officers if elected. Nominations shall also be open from the floor.

Section 4: Election Notification

A notice of election and a list of all nominees shall be published (email blast, website) one (1) month prior to the general membership meeting at which the election shall be held in odd-numbered years.

Section 5: Election

The election shall be held at the annual membership meeting in odd-numbered years.

Section 6: Voting

Voting shall be by members only and proxy voting shall not be valid. Voting shall be by open ballot for contested offices. If only one candidate is nominated for an office, the election may be accomplished by a motion for election by acclamation. Oversight of ballot counting is open to any and all members.

Section 7: Installation

At the completion and verification of the election process, the names of the successful candidates for each office shall be announced by the Nominating Committee Chairperson. The elected officers shall assume their duties at the conclusion of the annual membership meeting.

Article VI: Finance

Section 1: Expenditures

- A. The Board shall approve any and all expenditures of the organization.
- B. The Board must present any recommended expenditure of more than \$1000 to the general membership for their approval.
- C. Appropriations and bills shall be presented to the Treasurer for payment. The Treasurer and Chair shall sign all checks.

Section 2: Collection and Disbursements

- A. Funds may be collected and expended by NUFF only as approved by the Board or general membership.

B. The amount of annual dues shall be established by the Board.

Section 3: Compliance

All funds collected or disbursed must comply with all applicable laws and regulations.

Article VII: Endorsements

Section 1: Candidates

NUFF may support candidates in non-partisan primary, general, or special elections who represent the goals and objectives of NUFF. Support for such candidates may be formal endorsement, monetary support, and/or physical support.

Section 2: Single Issues

NUFF may support or oppose nonpartisan local issues upon recommendation of the Board and approval of a majority of members present at a special meeting.

Section 3: Endorsement Process

NUFF endorsements shall be voted on by the general membership at the Candidate Open House. Voting shall be by open ballot, with oversight from the Board.

Article VIII: Governance

Section 1: Amendments

A two-thirds majority of the Board may propose amendments to the Bylaws, and members may propose Bylaws amendments to the Board. Proposed amendments shall be submitted in writing to the membership no less than one (1) month prior to the general membership meeting. The Bylaws shall be amended by a majority of members present at a general meeting.

Section 2: Provisions

Whenever questions of procedure arise that are not specifically covered by the Bylaws, Robert's Rules of Order shall govern. Where there is no provision stated herein, or provided by Robert's Rules, the discretion of the Board shall be the prevailing authority.