



Kagel Canyon Civic Association Bylaws

As Amended August 1, 2019

Effective September 1, 2019

Preamble: The Kagel Canyon Civic Association (the “KCCA”) is a non-profit organization under the laws of the State of California dedicated to the education and improvement of a community of approximately 300 homes in an unincorporated area of Los Angeles County. The KCCA is NOT a Homeowners Association (HOA) and residents are not required to join or pay dues, although membership is encouraged. The KCCA does not maintain and cannot enforce “rules and regulations” regarding what residents may or may not do on their properties. We are not mediators and have no authority to arbitrate neighborly disputes. The KCCA may be able to point residents in the direction of county resources or agencies which may be able to address their concerns.

Article I: Name

The name of the association shall be the “Kagel Canyon Civic Association, Inc.” (the “KCCA”), a 501(c)(4) non-profit organization organized under the laws of California.

Article II: Objects and Purposes

Section 1: The objects and purposes of this association shall be:

- a. To preserve and maintain the natural resources and rural character of Kagel Canyon;
- b. To sponsor worthwhile community activities and interests on a non-partisan basis;
- c. To provide a forum for the presentation of individual ideas and opinions;
- d. To provide a means of informing the community concerning our rights, responsibilities, and interests with respect to public questions;
- e. To maintain liaison with government bodies and remain alert to actions that are of concern to the community;
- f. To inform and educate the citizens of cogent community problems;
- g. To maintain open liaison with surrounding neighborhood councils in order to further the unique interests of the foothill communities;
- h. To promote the general welfare of the community and to maintain its unique rural residential character for future generations.

Section 2: The boundaries of this organization are located in the unincorporated area of Los Angeles County commonly known as Upper and Lower Kagel Canyon, and are legally described by the State of California Department of Water Resources map published by the United States Department of the Interior, Geological Survey, by the sections below:

- a. On the Sunland Quadrangle:
 1. The western quarter of section five (5);
 2. The western quarter of section thirty-two (32);
 3. The western half of section twenty-nine (29);
- b. On the San Fernando Quadrangle:
 1. The eastern quarter of section thirty (30);

2. The eastern quarter of section thirty-one (31);
3. The eastern quarter of section six (6).

These boundaries are delineated on the map attached hereto as Exhibit A and incorporated herein by reference.

Section 3: A primary tenet of the KCCA shall be to assist Dexter Park with financial support of its programs and activities for the benefit of the community. The amount of such support shall be set by the KCCA at the beginning of each calendar year, with any expenses over and above the set budget to be approved on a case by case basis. The KCCA shall file a financial statement summarizing such donations, on an annual basis, with the Director of the Los Angeles County Parks and Recreation, or his designee.

Article III: Membership and Annual Dues

Section 1: Eligibility for full membership shall be restricted to residents and/or property owners of the district described above. Full members in good standing shall be eligible to hold office, to vote in elections, and to vote on issues that are brought to the general membership for vote.

Section 2: Non-resident and/or non-property-owning individuals, families, organizations, and businesses are ineligible for full membership but may wish to establish a relationship with the KCCA by paying dues, as specified below, to secure an affiliate membership. Affiliate members may participate in all aspects of the KCCA, but are not eligible to hold office, to vote in elections, or to vote on issues that are brought to the general membership for vote.

Section 3: Membership dues shall be set annually and announced by the Board. All members shall be notified in writing of any change in the amount of dues at least thirty (30) days prior to such revision taking effect.

Section 4: Annual membership dues shall be due in January of each calendar year. Any member who defaults on payment of dues shall not be considered in good standing.

Section 5: A membership list containing contact information for each member shall be maintained by the KCCA. The list shall only be used for purposes that directly carry out the mission and function of the KCCA and shall not be used for any commercial purpose or published, shared, sold, or otherwise provided to any third party, except as required by law.

Article IV: Meetings

Section 1: The general membership shall meet monthly unless a meeting is deemed unnecessary by the President; however, in no event shall the general membership meet fewer than six times per calendar year. A regular meeting schedule shall be set annually by the Board of Directors and disseminated to the general membership.

Section 2: The Board of Directors shall meet in advance of each general membership meeting to prepare for the general meeting, unless a meeting is deemed unnecessary by the President. Written notice of Board meetings shall be made to the Board members at least seventy- two (72) hours prior to the convening of each such meeting.

Section 3: Special meetings may be called by the President when deemed advisable. The President shall call such a meeting upon the written request of a quorum of each/either the Board of Directors or the members in good standing, expressing the object and purpose of such meeting.

Section 4: At all meetings of the general membership, twenty-five percent (25%) of the members in good standing shall constitute a quorum. At all meetings of the general membership and/or meetings of the Board of Directors, two-thirds (2/3) of the then current number of Board members shall constitute a quorum.

Section 5: All members in good standing shall be entitled to cast one vote and debate on all questions arising at special meetings of the membership.

Section 6: No member shall be permitted to speak more than twice or longer than three (3) minutes on each question at any regular or special meeting of the membership. At all meetings only such business as is included on the agenda shall be discussed, notwithstanding public comment on non-agenda items. It shall be the option of the Board of Directors to defer from the above rulings.

Section 7: For any votes held by the Board of Directors, an affirmative vote of a majority of a quorum of the Board shall be necessary to pass any measure, unless otherwise specified herein.

Section 8: For any votes on special issues for which the Board of Directors determines that a vote of the membership at large shall be held, then such a vote may be held by either of the following methods:

- a. The Board of Directors may elect to hold an in-person vote at a meeting of the general membership, for which a quorum of the general membership is necessary. The general membership shall be notified of such a vote a minimum of seventy-two (72) hours prior to such meeting; or
- b. The Board of Directors may elect to mail ballots to the general membership. Ballots shall be counted once a quorum of the votes is collected, but in no event more than fifteen (15) days following the date of the mailing of ballots.

In either such instance, a quorum shall be twenty-five percent (25%) of the members in good standing, and an affirmative vote of a majority of such quorum shall be necessary to pass any such measure.

Article V: Board of Directors

Section 1: The elected Board of Directors shall be the administrative body of the KCCA and is authorized to transact all business, establish policy, and oversee all activities of the KCCA. The Board of Directors has the authority to approve expenditures from the KCCA treasury; however, in no event shall the Board of Directors obligate the members financially over and above their annual dues.

Section 2: The Board of Directors shall consist of the five (5) Officers plus seven (7) elected directors representing the first one hundred seventy-five (175) members. Each additional twenty-five members establishes a new director; however, in no event shall the total number of directors exceed ten (10). The number of directors shall be based on the number of members-in-good-standing at the time of election; a director may be added at any time during the year in the event of a subsequent increase in membership, but a director shall not be removed in the event of a decrease in membership in a non-election year.

Section 3: Each member of the Board of Directors shall:

- a. Attend meetings of the general membership and meetings of the Board of Directors to conduct the business of the KCCA;
- b. Serve on committees as necessary;
- c. Volunteer their knowledge, expertise, and time as appropriate;
- d. Abstain from voting in the case of a conflict of interest as determined by the Board of Directors;
- e. Uphold the objects and purposes of the KCCA.

Section 4: Expenses incurred in the performance of assigned duties may be reimbursed, with proper documentation, by the Board of Directors.

Section 5: The failure of any director to attend three (3) consecutive regular meetings shall automatically terminate his directorship unless otherwise excused by the President or the Board of Directors. Any Officer or Director may be removed from office by a vote of two-thirds (2/3) of the Board of Directors for malfeasance or non-performance of duty, subject to appeal to the membership at large.

Article VI: Officers

Section 1: The officers of the association shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2: The President shall preside at all meetings of the association. S/he shall appoint and be ex-officio member of all committees.

Section 3: The Vice President shall preside in the absence of the President at all meetings. S/he shall succeed to the office of President in the event of a vacancy in that office.

Section 4: The Recording Secretary shall keep an accurate record of all meetings.

Section 5: The Corresponding Secretary shall attend to all correspondence of the association and the issuing of all notices seventy-two (72) hours prior to meetings unless otherwise stated.

Section 6: The Treasurer shall perform all the duties of a fiscal officer, maintain financial records, and make reports at each general meeting.

Article VII: Elections

Section 1: Election of the Officers and Directors shall be held every odd numbered year with nominations taken in September and elections held the first week of November. The term of office shall be two years, commencing on the first meeting of the Board of Directors in the month of December immediately following the election.

Section 2: An Election Committee consisting of two (2) Directors plus two (2) members-at-large shall govern elections. Their duties shall consist of:

- a. Supervising the nomination and election processes;
- b. Mailing ballots to members in good standing;

- c. Counting ballots not less than ten (10) and not more than fifteen (15) days following the date of the mailing of ballots. Ballot counting shall be conducted under the supervision of an official of the County of Los Angeles, with the final results certified by such independent third party;
- d. Notifying the membership of the numerical tally of the voting within ten (10) days following the counting of ballots. The means of notification shall include, but not be limited to, publication on the bulletin board.

Section 3: A candidate for Officer may choose to also run for Director if so nominated in both positions. In the event that such candidate loses the election for Officer, but receives a sufficient number of votes to be elected to Director, then s/he shall serve as Director. In the event that such candidate wins the election for Officer, then any votes s/he receives for Director shall be considered void.

Section 4: Any candidate for the office of President must have been a member in good standing of the KCCA for the period of one year leading up to the election. Any candidate for President agrees that, if elected, s/he shall serve, in addition to the two-year term as President, an additional year thereafter as a non-voting, ex-officio member of the Board of Directors (if not elected to office in the subsequent election) to ensure continuity of knowledge and processes.

Section 5: If two or more candidates receive an equal number of votes for any office, the tie shall be broken by drawing lots as follows: such tied candidates, or their designees, shall appear at the December KCCA meeting and, prior to the installation of the newly-elected board, each draw a card from a deck of playing cards, with the candidate drawing the highest value card declared the winner.

Section 6: In the event of a vacancy of office, the President may appoint a member-in-good-standing to fill the unexpired term, subject to approval by the Board of Directors.

Article VIII: Committees

Section 1: The President shall authorize, appoint a chairperson, and define the powers and duties of all committees, subject to the confirmation of the Board of Directors.

Section 2: Each committee should consist of one (1) chairperson and not fewer than two (2) additional members-in-good-standing. If not already a member of the Board of Directors, the chairperson of any committee shall become a non-voting, ex-officio member.

Section 3: The President shall appoint the following standing committees, and such other committees as deemed necessary, subject to the approval of the Board of Directors:

- a. Water District Committee: to advocate to ensure a reliable water supply for residents within Water District 21, including but not limited to: budgeting, conservation, funding, water sources, repairs, water quality improvements, and record keeping.
- b. Fire and Emergency Preparedness Committee: to encourage education, awareness, and community participation in disaster planning, preparedness, and resilience, and to alert residents in the event of emergencies.
- c. Membership Committee: to maintain a database of members and their contact information and to conduct outreach activities with the goals of welcoming new residents, increasing membership, and encouraging participation in the KCCA.

- d. Communications and Publicity Committee: to communicate with the community regarding relevant news, information, and events, via whatever means are deemed effective at the time (e.g., the Hot Sheet, website, Bulletin Board, etc.)
- e. Events and Fundraising Committee: to plan community events, activities, and fundraisers.
- f. Historical Preservation Committee: to maintain a collection of archives and photographs to document and preserve the history of Kagel Canyon and the records of the KCCA.

Article IX: Rules of Order

The latest revised edition of the Roberts Rules of Order shall govern in all cases not provided for in these bylaws.

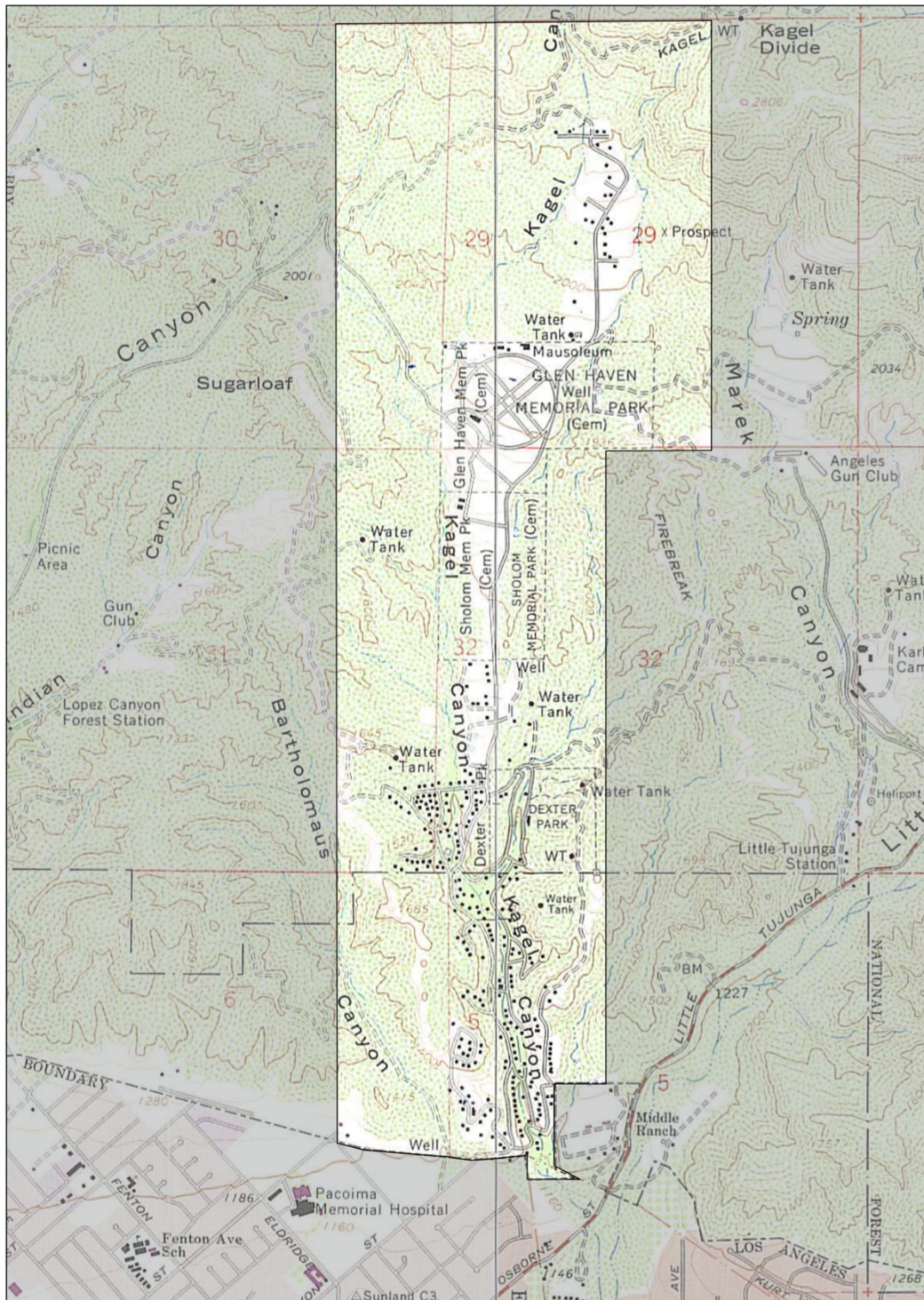
Article X: Amendments

These bylaws may be amended, modified, or repealed by either of the following methods:

- a. Any member in good standing may propose an amendment to the Board of Directors for their vote at a meeting of the general membership. Any such amendment shall be adopted by a two-thirds (2/3) affirmative vote of the Board of Directors.
- b. Any member in good standing may require a vote of the general membership on a proposed amendment by bringing to the Board of Directors a petition in favor of such proposed amendment. Such petition must be signed by ten percent (10%) of the current members in good standing, but in no event shall such petition contain fewer than ten (10) signatures. Within ten (10) days following the presentation of such petition, the Board of Directors shall mail ballots containing the terms of the proposed amendment to all members in good standing. Any such amendment shall be adopted by a majority of affirmative votes by the membership; provided, however, that the ballots cast represent a minimum of twenty-five percent (25%) of the membership. Ballots shall be counted not less than ten (10) and not more than fifteen (15) days following the date of the mailing of ballots. The Board of Directors shall notify the membership within ten (10) days following the counting of ballots of the results of the voting.

END

**Exhibit A:
The Boundaries of Kagel Canyon**



The Complete San Fernando Quadrangle Reference Map can be found here:

<http://dpw.lacounty.gov/sur/nas/landrecords/CETopo/QuadSheets/SAN%20FERNANDO.pdf>

The Complete Sunland Quadrangle Reference Map can be found here:

<http://dpw.lacounty.gov/sur/nas/landrecords/CETopo/QuadSheets/SUNLAND.pdf>