

# LAKE LOS ANGELES PARK ASSOCIATION B Y – L A W S

BY-LAWS ARE SUBORDINATE LAWS DRAWN UP BY A LOCAL ENTITY TO GOVERN ITS MEMBERS.

## **ARTICLE I : NAME**

The name of the organization shall be the Lake Los Angeles Park Association, known also as and also referred to in this document as LLAPA.

## **ARTICLE II : INTENT AND PURPOSE**

The Intent and Purpose of the Lake Los Angeles Park Association (LLAPA) is to oversee the use of the special park tax of Water, Landscaping, and Lighting District 45. This tax is to be used for the growth and development of Stephen Sorensen County Park. The Lake Los Angeles Park Association (LLAPA) shall represent the community of Lake Los Angeles in its park and recreational needs.

## **ARTICLE III : OFFICES**

1. The principal office of the Lake Los Angeles Park Association (LLAPA), for its transaction of business, shall be located at Stephen Sorensen County Park at 16801 E. Avenue P, Lake Los Angeles, CA 93591, and is representative of the Landscaping and Lighting District #45.
2. The Board of Directors and Officers (Board of Directors) of the LLAPA are hereby granted the authority to change the principle office of the LLAPA from one location to another location, to accommodate the number of people involved in a transaction process or meeting. The temporary location shall be agreed upon be a majority consensus of the Board of Directors.

## **ARTICLE IV: MEMBERSHIPS**

Section A: There shall be three classes of memberships: 1. Active Members, 2. Associate Members, and 3. Honorary Members. Active Members shall be entitled to one (1) vote per owned lot. Associate Members shall be entitled to one (1) vote. Honorary members do not have voting rights.

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1. Active Members are those who are landowners and are being assessed a tax for the Stephen Sorensen County Park. In order to vote, the landowner must prove ownership. The landowner submitting picture identification and a copy of a current annual property tax statement accomplishes proof of ownership.
2. Associate Members are those who rent/lease and occupy property in Lake Los Angeles that is being assessed a tax for the Stephen Sorensen County Park and have obtained the voting rights of said rented/leased property from the landowner. A notarized letter granting voting rights from the owner to the renter/lessee/occupant and picture identification obtains voting rights. Such membership is terminated when the Associate Member moves at which time the land owner reclaims his or her voting rights as directed in Section A, paragraph 1 of this Article (Article IV), and is not transferable.
3. Honorary Members are those who have been voted as such by the majority of the members and have no voting rights.

Section B : Only Active Members designee by proxy \* are qualified to be a Director or hold and office. Any member of the LLAPA may chair or participate in a committee.

1. The officers of the Lake Los Angeles Park Association are representatives of the community of Lake Los Angeles. An officer of the park may not be a felon. Any officer of the park who is arrested for a felony will be temporarily suspended from office until the formal proceedings have been resolved.\*\*

Section C : No fees shall be charged for any membership to the LLAPA.

Section D : If any member of the LLAPA makes a financial transaction via a means that is not honored by the bank of the LLAPA, said member shall be responsible for the original debt plus all bank charges caused by said transaction.

Section E : Controversy and Investigations

1. The removal of any Board of Director of the LLAPA may occur due to misappropriation of Park funds, misrepresentation of the LLAPA, or conduct which negatively reflects on the LLAPA, and the following;
  - a) Any member of the LLAPA having controversy with another member of the LLAPA concerning Park business may file a written request of investigation with the Board of Directors. A motion must be made and carried by the Board of Directors to refer the matter to an investigative committee charged with investigating the matter. In consideration of said motion, the Board of Directors shall weigh allegations of said controversy in order to determine the merit of further investigation.

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- b) Each party of the controversy shall select one member of the LLAPA as a member of the investigative committee. The third member of the investigative committee shall be selected by agreement of these two members and shall serve as chairperson of said committee.
- c) In the event that the two investigative committee members cannot agree on the selection of the third member, two new members shall be selected by the process described in Section F, paragraph 2 of this Article (Article IV) with the exception that any individuals previously selected for said investigative committee shall now be excluded from participating on the committee.
- d) After the completion of the investigation, and within fourteen (14) calendar days, the investigative committee shall present its findings to the Board of Directors. The subject of said investigation shall be allowed to give oral or written testimony to the Board of Directors.
- e) At the close of the investigative committee presentation, the Board of Directors shall consider all of the facts and circumstances presented. A simple majority of the Board of Directors shall make the decision in the best interest of the LLAPA, its members, and the Lake Los Angeles Community.

Section F : No member of the LLAPA shall be suspended, fined, censured, expelled or have his or her membership terminated for any reason whatsoever with the exception of the following:

- 1. Active Membership is terminated upon the sale of his or her property that exists in Lake Los Angeles and is being assessed a tax for the Stephen Sorensen County Park.
- 2. Associate Membership is terminated upon the relocation of his or her residence or the reclamation of the landowner's voting rights by the landowner. Associate Membership can be obtained for the new residence as directed in Section A, paragraph 2 of this Article (Article IV).
- 3. Honorary Membership is terminated upon their request.

Section G : Membership records:

- 1. The LLAPA shall maintain records of active voting members. The First Membership Record shall contain only the names of Voting Members and shall be made *public* at every meeting. The Second Membership Record shall contain the updated information of names, addresses, telephone numbers and other pertinent information of all members and shall not be made public.
- 2. The Secretary shall maintain such Records. The First Membership Record shall be brought to every meeting and shall be available for inspection by any member of the LLAPA upon written request made to the board of Directors and shall be granted at a reasonable time as

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determined by the Board of Directors at the point of request as directed in Article VII, Section J, paragraph 6. All requests shall include the name, address and telephone number of the person making the request and shall be retained on file.

Section H : All records of the LLAPA are open to inspection upon written request to the Board of Directors and shall be granted in reasonable time for a purpose reasonable related to his or her interest. All requests shall be retained and kept on file.

**ARTICLE V : MEETINGS**

Section A : All meetings and all portions of said meeting of the LLAPA are public.

Section B : There shall be three (3) classifications of LLAPA meetings:

1. General Meetings in which the membership shall be made aware of the direction of the LLAPA shall have opportunity to discuss and vote on issues concerning LLAPA and matters concerning any county park located within Lake Los Angeles. All voting member shall be notified of General Meetings as directed in Section G, paragraph 1 of this Article (Article V).
2. Board Meetings in which the Board of Directors shall function as elected representatives of the LLAPA in order to conduct business in the expansion and operation of the county parks within Lake Los Angeles. All business conducted in Board meetings shall be reported to the LLAPA at the next General Meeting and shall be approved by the LLAPA voting members. The time and location of said meetings shall have a consensus of all Board Members and persons involved
3. Emergency General Meetings can be called by a majority of the Board of Directors and all voting member shall be notified of said meeting as directed by Section G, paragraph 3 of this Article (Article V).
4. All General Meetings and Emergency General Meeting shall consist of no fewer than nine (9) voting members of the LLAPA, of which four (4) must be members of the Board of Directors. In the absence of the minimum required voting members, no business shall be conducted and said meeting shall be rescheduled and proper notification shall be made to the voting members of the LLAPA as directed in Section G of this Article (Article V)

Section C : The Board of Directors shall schedule and hold at least three (3) General Meetings per calendar year.

1. At least one General Meeting is to be held in the calendar month of January in order to install the Board of Directors, as determined in the

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election held the previous November. The Board of Directors, immediately following the seating of the new board members, shall elect officers and Standing Committee chairpersons, as stated in Article IX, Section A.

2. At least one General Meeting is to be held in the calendar month of September to solicit nominations of candidates for the Board of Directors for the following calendar year.
3. At least one General Meeting is to be held in the calendar month of November, to facilitate the election of Board of Directors, to be installed the following January.

Section D : All Board of Directors may call as many General Meetings necessary to transact the business of the LLAPA and the county parks within Lake Los Angeles.

Section E : All General Meetings, except those mandated in Section C of this Article (Article V), may be called by any majority consensus of the Board of Directors.

Section F : The location, date and time of all General Meetings and Emergency General Meetings shall be determined by the Board of Directors, shall be public and shall be publicized as directed in Section G of this Article (Article V).

Section G : Publication and notification of meetings:

1. Written publication and notification of date, time and location of General Meetings, at minimum, shall be made by publication in at least one local newspaper, the posting of flyers in local businesses and the delivery of written notice to those members who have paid annual notification dues, as defined in Article IV, Section D, fourteen (14) days in advance of said meeting.
2. The publicizing of Board Meetings is not required.
3. Written publication and notification of date, time and location of Emergency General Meetings shall be made, at minimum, by publication in at least one local newspaper, if possible, the posting of flyers in local businesses and the delivery of written notice to those member who have paid an annual notification dues, as defined in Article IV, Section D, no later than *seven (7)* days prior to said meeting.

Section H : The presiding officer of General Meetings and Emergency General Meetings:

1. The presiding officer of all meetings, excluding committees, shall be the person who serves in the office of president of the LLAPA.

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2. In the absence of the president, the presiding officer shall be the person who serves in the office of the vice-president of the LLAPA.
3. In the absence of the president and vice-president, a vote by the remaining Board of Directors and voting members shall be taken to either proceed with said meeting or to adjourn and reschedule the meeting to a later date. If the vote is to proceed with the meeting, then the Board of Directors shall select a chairperson and the meeting shall proceed. If the vote is to adjourn, then the meeting shall be rescheduled and proper notification shall be made to the member of the LLAPA as directed in Section G of this Article (Article V).
4. The voting members present at a General Meeting or Emergency General Meeting shall allow the LLAPA Board Member to conduct said meeting notwithstanding the withdrawal of enough members to leave less than a quorum.
5. All business conducted and minutes taken at a General Meeting or Emergency General Meeting shall be reported, documented, and approved by a majority of the LLAPA voting members present at the following General Meeting or Emergency General Meeting.

### Section I: Voting

1. Voting on issues shall be by a show of hands during the session of a General Meeting or Emergency General Meeting.
2. Voting members may petition the Board of Directors to vote on certain issues by secret ballot. If ultimately, by a show of hands, there is a majority consensus of the members, then a vote shall be facilitated by a secret ballot for said issue only. Ballots shall be counted by two members of the Board of Directors and two volunteers from the members of the LLAPA.
3. Voting in the election of Board Members shall be by secret ballot.
  - a. All LLAPA members as described in Article IV, Section A, paragraphs 1 and 2 wishing to vote in the general election of Board Members, must sign a property list according to the properties owned or represented in order to receive one (1) ballot per property.
  - b. The counting of ballots shall be by two members of the Board of Directors and two volunteers from the members of the LLAPA, none of which may be candidates in the election.
4. Members shall not be permitted to vote or act by proxy or by absentee ballots.

## **ARTICLE VI: BOARD OF DIRECTORS**

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Section A : Only Active Members of the LLAPA shall be qualified to be a member of the Board of Directors.

Section B : Directors shall serve without compensation.

Section C : There shall be seven (7) directors and two (2) alternates. Directors and Alternates shall attend all meetings as defined in Article V, Section B.

Section D : The duties of the Board of Directors shall be to act as good faith agents of the LLAPA in the establishment, completion, improvement and maintenance of Stephen Sorensen Count Park and any new Los Angeles County Parks that may become located within Lake Los Angeles.

Section E : Directors shall be elected by the LLAPA members at the General Meeting to be held in the calendar month of November, as directed in Article V, Section C, Paragraph 3 and shall take office at the General Meeting to be held the following January as described in Article V, Section C, paragraph 1.

1. Directors shall be elected from the candidates nominated at the General Meeting scheduled in the calendar month of September as directed in Article V, Section C, paragraph 2.
2. Directors shall be elected from the candidates who receive the most votes, the top three to begin serving in even calendar years and the top four to begin serving in odd calendar years. Two (2) Alternate Directors shall be elected every year.
3. Candidate that receive the same number of votes for a Board of Directors seat shall be voted on by secret ballot and facilitated as directed in Article V, Section I, paragraph 3, 3a, and 3b, until a candidate is chosen for the number of seats available.
4. Two (2) Alternate Directors shall be elected from the candidates who receive the most votes after Directors have been elected. The Alternate who receives the most votes shall be known as the Senior Alternate.

Section F : Terms

1. Directors shall serve a term of two (2) years.
2. Alternates shall serve a term of one (1) year.
3. An Alternate Director who is appointed as a Director shall serve the remaining portion of the term of the vacated seat.

Section G : Vacancies

1. A vacancy on the Board of Directors shall exist on the resignation, removal of any Director, when the number of Board of Directors is increased by an amendment to the bylaws, or on the failure of the

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- members of the LLAPA in any election to elect the full number of Directors.
2. The Board of Directors may declare a Director's seat vacant if a Director does not attend any meetings of the LLAPA within a sixty (60) day period without notification or just cause.
  3. The president must call, visit, or write the member to inform them of their removal from the board.

## Section H: Appointment

1. A vacancy of a Board of Directors seat shall be filled by appointment from the Board of Directors of the Senior Alternate Director at the next Board of Directors meeting following the meeting to which it was made known that a vacancy existed. The remaining Alternate Director shall become the Senior Alternate Director.
2. Should both Alternate Director seats become vacant, at the next General Meeting or an Emergency General Meeting may be called following the meeting to which it was made known that vacancies existed, in order to solicit candidates from the voting members, and a vote shall be taken, by a show of hands or secret ballot for the purpose of voting in and installing new Alternate Directors. Volunteers and nominees shall be considered to fill these seats.

## Section I: Removal of a Director

1. The removal of the entire Board of Directors, or any individual Director may occur by referring to Article IV, Section E and the following;
  - a) The entire Board of Directors, or any individual Director, may be removed from office at any time by the vote of a majority of the member of the LLAPA present at the General Meeting called for by any Director for said purpose.
  - b) The Board of Directors for the purpose of voting on either the removal of the entire Board of Directors and/or any individual Director shall schedule a General Meeting, and there shall be proper notification to the members of the LLAPA in accordance with Article V, Section G, and Paragraphs 1 and/or 3.
  - c) Prior to the facilitation of said General Meeting and vote, there shall be a thirty (30) day written notice containing the reason why removal is requested delivered to the Director or Directors whose removal is being requested, to be served on said person or persons directly, by a form of delivery requiring a signature of said Director or Directors.
  - d) Prior to the facilitation of the vote, there shall be an opportunity at the General Meeting for the Director or Directors whose removal is being requested, to voice his/her position.

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- e) Should a Director or Directors be removed, the vacancy or vacancies shall be filled as directed in Section H of this Article (Article VI).

### Section J: Board of Directors Meetings

1. The Board shall schedule and convene a Board Meeting at least once a month
2. The President shall make notice of the date, time and place of Board Meetings, no fewer than seven (7) days prior to the meeting.
3. Other Board Meetings may be called by the President, or, if he or she is absent, or is unable to act, by the Vice-President or by any two (2) Directors.
4. Notice of the date, time and place of all other Board Meetings shall be made by the President, Vice-President or Directors calling the Board Meeting, no fewer than seven (7) days prior to the meeting and shall work to accommodate most of the Board of Directors and others involved.
5. Four (4) Directors shall constitute a quorum for the transaction of business.
6. In the absence of a quorum, no business shall be transacted and the only motion the chair shall entertain is a motion to reschedule and adjourn. Another Board Meeting shall immediately be scheduled and proper notice shall be made according to Section J, paragraphs 2 and/or 4 of this Article (Article VI).
7. Meetings of the Board of Directors shall be chaired by the person who serves in the office of President of the LLAPA. In the absence of the President, the presiding officer shall be the Vice-President of the LLAPA. In the absence of both the President and Vice-President, a vote by the remaining Board of Directors shall be taken to either proceed with meeting or to adjourn and reschedule the meeting to a later date. If the vote is to proceed, the Board of Directors shall select a Chairperson and the meeting shall proceed. If the vote is to adjourn, then another Board Meeting shall immediately be scheduled and proper notice shall be made according to Section J, Paragraph 2 and/or 4.
8. All members of the Board of Directors shall have only one (1) vote per member, NOT according to properties owned.
9. An Alternate temporarily filling the seat of an absent Board Member shall carry the same rights and voting privilege as the absent Board Member.
10. An Alternate may fill the seat for any absent Board Member with the exceptions of the President and the Vice-President filling the office of the President.
11. All business conducted and minutes taken at a Board of Directors Meeting shall be reported, documented and approved by a majority vote of the Board of Directors present at the following Board of Directors Meeting.

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12. All Board meetings shall be governed in the spirit of Robert's Rules of Order. These rules may be revised from time to time, insofar as such rules are consistent with or do not conflict with these bylaws, or any other laws of the LLAPA.

**ARTICLE VII : OFFICERS**

Section A : The Officers of the LLAPA shall be the President, the Vice-President, the Recording Secretary, and the Treasurer.

Section B : Any member of the Board of Directors is qualified to be an Officer and may serve in any office without term limits.

Section C : Officers will serve without compensation.

Section D : The term of the Office itself shall be for one (1) year.

Section E : The Officers of the LLAPA shall be selected by the members of the Board of Directors, either by secret ballot or by the raising of hands, at the January Board Meeting following the seating of the new Board Members as directed in Article V, Section C, paragraph 1. Nominations and volunteers shall be considered.

Section F : Any or all Officers may be removed from office at anytime by the vote of a majority of the Board of Directors of the LLAPA. In the case of the removal of any Officer, with the exception of the President as directed in Section I, paragraph 3 of this Article (Article VII), a new Officer shall be elected to complete the portion of the term of his predecessor at the meeting at which the Officer is removed. Except that before any Officer can be removed, he or she must be given thirty (30) days notice of the request of his or her removal and be given an opportunity to voice his/her position before said removal is voted on as directed in Article VI, Section I.

Section G : Vacancies

1. Vacancies in the offices of the President, Vice-President, Recording Secretary, or Treasurer shall exist on the death, resignation, or removal of said Officer.
  
2. The Board of Directors may declare vacant the office of the President, Vice-President, Recording Secretary, or Treasurer if any said Officer does not accept the seat either in writing or by attending any meeting of the

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LLAPA within sixty (60) days, or is removed in accordance with Article IV, Section E.

3. The Board of Directors at the next Board Meeting shall fill vacancies declared vacant of any office for any reason.
4. Officers selected to fill vacancies in the section shall hold the office until the completion of the term of their predecessor.

Section H: The duties of the President shall be:

1. To be the Chief Executive Officer of the LLAPA and shall be subject to the control of the Board of Directors, supervise and control the affairs of the LLAPA.
2. To be the presiding officer in all meetings except those held in committees.
3. Delegate activities to member of the Board of Directors, committees or Members of the LLAPA as needed to facilitate the business needs of the LLAPA.
4. Perform all duties incident to the office and other duties as may be required by law, or by these bylaws, or which may be assigned to him or her by the Board of Directors or by the Members of the LLAPA.

Section I: The duties of the Vice-President shall be:

1. In the absence of the President, to perform the duties of the President.
2. Determined by the existence of a quorum and have the duty to maintain order of all meetings.
3. Have the right to remove any member from a meeting that is acting in manner that is disruptive to conducting the meeting.
4. Perform all duties incident to the office and other duties as may be required by law, or by the bylaws, or which may be assigned to him or her by the Board of Directors or by the Members of the LLAPA.
5. Assume the office of the President upon the declaration of a vacancy by the Board of Directors as directed in Section G of this Article (Article VII) until the completion of said term.

Section J: The duties of the Recording Secretary shall be:

1. Maintain the standing copy of the LLAPA Bylaws and all other documents pertaining the LLAPA and Stephen Sorensen County Park and other Los Angeles County parks located within Lake Los Angeles
2. Record the minutes of all meetings, as defined in Article V, Section B, including the designation of a meeting, names in attendance of Board of Directors, number of Members of the LLAPA in attendance and the date,

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time and place and the procedures thereof. The Recording Secretary shall be able to exhibit the standing copy of the LLAPA Bylaws and the First Membership Record as described in Section J, paragraph 6, of this Article (Article VII), at every meeting as defined in Article V, Section B.

3. Maintain a book of minutes of all past meetings of the LLAPA and LLAPA Board of Directors Meetings.
4. To see that all notices are duly given in accordance with the provisions of these Bylaws as directed in Article V, Section G, or as required by law.
5. The custodian of the records and of the seal of the LLAPA and see that the seal as affixed to all duly executed documents of the LLAPA.
6. The custodian of the records of Members as defined in Article IV, Section H. In any case where membership has been terminated, the Recording Secretary shall record such information including the date and manner in which said membership was terminated in these records.
7. To exhibit past Bylaws as defined in Article X, Section B, past minutes of meetings as defined in Section J, paragraph 3 of this Article (Article VII) and other documents pertaining to the LLAPA and Stephen Sorensen County Park and other Los Angeles County parks located within Lake Los Angeles as defined in Section J, paragraph 1 of this Article (Article VII) at a reasonable time upon written request as directed in Article IV, Section I.
8. To appoint a Corresponding Secretary to assist with correspondence if the Recording Secretary deems it necessary.
9. Perform all duties incident to the office and other duties as may be required by law, or by these bylaws, or which may be assigned to him or her by the Board of Directors or by the Members of the LLAPA.

Section K: The duties of the Treasurer shall be:

1. To have charge and custody of and be responsible for, all funds and securities of the LLAPA. The Treasurer shall deposit all such funds in the name of the LLAPA in such banks, trust companies or other depositories as shall be selected the Board of Directors.
2. To receive and give receipt for finances due and payable to the LLAPA from any source whatsoever.
3. To disburse the funds of the LLAPA s may be directed by the Board of Directors. The treasurer shall take proper vouchers for such disbursements
4. To keep and maintain adequate and correct accounts of the LLAPA's properties and financial business transactions including the accounts of is assets, liabilities, receipts, disbursements, gains and losses.
5. To exhibit the books of account and financial records to any voting member of the LLAPA in reasonable time upon written request and directed in Article IV, Section I.
6. To render to the Board of Directors an account of the financial condition of the LLAPA at anytime

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7. To prepare and render a copy of the monthly financial report to each Board of Director at each monthly Board of Directors Meetings.
8. To prepare and certify the financial statements to be included in the annual report to the Member of the LLAPA as directed in Article XI, Section A.
9. To perform all duties incident to the office and such other duties as may be required by law, or by these Bylaws, or which may be assigned to him or her by the Board of Directors or by the Members of the LLAPA.

**ARTICLE VIII : EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

Section A : The Board of Directors, except as otherwise provided for in these Bylaws of the LLAPA, may by resolution, authorize any officer or agent of the LLAPA to enter into any contract and deliver any instrument in the name of and on behalf of the LLAPA. Such authority may be general or confined to specific instances, provided, however, that such contract or delivery is expressly authorized by these Bylaws.

Section B : Except as otherwise determined by resolution of the Board of Directors, as provided in Section A of this Article (Article VIII), or as otherwise required by law or by these Bylaws of the LLAPA, checks, drafts, promissory notes, orders for the payment of money and other evidences of indebtedness of the LLAPA shall be signed by the Treasurer and counter signed by the President.

Section C : All funds of the LLAPA shall be deposited in the accounts of the banks, trust companies or other depositories as the Board of Directors may select.

**ARTICLE IX : COMMITTEES**

Section A : At anytime, the Board of Directors may decide to create a committee and designate a person to be chairman of that committee. Committee member shall be member of the LLAPA.

Section B : The Friends of the Park committees shall be standing committees of the LLAPA.

1. One Friends of the Park committee shall be organized and established for each county park facility within the boundaries of Lake Los Angeles.
2. All interested members of the community may and are encouraged to serve on the Friends of the Park committees
3. The LLAPA Board of Directors shall appoint the Chairpersons of the Friends of the Park committees.
4. The Chairperson of each Friends of the Park committee may/shall appoint a support team, consisting of a Secretary, a Treasurer, a Publicity

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Coordinator, and any sub-committees deemed necessary by the Friends of the Park committee.

5. Members of these committees may serve without limits as to terms.
6. Each of the Friends of the Park committees shall consist of a Chairperson, Recording Secretary, Treasurer and Publicity Coordinator
7. All nominees and volunteers from the community of Lake Los Angeles shall be considered for these positions.
8. Friends of the Park chairpersons shall prepare and present monthly reports to the LLAPA Board of Directors at the monthly Board of Directors Meetings.
9. Any financial activity or contract proposed by Friends of the Park committees must be ratified by LLAPA before implementing.
10. *INTENT & PURPOSE:* To solicit volunteers to assist the paid county staff. To promote the welfare of the community and to strive for the improvement and expansion of the park and recreation services to reach more of the community.
11. *VISION:* Establish a solid foundation for Friends of the Park committee memberships with creative, dynamic individuals of integrity, and respect, to achieve organizational objectives.

### Section C: Mission Statement For -

#### FRIENDS OF STEPHEN SORENSEN PARK

The Friends of Stephen Sorensen County Park shall function under the supervision of the LLAPA. The Friends committee will assist the LLAPA and Los Angeles County Parks and Recreation in the development of the Stephen Sorensen County Park – it's programs and special events. This will be accomplished through fund raising, donations, and/or grants.

### Section D: The Historian Committee shall be a standing committee of the LLAPA

1. This committee shall consist of no less than one person. Members of the LLAPA may serve without limits to term.
2. The chairperson of this committee shall be appointed at the General Meeting held in January as directed in Article V, Section C, paragraph 1. Other committee members may be appointed as needed.
3. Duties of the committee shall consist of compiling all materials, articles and information in order to maintain the history of the LLAPA and Stephen Sorensen County Park and other Los Angeles County parks located within Lake Los Angeles.

## **ARTICLE X : BYLAWS**

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Section A : The bylaws shall become effective and standing on their being adopted by the LLAPA.

Section B : The bylaws may be amended or repealed in whole or in part, and new bylaws adopted by the majority vote of the Members of the LLAPA.

Section C : All past bylaws, adopted, amended or repealed, shall be dated and retained on file as a point of reference to the LLAPA, its members and the Board of Directors.

Section D : The original copy of the standing bylaws of the LLAPA shall be kept in the principal office of the LLAPA and the maintenance thereof shall be the responsibility of the Secretary. Copies of the bylaws shall be delivered to the new members of the LLAPA Board of Directors once seated. Copies of the bylaws shall be delivered to Members of the LLAPA upon request in a reasonable time at a cost to be determined by the Board of Directors.

Section E : A copy of the standing LLAPA bylaws shall be made available to the public in the LLAPA principle office, located at Stephen Sorensen County Park and on the LLAPA web site at [www.lakelapark.org](http://www.lakelapark.org) .

## **ARTICLE XI : REPORTS, FISCAL YEAR, INSIGNIA AND SEAL**

Section A : The Board of Directors shall cause a written annual report including a financial statement, to be prepared and submitted to the members of the LLAPA at the General Meeting in January of each year as directed in Article V, Section C, paragraph 1. The report shall:

1. Summarize the LLAPA's activities of the preceding year and activities projected for the forthcoming year.
2. Include the financial statement consists of a balance sheet as of the close of business of the LLAPA's fiscal year as defined in Section B of this Article (Article XI), contain a summary of receipts and disbursements, be prepared in such manner and form, sanctioned by sound accounting practices and be certified by the Treasurer and audit committee.

Section B : The fiscal year of the LLAPA shall be the calendar year.

Section C : The board of Directors may adopt, use, alter or cancel a LLAPA insignia or seal, or both, and by rule shall prescribe the time, manner and place in which such insignia may be won or used.

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B Y – L A W S

*The Board of Directors formed the Bylaw Revisions Committee in February 2005  
Bylaws Revisions Committee Members are: Kathy Terrones, Chairperson  
Dominic Fohrenkam  
Mary Hanna  
Yvonne Malikowski  
Robin Nute*

*Submitted to the Board of Directors for corrections on August 17, 2005.  
Next Bylaws Revisions Committee meeting to be held at Stephen Sorensen County Park  
on December 08, 2005.*

*At the General Meeting on December 22, 2005, final revisions to be submitted to the  
Members of the LLAPA for final approval.*

*\*Addendum: to Article IV Section B insertion as noted in the following per General  
Meeting of 9/25/08. Robin Nute made the motion to amend the bylaws in Article 4,  
Section B to read “Active Members or designee by proxy may be are qualified to be a  
director...” Tina Alcala seconded; all approved.*

*\*\*Addendum: to Article IV Section B, Subsection 1 insertion as noted in the following per  
General Meeting of 11/20/08. Robin Nute made the motion to amend the bylaws in  
Article 4, Section B, Subsection 1 to read “The officers of the Lake Los Angeles Park  
Association are representatives of the community of Lake Los Angeles.....”  
Kathie Fohrenkam seconded; All approved. Ratified by the General Membership on  
November 20, 2008 at the General Membership Meeting.*