

# **BYLAWS OF THE RIVIERA HOMEOWNERS ASSOCIATION**

## **Revised Feb. 23, 2025**

### **ARTICLE I**

#### **NAME**

The name of this association is the RIVIERA HOMEOWNERS ASSOCIATION.

#### **BOUNDARIES**

The Riviera shall consist of the section in the City of Torrance commonly known as Hollywood Riviera: Pacific Coast Highway and Redondo Beach boundary on the north, Hawthorne Boulevard on the east, the Palos Verdes Estates border on the south, and the Pacific Ocean on the west.

### **ARTICLE II**

#### **PURPOSES AND POLICIES**

##### **Purposes:**

To be a non-profit organization dedicated to civic service to the Riviera community, Torrance, and the South Bay in general.

To foster improvement of property in this community following general principles set forth by the Torrance Municipal Code.

To counsel and advise residents of this community in protection of their property interest in the community.

##### **Policies:**

To maintain a non-commercial, non-sectarian, and non-partisan approach to all problems.

To maintain observers at meetings of boards, committees and chambers of local governmental bodies so that the members of the Association may be informed as to the actions of those bodies.

To support and execute community improvements projects and other civic functions.

### **ARTICLE III**

#### **MEMBERSHIPS AND DUES**

##### **Section 1**

- a) Any resident or property owner age 18 or older within the boundaries of the Association shall be eligible for membership in this Association.
- b) Property owners and residents, upon payment of annual membership fees, shall be termed "Active Members" and shall be entitled to vote.

- c) Past Presidents and other persons who have contributed to the Association in a distinguished way, may, upon majority vote of the Board of Directors (hereafter referred to as “Board”), be accorded “Honorary Life Membership.” Such honorary status will not be restricted to the residence or ownership requirements of Active or Associate Membership referred to above.

Section 2

Annual membership fees shall be set by the Board.

Section 3

A paid membership shall entitle Active and Life members to one vote in the affairs of the Association as qualified by the provisions of Article VII, Section 4.

**ARTICLE IV**

**OFFICERS AND DIRECTORS (“THE BOARD”)**

Section 1

- a) The elected Officers of this Association shall be:
  - President
  - First Vice President (Communications; includes newsletter)
  - Second Vice President (Membership)
  - Secretary
  - Treasurer
  - Immediate Past President
- b) The appointed Directors of this Association shall be:
  - Technology (director 1)
  - Scholarship (director 2)
  - Planning Commission Observer (director 3)
  - Landscape (director 4)
  - Hospitality (director 5)
  - Historian (director 6)
  - Member at large (director 7)
- c) The elected Officers and the appointed Directors shall comprise the Board.

Section 2

- a) Officers and Directors shall hold office for a term of two years and until the election and appointment of their respective successors, provided that any person chosen to fill a vacancy shall be appointed by the President with the approval of the Board to serve only during the unexpired portion of the term of such officer and until a successor is elected. Any officer or director who is absent for two meetings (of the 6 total Board and general membership meetings) within any 12 month period may be removed by vote of the Board.

- b) No person shall be allowed to be an officer for more than eight consecutive years without taking a minimum of one year off the Board.
- c) Any member of the Board who does not abide by the bylaws, or who interferes with or obstructs the Association's business in any way may be removed by a majority vote of the board.

#### Section 3

The President shall preside at all meetings of the members and of the Board; shall countersign all checks and fiscal instruments; shall perform such other duties as customarily pertain to the office of President or as directed by the board not inconsistent with the provisions of these Bylaws; shall conduct the correspondence of the Association as required; shall serve as publicity agent for the Association; shall be responsible for the distribution of notices of elections and other important Association functions.

#### Section 4

The Vice Presidents shall have and exercise all the powers, duties and authority of the President during the absence or disability of the latter; the First Vice President (Communications) shall be responsible for distribution of the newsletter, the contents of the RHA website, and community outreach; the Second Vice President shall be chair of the Membership Committee; both Vice Presidents may also countersign checks and fiscal instruments.

#### Section 5

The Secretary shall keep a record of the proceedings of the meetings and shall maintain an accurate set of the Bylaws and Standing Rules of the Association.

#### Section 6

The Treasurer shall have custody of all funds, securities, valuable papers and other assets of the Association, and shall be responsible for the disbursement of those funds through checks, drafts, or other fiscal instruments which shall be countersigned by the President or either First or Second Vice President. No performance bond shall be required. The accounts shall be audited at least once a year by an auditor appointed by the Board. The auditor shall submit a report at the March meeting of the Board and at the April general meeting.

#### Section 7

All officers specified in Section 1 of this Article must be members of the Association at the date of election and eligible to vote under terms of Article III, Section 1(b).

### **ARTICLE V** **MEETINGS**

#### Section 1

General membership meetings of this Association shall be in April and October unless otherwise voted by the Board. At least one general meeting a year is mandatory. Board meetings of this Association shall be quarterly (January, March, June, and September) unless otherwise voted by the board. A quorum of the Board must be present at any meeting for official business of the Association to be conducted. Members shall be informed in advance of the regular meetings of the Association by whatever means is deemed suitable. Special meetings may be called by notice through standard communications methods at least seven days before the meeting.

Section 2

The Board shall meet during the month before each General meeting; special meetings may be called at the discretion of the President or a majority of the Board. A majority of the officers shall constitute a quorum.

**ARTICLE VI**  
**THE BOARD**

Section 1

Members of the Board shall be as prescribed in Article IV, Section 1.

Section 2

The Board shall have general supervision of the affairs of the Association between the regular meetings; shall create such committees as are deemed necessary to conduct the work of the Association; shall fill by appointment all special projects/committee chairs; and shall be responsible for the reconciliation of the accounts of the Treasurer at the end of each Treasurer's term.

Section 3

Recommendations by the Board for the obligation of funds other than operating expenses, and for establishment of policies outside the scope of these Bylaws shall be subject to confirmation by the Association assembled in general or special meetings.

**ARTICLE VII**  
**NOMINATIONS AND ELECTIONS**

Section 1

Before or at the January Board meeting in even numbered years, a Nominating Committee consisting of three members shall be appointed by the President to nominate at the March meeting of the Board, at least one member for each vacancy for which elections are being held.

Section 2

At the general membership meeting in April, the Nominating Committee shall place its nominations before the members and the President shall call for

nominations from the floor. When the nominations are closed, tellers shall be appointed by the President, ballots shall be distributed, votes taken and tallied by the tellers, and the results announced. All elections shall be by ballot unless there be but one candidate for each office when, by unanimous consent, the ballot may be dispensed with and a voice vote taken. A plurality vote shall elect.

### Section 3

Nominations and elections shall be filled in even years, and in the following order, each succeeding position being filled before proceeding to the next in order<sup>1</sup>:

- a) President
- b) First Vice President (Communications)
- c) Second Vice President (Membership)
- d) Secretary
- e) Treasurer

### Section 4

Proxy votes are invalid; all votes must be made by an Active Member present at the meeting. (Each member of a household must be an Active Member to cast a vote.)

### Section 5

The immediate Past President shall confirm the newly elected Board Officers at the close of the elections at the April general meeting; the new Officers shall take over the affairs of the Association on the first of July following the April election.

### Section 6

Irrespective of the number of parcels of property owned, no Active Member shall have more than one vote.

### Section 7

Candidates for Board membership may not run for or hold more than two (2) simultaneously occupied board roles.

## **ARTICLE VIII**

### **AMENDMENTS**

These Bylaws may be amended by a two-thirds majority vote at any general membership meeting, providing that the amendment has been read at the previous meeting. With the exception of the number of directors, any change must be ratified by the general membership. These Bylaws may be amended at any Board meeting

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<sup>1</sup> Directors 3,4,5,6 added or modified March 2015; changes made Feb 1, 2025: VP Communications absorbing Newsletter; Technology Director and "Member at large" added Feb. 23, 2025.

by a two-thirds majority vote if notice has been given the Board members at least 24 hours before the meeting that such amendment will be voted upon.

**ARTICLE IX**

**PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, revised, shall be the authority on all points not covered by these Bylaws and Standing Rules.

Adopted: 7 September 1995

Ratified: 5 October 1995

Proposed for Board Adoption: 9 March 2025

Proposed for Ratification: 29 April 2025

Secretary's original signed by President (Don Lee) and Secretary (Benson Black)