

**BYLAWS OF COLLEGE AREA COMMUNITY COUNCIL
(As Amended February 22, 2023)**

**ARTICLE I
NAME**

The name of this organization is COLLEGE AREA COMMUNITY COUNCIL, hereinafter referred to as CACC.

**ARTICLE II
MISSION STATEMENT**

The mission of the CACC is to provide a forum to discuss and address community issues, provide a conduit for communication with the city, and provide an opportunity for neighborhood problem-solving and planning for the College Area as defined by the area bounded by Mills Road on the west, Hill Road on the east, city limits in the Hillsides on the north, and the 126 Freeway on the south. Residents who became members under the 2018 expanded boundaries may opt to continue as members of CACC.

**ARTICLE III
MEMBERS, VOLUNTEERS, DUES**

3.1 MEMBERS: Membership is based upon being age 18 or older, a resident of the College Area or an owner, operator or representative of a business, school or church within the College Area, and active participation in the CACC. All members who are not Officers comprise the CACC general membership.

3.2 MEETING ATTENDANCE: For in-person meetings, it is the responsibility of meeting attendees to sign the attendance sheet available at each meeting of the CACC to establish their attendance record to qualify as a Formal voting member. For online meetings attendees have no responsibility for recording their attendance other than being clearly identified by their online participant name.

3.3 VOLUNTEERS: Any solicitation of members for committees, events or activities will be on a solely volunteer basis.

3.4 DUES: Dues may be suggested by the CACC Executive Committee to support ongoing operational costs and activities. Payment of dues is not required for community members to attend public meetings or events.

**ARTICLE IV
OFFICERS**

4.1 OFFICERS: The CACC shall have four (4) Officers: Chair, Vice-chair, Secretary, Treasurer.

4.2 OFFICER QUALIFICATIONS: All Officers on the CACC Executive Committee must be members. No Officer or CACC Executive Committee member shall be an elected local government official or senior staff at the City of Ventura.

4.4 CHAIR: The Chair shall be the public face of CACC and shall communicate directly with the city, county or any other official entity on behalf of CACC. The Chair shall preside over all meetings of the general membership and Executive Committee, and shall manage the operations of the CACC. As presider of the general meetings the Chair shall solicit for and then facilitate the various activities and projects approved by the membership.

4.5 VICE-CHAIR: The Vice-chair shall preside at meetings of the CACC in the absence of the Chair or when asked to do so by the Chair, and under such circumstances shall have the same powers and duties as the Chair. The Vice-chair, or if absent a member appointed by an Officer, shall be responsible for validating votes cast to determine voter qualifications and presence of a quorum.

4.6 SECRETARY: The Secretary shall record all actions and votes which will be used in compiling Minutes of the proceedings. The Secretary shall distribute the Minutes via email, or other reasonable method, to any members who have provided their contact information for this purpose. If the Secretary is absent from a meeting, a member shall be appointed by the Chair to record the minutes of a CACC meeting. The Secretary shall be responsible for maintaining meeting attendance records, for generating official statements and correspondence approved by the CACC membership, and for retaining all official records of CACC proceedings to pass on to a future Secretary or other Officer.

4.7 TREASURER: The Treasurer shall be responsible for maintaining CACC accounts, paying invoices for contracted goods and services, obtaining necessary permits or permissions, reimbursing volunteers for approved expenditures, monitoring the CACC bank account(s), reporting banking activity to the Executive Committee and General Membership and submitting legally required reporting by 501(c)(3) organizations to the IRS and State of California.

ARTICLE V LEADERSHIP

5.1 SPECIFIC POWERS: The Chair shall have the authority to call a meeting and to change the date, place and time of the CACC general meetings.

5.2 EXECUTIVE COMMITTEE: The Executive Committee will consist of the Officers and the Chairs of any existing Standing Committees. The Executive Committee is responsible for guiding the direction and policies of CACC, and insuring that the actions of the council are in line with the Mission Statement of ARTICLE II.

5.3 TERM OF OFFICE; ASSUMPTION OF OFFICE:

(a) Officers shall serve for a term of office of one (1) year or until resignation or removal. There shall be no limits on how many terms or consecutive terms a person may serve as an Officer.

(b) Candidates for these offices shall have attended a minimum of three (3) of the prior six (6) general meetings of the CACC. Officers shall be nominated by simple vote, and be elected by a Formal vote normally held at the Annual April meeting.

(c) Newly elected Officers will assume office at the end of the election meeting.

5.4 RESIGNATION: Any Officer's or Executive Committee member's resignation shall be effective upon declaration of candidacy for local elected office. Other resignations shall be effective upon giving written notice to another CACC Officer, unless the notice specifies a later time for the effectiveness of such resignation. Any vacancy created by a resignation shall be filled under the provisions in section 5.6.

5.5 REMOVAL OF OFFICER: Officers and Executive Committee members are subject to recall. A recall vote may be requested by a formal, majority vote of either the membership or the Executive Committee and written notification given at least one week prior to the next meeting. A formal, majority vote of the membership in attendance will be required for recall.

5.6 VACANCIES: Officer Vacancies shall be filled by the process of ARTICLE 5.3 at a duly called and noticed meeting of the general membership in which the vacancy is noticed one (1) week prior to the meeting. A person elected to fill a vacancy shall hold the position until the next annual election of the Officers.

5.7 COMPENSATION; REIMBURSEMENT OF COSTS: Officers, committee members and Executive Committee members of the CACC will serve without compensation. If incidental costs are incurred by an Officer or Member for pre-approved expenses or necessary operating expenses, the Treasurer shall reimburse the Officer or Member for these expenditures.

ARTICLE VI MEETINGS & VOTING

6.1 INITIAL ELECTION MEETING: Following approval of these Bylaws, the initial election of Officers will occur at a scheduled and noticed general meeting of the CACC. Notice of this initial election shall be given one (1) week in advance of the meeting at which the vote will be taken.

6.2 REGULAR AND ANNUAL MEMBERSHIP MEETINGS: Meetings of the membership shall be regular, and generally monthly, with ability of the Chair to reschedule in case of conflict or special requirement. Notice of the monthly meetings shall be given to all known regular members and the general public approximately one (1) week prior to the meeting by e-mail and/or any other method deemed appropriate. An Annual Meeting shall take place in the month of April, primarily for the purpose of the nomination and election of Officers.

6.3 SPECIAL EXECUTIVE COMMITTEE MEETINGS: Special Meetings of the Executive Committee may be called by the Chair, with notice given to all Executive Committee members at least three (3) days prior to the meeting. The notice must state the purpose and the location of the Special Meeting.

6.4 MEETING PROCEDURE: Meetings will normally be conducted in an informal manner to encourage discussion and allow both members and visitors to participate. Under informal procedures, the Chair shall guide the discussion with simple majority agreement, and voting will take place with simple show of hands. All informal decisions shall be reported to the membership and may be reported to the public. At any time the Chair shall have the authority to invoke Formal meeting procedures as governed by Robert's Rules of Order Revised (RROR). While Formal procedures are invoked the Chair will advise the membership as to the proper steps for debate and voting on an issue, and the Chair may at any time suspend the formality of Robert's Rules of Order and return to normal informal meeting procedures.

6.5 INFORMAL AND FORMAL VOTE: Any issue that is decided by an informal vote may be reported as such and shall not state or imply that it is a resolution or declaration. Any issue that is decided by a Formal vote shall be reported as such and shall clearly indicate it is a “Formal Resolution” or “Formal Declaration”.

6.6 FORMAL VOTING ELIGIBILITY: To participate in a Formal vote, a member must be present for the discussion and the vote, and have attended two (2) of the prior five (5) CACC meetings.

6.7 FORMAL VOTING PROCEDURES: All Formal votes must be publicly announced (noticed) at least one (1) week prior to the meeting at which the vote will take place. A Formal vote shall be decided by a vote count of the Officers and eligible voting members present. In the case of a tie vote, a second vote will be taken. Should this result in a tie, the motion will be deemed as failed.

6.8 QUORUM: A quorum is not required to open a general meeting for information and discussion. A quorum of seven (7) eligible voters must be present at a general meeting for a Formal vote to take place. A quorum of half the Executive Committee members must be present for a Formal vote of the Executive Committee to take place.

ARTICLE VII COMMITTEES OF THE CACC

7.1 STANDING COMMITTEES: Standing Committees that follow specific issues over an extended period of time may be formed by a Formal majority vote of the Executive committee. Thereafter a Chairperson shall be elected by the members of the Standing Committee. The Chair of any Standing Committee shall serve as a member of the Executive Committee for the duration of that Standing Committee.

7.2 SPECIAL COMMITTEES: The general membership may designate Special Committees that shall act to accomplish specific projects. Specific actions to be taken by said committees must be approved by a simple majority vote of the general membership.

7.3 MEETINGS AND ACTIONS OF COMMITTEES: Meetings and recommended actions of any Standing or Special Committees shall be reported at the next scheduled meeting of the general membership.

ARTICLE VIII BASIC POLICIES

8.1 FORMALITY: CACC will operate as a 501(c)(3) non-profit to assist in improving the College Area and informing membership on issues that impact residents. Informal issues and informal votes will be used in accordance with ARTICLE VI. When needed, Formal discussions and Formal voting procedures will be used in accordance with ARTICLE VI.

8.2 FISCAL YEAR OF THE CACC: The CACC fiscal year will be aligned with the calendar year.

8.3 RETENTION OF MEMBER DATA: CACC member contact information shall not be used for any purpose other than notification of meetings or activities or the delivery of minutes of the proceedings of a CACC meeting. CACC member data shall not be shared with any other entity or organization.

8.4 POLITICAL ENDORSEMENTS: CACC shall not endorse ballot measures or candidates for public office, but may take positions on matters of public interest affecting the College Area, the City and/or County of Ventura. These positions shall be presented in writing to the proper authority after a Formal majority vote.

8.5 OTHER ENDORSEMENTS: The CACC name shall not be used to endorse or promote any commercial or partisan concern for purposes not appropriately related to CACC objectives, purposes and mission, as defined in Article II.

8.6 COALITIONS: CACC may work with other local Community Councils or organizations, both public and private, when such cooperation relates to the objectives of CACC.

8.7 NON-LIABILITY OF OFFICERS: The Officers of CACC shall not be personally liable for the debts, liabilities, or other obligations incidentally incurred by CACC.

8.8 INSURANCE FOR OFFICERS: CACC will carry appropriate Officer and Director liability insurance.

8.9 GIFTS: CACC may accept gifts or donations for its general operating fund, or earmarked for specific projects and events. Any excess funds from a donation or gift will be retained in the CACC general operating fund.

8.10 USE OF FUNDS: CACC funds will be expended for CACC-approved projects and events and necessary administrative costs. All administrative expenditures must be approved by a majority vote of the Executive Committee. Significant project and event expenditures over \$1,000 must be approved by a majority vote of the Executive Committee and General Membership.

8.12 CHECKS AND OTHER FINANCIAL INSTRUMENTS: Except as otherwise specifically determined by resolution of the Executive Committee, or as otherwise required by law, checks, orders for the payment of money, or execution of other financial instruments shall be signed by the Treasurer and countersigned by the CACC Chair.

8.14 CHANGE IN ORGANIZATIONAL STRUCTURE: Any action related to the structure of the CACC organization that does not require an amendment to these bylaws must be approved by a Formal majority vote.

8.16 DISSOLUTION: Dissolution shall only be accomplished by a Formal two-thirds (2/3) majority vote, and subsequently ratified by a Formal two-thirds (2/3) majority vote at the next meeting of the CACC that is held no sooner than twenty-eight (28) days following the first vote.

8.17 ASSET DISTRIBUTION UPON DISSOLUTION: Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax

code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

8.19 NOTIFICATIONS: Notifications (“noticed”) of specific issues and general meetings shall be made to both members and the general public using conventional and digital media such as Nextdoor.com, local papers, web sites, and email. The Executive Committee shall monitor the effectiveness of the media choices and improve the mix as technology develops.

**ARTICLE IX
AMENDMENT OF BYLAWS**

These Bylaws may be amended by a Formal two-thirds (2/3) vote, provided that the full text of the proposed amendment has been made available to the membership at least twenty-eight (28) days in advance of the meeting. The general membership shall review these Bylaws when necessary, and recommend any changes that are deemed necessary or prudent.



CERTIFICATE OF SECRETARY

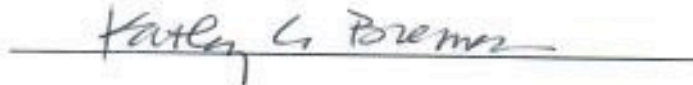
I hereby certify that I am the presently
elected and acting Secretary of

COLLEGE AREA COMMUNITY COUNCIL,

The above Bylaws, consisting of six (6) pages, are the **amended** Bylaws of
this organization as approved at a regular meeting of the general membership, held on the

**22nd day of February 2023,
at Ventura, California.**


Signature:

A handwritten signature in cursive script, appearing to read "Kathy G. Bremer", is written over a horizontal line.

Kathy Bremer
Secretary

**Cosigned
22nd day of February 2023,
at Ventura, California.**

Signature:

A handwritten signature in cursive script, appearing to read "Barbara Brown", is written over a horizontal line.

Barbara Brown
Chair