

ORGANIZATIONAL GUIDELINES FOR PIÑON OAKS FOLKS

July 2017

This document represents the organizational guidelines for PIÑON OAKS FOLKS, an organization of member residents and property owners in the Piñon Oaks subdivision, Yavapai County, Prescott Arizona.

These guidelines set forth the process and procedures of operation for PIÑON OAKS FOLKS with regard to any and all activities among the members of the organization.

Where inconsistencies are found in these guidelines, City or County codes, ordinances and State law will prevail.

SECTION I NAME

The name of this organization shall be PIÑON OAKS FOLKS.

SECTION II PURPOSE

The purpose of PIÑON OAKS FOLKS is to preserve, protect and enhance the quality of life in the Piñon Oaks subdivision.

SECTION III OBJECTIVES

The objectives of PIÑON OAKS FOLKS include, but shall not be limited to, the following:

1. Represent and advance the interests of issues of importance to the Piñon Oaks Subdivision.
2. Keep members informed of issues of importance to PIÑON OAKS FOLKS through appropriate communications, meetings and social events.
3. Establish Standing and Ad-hoc committees, as needed, to research and make suggestions to the Executive Board on matters of common interest.
4. Promote mutual protection and safety.
5. Promote appropriate traffic control and safety of neighborhood streets.
6. Promote development and preservation of natural green spaces, parks, trees, landscaping and general land-use management.
7. Promote social interaction and communication among members through periodic social activities and communications such as e-mails, or telephone.

SECTION IV BOUNDARIES

The boundaries of the PIÑON OAKS FOLKS organization are the published boundaries of the Piñon Oaks subdivision filed at the City of Prescott Offices.

SECTION V MEMBERSHIP

- ARTICLE A. Membership in PIÑON OAKS FOLKS is voluntary and open to all property owners and residents (over 18) in the Piñon Oaks Subdivision.
- ARTICLE B. Membership is accorded to households or individuals upon payment of annual dues and must be renewed annually.
- ARTICLE C. Members are entitled to inclusion in all correspondence, notices and news updates, either via e-mail, U.S. mail or by telephone, as well as invitations to social or business functions, events, activities and meetings which involve the subdivision. Most information will be disseminated to members via email, and paid Members without internet access may be notified by U.S. mail. A Directory may be available to paid Members online.

SECTION VI VOTING

- ARTICLE A. A quorum is necessary for the transaction of PIÑON OAKS FOLKS business. The eligible members present at any regular membership meeting (see Section IX) shall constitute a quorum.
- ARTICLE B. Each household shall be entitled to one vote, to be retained by the property owner or his designee. Under certain conditions, a written ballot may be appropriate. In this case, instructions will accompany the ballot and return envelopes will be provided.
- ARTICLE C. A simple majority of eligible votes cast is required for passage of any item.

SECTION VII ADMINISTRATION

- ARTICLE A. The Executive Board of PIÑON OAKS FOLKS shall consist of up to eleven (11) elected representatives from the active membership. These representatives will select their own officers from within their number, and appoint any necessary committee chairmen. Those officers will consist of a Chairman, Vice-Chairman, Secretary, and Treasurer.
- ARTICLE B. 1. A nominating committee will be authorized to seek members to run for Executive Board positions. Volunteers will be solicited at least two (2) months prior to the annual meeting of the membership. Nominees must give approval to have their name included on the slate.
- The names of Board volunteers will be included in the Annual Membership notification, sent not later than 45 days prior to the meeting. Additional nominees may be added to the slate at the

meeting, provided they are present to give consent, or have given their written consent.

2. Elections will be held during the Annual meeting to elect replacements for Executive Board members whose terms are expiring. The new Executive Board will take office at the first meeting following the Annual Meeting.
3. Executive Board members are expected to serve a two (2) year term. Under ideal circumstances, the terms of only one half (1.2) – plus one - of the current Board members will expire in any given year. If no interested candidate is found as a replacement for a member whose term is expiring, that member may continue to serve.-
4. Executive Board Members must reside in Pinon Oaks, be current with their dues payments, be able to receive and send emails; and be able to download and print communications and other documents.

- ARTICLE C. 1. If an Executive Board member resigns or is unable to fulfill the requirements of his/her duties, the Executive Board will solicit and appoint a replacement to fill the position and communicate this appointment to the membership. This person will fulfill the requirements of the position until the next general membership meeting where an election will be held to permanently fill the position.
2. When necessary, vacant Board offices may be filled at any meeting by the Executive Board to complete the unexpired portion of the term.

- ARTICLE D. 1. The Chairman will preside at all meetings, will be an ex-officio member of all committees, except the Nominating Committee; and will be authorized to sign checks.
2. The Vice-Chairman will fulfill the duties of the Chairman in the absence of the Chairman, and will hold past records of the PIÑON OAKS FOLKS organization for five years. Other duties will include the maintenance of a data base spread sheet of residents' information, a count of paid members, and whatever email and other communications may be appropriate.
 3. The Secretary will maintain a record of meeting proceedings, and will sign PIÑON OAKS FOLKS checks in the absence of the Treasurer.
 4. The Treasurer will maintain the financial records, will present periodic written statements to the Executive Board, a year end written statement at the annual meeting; and will be the principal signer of checks.

SECTION VIII MEETINGS AND ORGANIZATION

- ARTICLE A. A meeting of the general membership shall be held each year with the date and location to be determined by the Executive Board-
- ARTICLE B. Special meetings may be called by one- third (1/3) of the Executive Board, either at their prerogative, or because of a written request signed by at least twenty five (25) members. A special meeting requires a minimum of two weeks notice.
- ARTICLE C. Meetings of the Executive Board will be held quarterly, or as needed. Additional meetings may be held as determined by the Board. All Board meetings will be open to all members. A member desiring to attend a Board meeting shall make their intent known by contacting the Chairman in advance.
- ARTICLE D. Roberts Rules of Order Newly Revised shall be the Parliamentary Authority for all official meetings.

SECTION IX COMMITTEES

- ARTICLE A 1. The Executive Board will transact all ordinary business in the intervals between general membership and/or annual meetings, and such other appropriate business as may be referred to them.
2. The Executive Board may appoint and work with ad-hoc committees as needed.
3. The Chairperson of an appointed committee serves as presiding officer of that committee, conducts all business of the committee as required, and meets on request with the Executive Board.

SECTION X OTHER PROVISIONS

- ARTICLE A. 1 These guidelines will take effect upon approval by a simple majority of votes cast in conjunction with the first subsequent PIÑON OAKS FOLKS annual regular membership meeting.
2. Election of Board members will take place at the annual general meeting. Only current paid members will be allowed to vote.
- ARTICLE B. The PIÑON OAKS FOLKS Executive Board will coordinate the compilation of a slate of nominees for election to the Executive Board at the time ballots and Membership meeting notifications are mailed.
- ARTICLE C. 1 Dues amount will be set by the Executive Board each year, depending upon the projected needs for the fiscal year.

2. Renewal notices will be mailed in conjunction with a year-end mailing.
3. Annual dues will be no less than \$10.00, nor more than \$30.00
4. Dues are due by January 31st of each year. Failure to pay by the deadline will result in forfeiture of all benefits until dues are paid.

ARTICLE D. The fiscal year of PIÑON OAKS FOLKS will run from January 1st through December 31st.

ARTICLE E. The financial reports of the PIÑON OAKS FOLKS organization will be examined by a committee of the Executive Board at the end of each odd numbered year; and also when a new Treasurer is installed. Financial reports will be maintained by the Executive Board.

ARTICLE F. If the PIÑON OAKS FOLKS organization is dissolved, all assets shall be distributed as decided by the Executive Board.

SECTION XI AMENDMENTS TO GUIDELINES

These guidelines may be amended at any Annual meeting by a simple majority vote of the members in attendance constituting a quorum; provided that the amendment(s) has/have been submitted in writing to the membership. The notice and document may be posted to the website of the organization, sent as an attachment to those residents with internet service, and/or a printed copy mailed to paid members without computers.

SECTION XII DISSOLUTION OF GUIDELINES

These guidelines may be dissolved at any Annual or Special meeting by a simple majority vote of the members constituting a quorum, provided that the notice of dissolution has been submitted in writing to the membership at the previous meeting, in a recent newsletter by e-mail or other approved communication medium.

STANDING RULES

Standing Rules may be rewritten by the Executive Board without approval of the entire Membership.

The Chairman will preside at all general membership and Executive Board meetings and will be an ex-officio member of all committees. The Chairman is empowered to speak on behalf of Piñon Oaks Folks

PIÑON OAKS FOLKS, consistent with the objectives and any prior resolutions of the general membership and the Executive Committee Board. Statements made by the Chairman will be reported to members through the next regular meeting or correspondence (whichever is sooner). The Chairman will be authorized to sign Piñon Oaks Folks checks.

The Vice-Chairman will fulfill the duties of the Chairman in the Chairman's absence and will hold past records of the PIÑON OAKS FOLKS organization.

The Secretary is responsible for keeping an accurate and open record of all business of PIÑON OAKS FOLKS and will sign PIÑON OAKS FOLKS checks in the absence of the Treasurer, and be responsible for all outside correspondence to members.

The Treasurer is responsible for PIÑON OAKS FOLKS monies, and will keep an accurate record of receipts and expenditures. The Treasurer is the principal signer of checks drawn on the PIÑON OAKS FOLKS bank account. The Treasurer reports at each Executive Board and general membership meeting on the expenses and balance in the account, and the number of paid members. The Treasurer will present quarterly and annual written statements to the Executive Board.

Board Members and Members at Large are expected to attend all Executive Board meetings and participate in Board activities. If there is a conflict prohibiting attendance or participation, the Chairman should be notified, and any report due should be presented in advance. If unexcused absences continue, (more than two) the particular Board Member may be requested to resign.

The Executive Board, at its discretion, may revisit the Guidelines and discuss the suitability of a need for a revision in January 2019, and future odd number years.

These 2017 Guidelines were approved as amended at the Annual Meeting of PIÑON OAKS FOLKS held on July 23, 2017, by the necessary majority vote.

Guidelines were corrected immediately following the July 23, 2017 Annual Meeting, by Vice Chairman, Nikki Krause; and published on the website by August 1st.

S/S Nikki Krause – July 24, 2017