

Bylaws of Orange Terrace Advisory Committee

Article I. Name, Office, Duration

1. Name. The name of this organization is Orange Terrace Advisory Committee
2. Location. The principle place of business, administrative and activities conducted at Orange Terrace Community Center and Orange Terrace Park 20010 Orange Terrace Parkway, Riverside, CA 92508
3. Duration. The Organization shall have perpetual existence

Article II. Purpose

1. Purpose. This Not for Profit group is organized exclusively to support Recreational and Educational Programs to the Community. Providing support to the City of Riverside, Parks, Recreation and Community Services Department – Specifically – Orange Terrace Park and Orange Terrace Community Center. The Purpose will be accomplished through fundraising, volunteerism, youth scholarships, advocacy and encouragement of community participation in Community Center Activities.
2. Another purpose is to hold monthly meetings to discuss upcoming events as well as take action to organize the events. These events are sponsored by the City of Riverside Parks, Recreation and Community Services Department - Specifically: Orange Terrace Park and or Orange Terrace Community Center.

Article III. Membership

1. Membership in Orange Terrace Advisory Committee shall be open to:
 - a. Any resident having resided within the established boundaries as set forth by the City of Riverside, Neighborhoods of Orangecrest, Woodcrest, Canyon Crest, and Mission Grove. Property owners, businesses and persons having a direct association with Orange Terrace Park.
 - b. Membership will be contingent upon completion of a Municipal Volunteer Application submitted to the City of Riverside.
 - c. Also membership is contingent upon successful passing of Department of Justice Live Scan (Fingerprints).
 - d. The Advisory Committee shall consist of not less than four (4) members. These members will be recognized as volunteers of the City of Riverside Parks, Recreation and Community Services Department.
 - e. Committee members should work the major events plus two minor events. Major events being Christmas, Easter, Fourth of July and Halloween (tentative events).
 - f. To be excused from an event, the committee member will notify the Advisory Board in writing or verbally at a recorded meeting.

Article IV. Executive Board

1. Election. The Organization shall designate an Executive Board of Officers. These four (4) Officers shall be the President, Vice President, Secretary, and Treasurer. These Officers shall have authority to carry out the duties prescribed in these bylaws. All Officers are voting members.

2. Officers shall be elected by members in good standings. This shall be done at the January Monthly Meeting. The Officers shall serve a term of two (2) years or until their replacements are elected and qualified.

3. Removal: At any regular or special meeting, any Officer may be removed by majority vote of the majority members of the committee.

a) President: Shall be the presiding officer at meetings of the advisory board meetings. Duties shall be as follows: to open the advisory board meetings, prepare an agenda on business which is to be acted upon, to recognize members entitled to the floor, to state and put to vote all questions which are regularly moved. And to announce the results of the vote.

b) Vice President: Shall assist the President and take over the President's duties in his/her absence.

c) Secretary: Shall be the recording officer of the advisory board and the custodian of its records, except such records as the Treasurer's books. These records, are to be available to any member at reasonable times for their review. In addition to keeping the Minutes of the Monthly meetings, it is the duty of the Secretary to keep a register of the members and call roll when required. The Secretary shall keep records of the meetings (referred to as minutes) stating what was done more so than what was said. Special care should be taken to identify: 1) What actions will be taken, 2) Who is responsible for taking the action and 3) when will the action take place. A copy of the monthly meeting minutes will be given at the following monthly meeting for review.

d) Treasurer: Shall be responsible for collecting and depositing funds of the Advisory board. Financial transactions requiring dispensing of funds shall be approved and recorded in the minutes. Checks will require two (2) authorized co-signatures of the committee. The Treasurer shall not make checks payable to relatives and or un-authorized payees without the approval of the President and or the members. The Treasurer will maintain the list of all financial transactions via the bank statement. The report of the balance and activity will be given at the monthly meeting. Every board meeting shall produce treasurers report monthly to be approved by board. No money shall be taken out, without the approval of the board.

4. Selection of Officers: The Advisory Officers will be elected by members of the Park Advisory by Paper Ballot.

5. Terms of Office: The Term of the Officers shall be two (2) years and shall expire at the July monthly meeting. An Officer can be re-elected by majority vote.

6. Vacancies: Vacancies of the Advisory Council will be filled by a special appointment by the President. The individual(s) appointed will serve only the remaining term of the office for that vacant position.

7. Special appointments: To fill vacancies, elections will occur within 60 days of the initial vacancy. In the event that the President position be the vacancy. The Vice President will assume the position of the President for the remainder of the term. Prior to making any appointments, the chair shall solicit input from the Board.

Article V. Meetings and Protocol

1. Meetings: Committee meetings will be held at 7pm once a month, on the second Wednesday of each month unless the meeting has been postponed or rescheduled. Executive board meetings shall be held one hour before the monthly meeting (6-7pm).

a. The following order of business will be followed:

- 1) Meeting called to order
- 2) Approval of the minutes from the previous meetings
- 3) Treasurer's Report
- 4) Unfinished business /Old business/Announcements
- 5) New Business/Action Items
- 6) Open Comments
- 7) Adjournment

b. In the event that the President shall request a special meeting, each board member shall receive a written or verbal notice of not more than three (3) days and not less than 24 hours in advance of the special meeting request.

c. Any member or nonmember wishing to place an item on the agenda, must do so verbally and/or in writing no later than 7 calendar days prior to the next scheduled meeting. The member or nonmember shall have three (3) minutes to present a topic.

d. Meetings shall be guided by the Robert's Rules of Order/Ralph M. Brown Act.

2. Quorum: A quorum shall consist of three (3) of the elected Advisory Board. Decisions will require a majority of the Quorum.

Article VI. Duties and Responsibilities

1. Advisory Committee: Shall act as an advisor to the Community Center Coordinator. Shall recommend necessary and desirable services to be housed at Orange Terrace Center. Shall serve as a forum for the public concerns regarding the Community Center and make appropriate recommendations. Shall suggest policies and procedures to the Community Center Coordinator. Provide outreach to various agencies and encourage participation in community center programs. Assist in procuring funds for Advisory Team Projects. Assist in expanding programs by providing recreation activities, scholarships for youth and through voluntarism.

2. Community Center Coordinator: The Community Center Coordinator shall report to the Parks, Recreation and Community Services Department Supervisor in charge of facilities and shall provide staff assistance as an advisor to the Advisory Board. In addition, the Community Center Coordinator or appointee (city employee) must attend the Advisory Board meetings as a non-voting member. All work assignments for the Community Center employees will be handled via the Parks, Recreation and Community Services Department with the City of Riverside.

Article VII. Community Center Operations

1. Community Center: The Center shall be operated by the City of Riverside Parks, Recreation and Community Services Department and the employees are under the jurisdiction of the City of Riverside Parks, Recreation and Community Services Department.

2. Advisory Committee: The committee shall be responsible for providing volunteers to support the staff in the Centers Activities and projects.

3. Funds: The funds of the Advisory Committee shall be distributed by the Treasurer only after a majority vote of the Advisory Committee grants approval for disbursement. Approved disbursements must be reflected in the minutes. Checks for products/services are to be prepared at the meetings, unless special needs exist and disbursement and or/ mailings are pre-approved by the Advisory Committee. All funds shall be used for Orange Terrace Park programs and other related expenses. The Advisory Committee will determine activities or scholarships for

funding. The Advisory Board may provide scholarships for youth to participate in the City of Riverside Parks, Recreation and Community Services Department events that require a fee. Any funds raised at a fund raiser are to be reported and submitted to the Treasurer immediately following the event and will then, be reported at the following meeting. At no time will Parks, Recreation and Community Services Department employees make any financial transactions for the Park Advisory Committee without prior notification and cooperation. The Park Advisory Committee will always comply with Federal, State, County and City Laws.

Article VIII. City Facility/Supplies

1. City Facility: The Advisory Committee will submit a completed facility request form to use the Facility for Park Advisory events. The Board will then comply with whatever must be done to be in compliance for usage of the facility.
2. Materials/ Supplies: The Advisory Board will procure materials and supplies required for Advisory Committee Projects. (Stationary supplies, perishable and non-perishable, etc.). Durable goods such as chairs/tables will be used in cooperation with the Center Coordinator if it will directly benefit Orange Terrace Center.

Article IX. BY-LAWS

1. Adoption of By-Laws: Any revisions to the By-laws must be submitted in writing to the Advisory Officers for review and recommendation of approval. Final approval of revisions shall be voted upon by the Orange Terrace Board Members. The revised by-laws shall be submitted to the City of Riverside Parks, Recreation and Community Service Department., volunteerism, youth scholarships, advocacy and encouragement of community participation in Community Center Activities.
2. Another Purpose is to hold monthly meetings to discuss upcoming events as well as take action to organize the events. These events are sponsored by the City of Riverside Parks, Recreation and Community Services Department - Specifically: Orange Terrace Park and or Orange Terrace Community Center.