Ridgewood-Wilton Neighborhood Association

BYLAWS

Adopted by Member Vote, November 2026

ARTICLE I: NAME

The name of this organization is the Ridgewood-Wilton Neighborhood Association, also known and referred to herein as "RWNA".

ARTICLE II: PURPOSE

The purpose shall be to provide a formal organization to assist members and residents in preserving and enhancing the quality of the neighborhood through:

1. Inclusion of all elements of the community in a united organization that represents the interests of all;
2. Communication and interaction with all who have interests in our community;
3. Representation of the community in dealing with the City of Los Angeles ("City") and other government agencies; and
4. Unification of and service to the best interests of our community to enhance the quality of life in the Ridgewood-Wilton neighborhood and surrounding area.

In service of these purposes, the RWNA will participate in:

1. Activities designed to preserve the existence and character of the neighborhood and community;
2. Monitoring of City services and holding City employees accountable to the residents of the community;
3. Pursuing enforcement of existing City zoning, Historic District and historic preservation codes;
4. Consulting with City officials regarding development plans for residential locations within and commercial locations proximate to RWNA's boundaries to ensure (a) neighborhood character is maintained, and (b) need and appropriateness of any approved projects (including the provision of adequate parking);
5. Fostering a safe and secure neighborhood environment, with special concern for children, the elderly and pedestrians, by monitoring area traffic, noise, construction and pollution, and working with local law enforcement;
6. Encouraging neighborhood beautification, including through tree planting, graffiti removal and property maintenance;
7. Advocating neighborhood preservation.

ARTICLE III: BOUNDARIES

RWNA boundaries include all residences and properties fronting Wilton Place, Ridgewood Place and Wilton Drive between Beverly Drive and Third Street.

ARTICLE IV: MEMBERSHIP & MEETINGS

Membership in RWNA shall be available to anyone who resides, owns property, or is the designated sole representative of any entity located within the boundaries of the Association. Those meeting this condition and whose dues are paid and current shall be voting Members of the Association.

1. Notice: Notice of meetings shall be provided to all residences within the Association boundaries.
2. Open Meetings: All meetings of the Association membership shall be open and public and shall permit members to participate in the conduct of business, deliberation and the decision-making process.
3. Meetings shall be conducted in person with a virtual component or only virtually. Virtual software used shall be widely available, simple software (such as Zoom).
4. Votes on questions put to the members may be cast in person or virtually.
5. Annual Meeting: There shall be a meeting of the membership once a year during the first calendar quarter at a time, date, and location to be fixed by the Board of Directors. Motions shall be approved by a majority vote of members present or participating. (One vote per member.)
6. Special Meetings: Special meetings of the membership may be called at any time by action of the Board of Directors, provided reasonable notice in time and manner is given.

ARTICLE V: BOARD OF DIRECTORS

1. Accountability: The affairs and business of RWNA shall be managed by a Board of Directors (the "Board"). Directors positions are voluntary and not subject to remuneration.
2. Number of Directors: The Board shall number not less than five (5) and may be increased as deemed necessary and with Board approval up to a total of nine (9).
3. Elections: Elections of Directors shall occur in conjunction with the Annual Meeting. Ballots shall be available to both in person and virtual attendees. After appropriate time for the receipt and vetting of ballots, including mail-in ballots from virtual attendees, the election will be declared closed and ballots tabulated. Successful candidates must receive a majority of votes cast.
4. Officers and Term of Office: Officers of the Board shall be elected among the elected Directors by majority vote. Additional Directors may be elected by majority vote of the Board after the Annual Meeting or at any Special Meeting. Board members shall serve two-year renewable terms starting upon election at the Annual Meeting. Terms shall be staggered so that approximately 50% of the Board members are elected annually.
5. Vacancies: If a Director is unable to continue or resigns between Annual Meetings, an interim replacement may be proposed at any Board meeting and approved by a majority vote of the Board. Such person shall serve for the remainder of the departed member's term.
6. Board Meetings: The Board shall meet at least each quarter of the year. Special meetings of the Board may be called by the President or any two (2) Officers or by a majority of the Board, provided sufficient and reasonable notice is given to all Board members and the RWNA membership.
7. Quorum: A quorum is achieved by a majority of Directors.
8. The Meeting Chair shall conduct business using the current version of Robert's Rules of Order. He/She shall enforce respectful conduct and prevent disruptions.

ARTICLE VI: OFFICERS

1. RWNA's Officers shall include President, Vice President, Secretary and Treasurer. They shall be Directors elected by majority vote of all Directors after the Annual Meeting. Officers will serve one (1) year renewable terms, provided that any Officer's term shall expire upon expiration or termination of his or her term as a Director. Each officer's term of office shall start upon election. The elected Officers shall constitute the Executive Committee.

2. The President shall preside at all meetings and shall have the primary responsibility for carrying out the purposes of RWNA.
3. The Vice President shall assist the President and shall perform the duties of the President in case of his/her absence.
4. The Treasurer shall collect dues, administer all funds and maintain full records of all receipts and disbursements. The Treasurer shall provide a full written report of all financial transactions monthly for approval by the Executive Committee or majority of the full Board.
5. The Secretary shall maintain membership records, keep minutes of all meetings, maintain communications with members, similar Associations and entities relevant to the Association's purposes, and additional secretarial functions.

ARTICLE VII: COMMITTEES

1. Executive Committee: There shall be a standing Executive Committee, chaired by the President and made up of the elected Officers, which shall manage the RWNA.
2. Ad Hoc Committees: The Board may create ad hoc committees, establish their mission and operational guidelines, and appoint any member of the Association to them. The term of Ad Hoc Committees shall expire at the annual meeting but may be renewed by action of the Board. Such Committees shall report on their activities at each Board meeting and at the Annual Meeting.

ARTICLE VIII: FINANCES

The Association shall maintain an account at a recognized financial institution. All received funds shall be documented as to source and amount and deposited to the account and all disbursals shall be initiated with a check request and paid from the account. The RWNA fiscal year shall run from January 1st to December 31st. Check requests greater than three hundred dollars ($300.00) must receive pre-approval by the Executive Committee or a majority of the Board. The President shall appoint a disinterested person to audit the financial records annually and report to the Board.

ARTICLE IX: COMMUNICATIONS

The Association shall maintain its domain name, web site and email addresses. The site shall be used to post notice of meetings, approved Treasurer's Reports and Minutes, history and other documents or interest. In addition to the site, the Board may use several additional methods for communication, including posted signs, email and flyers. The Association will maintain a Post Office or postal service box number as its official address.

ARTICLE X: AMENDMENTS AND PROTOCOL

These Bylaws may be amended or revised by a two-thirds vote of the Board of Directors and ratified at the next meeting of the membership by a majority vote of members. Notification of a vote on the Bylaws must be included with the member meeting notice.