

November 11th, 2016

BYLAWS

OF

BIXBY KNOLLS BUSINESS IMPROVEMENT ASSOCIATION, INC.

A CALIFORNIA NON-PROFIT MUTUAL BENEFIT CORPORATION

1. NAME:

The name of the corporation shall be **Bixby Knolls Business Improvement Association, Inc.**

2. PRINCIPAL OFFICE:

The principal office of the Corporation for the transaction of its business shall be located in the City of Long Beach, County of Los Angeles, State of California. The Board is hereby granted sole power and authority to place the principal office of the corporation and change same from one location to another anywhere within the Bixby Knolls Business Improvement Area boundaries.

3. OBJECTIVES:

The objectives of the Bixby Knolls Business Improvement Association, Inc. shall be:

- a. To promote the common business interest of all merchants, property owners and professionals doing business in the Bixby Knolls assessment area as described in Ordinance C-6646.
- b. To facilitate the exchange of business information and encourage business cooperation between and among all retail merchants, property owners and professionals doing business in the Bixby Knolls assessment area.
- c. To promote higher business standards, seek better business methods and encourage uniformity and cooperation between and among all retail merchants, property owners and professionals doing business in the Bixby Knolls assessment area.
- d. To promote the interests of the assessment area.
- e. To market, conduct public relations and develop/sponsor such activities as shall be found to best advance the welfare of its members and effect the purpose for which this organization was formed.

4. MEMBERSHIP:

Classification of Members:

The corporation shall have one class of members: Assessed.

Qualification:

- a. Assessed Member: Any corporation, business partnership, sole proprietor or company who maintains an office or place of business (except home based businesses) within the geographic boundaries of the Bixby Knolls Business assessment area as defined in Long Beach Ordinance C 6646 shall be admitted as an assessed member of this corporation upon the payment of the general business license and the additional general business license assessment as set forth by the City of Long Beach. Assessed members shall have all rights

and privileges of this corporation, including the right to serve on committees, as a Director or Officer and are eligible for all membership benefits as determined by the Board of Directors. Assessed Members shall no longer be considered members of the association when they no longer maintain an office or place of business within the geographic boundaries of the Bixby Knolls Business assessment area.

5. DUES:

The nonrefundable dues required by members of the Bixby Knolls Business Improvement Association, Inc. are as follows:

Dues for Assessed Members will be assessed and collected by the City of Long Beach.

6. MEETINGS OF MEMBERS:

Meetings of the membership of the Corporation shall be held within the Bixby Knolls assessment area. Such meetings shall be held at such times as are selected by the Board of Directors. Such meetings of the members shall include an Annual Meeting in February of each year, which will be set by the Board of Directors, at which there shall be a review of the goals and activities of the corporation and a presentation of the annual work plan and budget.

7. SPECIAL MEETINGS:

Special meetings of the membership of the Corporation shall be called by the Chairman or Designee of the Board of Directors and held at such place as is allowed by these Bylaws for regular meetings of the members.

8. NOTICE OF MEETINGS:

There shall be public notice of regularly scheduled meetings with no less than seventy-two (72) hours in advance. The notice of any meeting shall give the general nature of the business to be transacted at the meeting.

9. GOVERNMENT:

The government of this Corporation shall be vested in a Board of eleven (11) Directors, each of whom shall be elected to the Board for a two (2) year term and may serve for a maximum of three (3) consecutive terms. Additional years of service may be extended at the end of the third term if deemed necessary to represent a geographical area of the district, and if approved by the entire Board. Board positions shall represent the entire geographical area of the district areas as follows: two (2) members shall be elected at large, three (3) members shall be elected from the Atlantic Avenue Area, three (3) members from the Long Beach Boulevard Area, one (1) member from the Bixby Knolls Shopping Center and two (2) from the Wardlow Road Area. However, if necessary a director may also be appointed or elected to the board regardless of geographical location within the boundaries of the district. Officers of the board shall be comprised of business owners only; employees of a business shall not serve as officers.

Any member of the Bixby BID may apply for membership of the Board of Directors by submitting an application to the Board. The application and approval of application shall be considered by the Board of Directors.

Area 1: Atlantic Avenue

Boundaries: The south side of San Antonio on the north; the east side of Atlantic Avenue on the east; the north side of 36th Street on the south; the east side of Linden on the west.

Area 2: Long Beach Boulevard

Boundaries: The northern boundary of Scherer Park on the north; the west side of Linden Avenue on the east; the north side of 36th on the south; the west side of Long Beach Blvd.

Area 3: Bixby Knolls Shopping Center

Boundaries: The north side of 46th Street on the north; the east side of California Avenue on the east; the north side of San Antonio on the south; the east side of Linden on the west.

Area 4: Wardlow Road

Boundaries: The south side of 36th Street on the north; the east side of Atlantic Avenue on the east; the northern line of the San Diego Freeway (405) on the south; the west side of Long Beach Boulevard on the west.

In addition, a community liaison(s) shall be invited to join the board in its deliberation but shall serve without a vote. Community liaison(s) are appointed annually and serve at the will and pleasure of the majority of the Board.

10. BOARD OF DIRECTORS AND OFFICERS:

The Officers of the Corporation shall be elected from seated Board Members. This election shall take place at an organizational meeting in January each year. Any officer may resign at any time on written notice to the corporation without prejudice to the rights of that officer to remain as a member of the Board of Directors. A vacancy on the Board because of death, resignation, removal, disqualification, or any other cause, shall be recommended by the President with approval of the Board of Directors, and said approval shall be given either at a regular meeting of the Board of Directors or by written approval secured by the President of a majority of the Board of Directors prior to such appointment. Such appointments shall be a member from the vacated area, if available, and shall hold office until a successor is duly elected.

Directors may continue to serve on the board (with board approval) until such time that a qualified and appropriate successor is identified and seated.

The President shall be the Chief Executive Officer of the organization and shall preside at all meetings of the membership, the Board of Directors and the Executive Committee and shall be an ex-officio member of all committees.

The Vice-President, in the absence of the President, shall perform the duties of the President and shall perform such duties as the Board Members may prescribe.

The Secretary shall perform the duties of a corporate secretary as required by law and take or cause to be taken minutes of all meetings of the corporation and the Board of Directors. The Secretary shall make copies of the minutes available to the Board of Directors at their next regular meeting.

The Treasurer shall perform the duties of a corporate treasurer as required by law and shall have charge of the funds of the corporation and of their disbursement under the direction of the Board of Directors.

11. EXECUTIVE DIRECTOR:

The Executive Director shall be the chief administrative officer of the Corporation and compensation shall be determined by the Executive Board and confirmed by the Board of Directors. It shall be the duty of the Executive Director to conduct the official business of the Corporation, preserve all documents, answer all communications, keep books of accounts and maintain an accurate record of all proceedings of the meetings of the Board of Directors and all committees. The Executive Director shall submit a financial statement at the end of each month and shall perform all other duties as may be incident to the office. The Executive Director shall be responsible to the Board of Directors to supervise the work of persons or contractors employed by the corporation.

12. EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer.

13. MEETINGS OF THE BOARD:

Regular meetings of the Board of Directors shall be held at a regularly appointed time every month. Notice of the date, the hour, and place of the regular meeting of the Board of Directors shall be given to the Directors at least seventy-two (72) hours before the time for holding said meeting.

If any Director shall fail to attend three (3) consecutive meetings of the Board of Directors without leave of absence by the President due to sickness, business or absence from the city, and upon investigation be so notified, his/her seat is subject to vacation and such vacancy shall be announced at the regular meeting of the Board of Directors. The vacancy shall be filled for the balance of the unexpired term by the President with the approval of a majority of the Board. Removal from the seat shall not take place without due investigation and approval of the other members of the Board.

Special meetings may be called at the discretion of the President or Vice-President. Each Director shall be notified of the date, hour and the place of any such meeting at least twenty-four (24) hours in advance.

At the meetings of the Board of Directors, members of the Corporation who are not Directors may be heard, but shall have no vote.

14. QUORUM:

A simple majority of the Board of Directors must be present and shall constitute a quorum of the Board for the transaction of business.

15. COMMITTEES:

The President, with advice and consent of the Board of Directors, shall appoint whatever committees are deemed necessary to carry out the purposes of this Corporation. The duties of these committees shall be determined by the Board of Directors. A minimum of one (1) member of every committee shall be a Board Director; said member shall report back to the Board of Directors.

16. FINANCES:

All financial aspects of the corporation shall be handled in the following manner:

- a. All expenditures during the year shall be made within the framework of the budget, unless authorization is given by the Board of Directors to expend a higher amount than provided. Expenditures not included in the budget must be specifically authorized by the Board of Directors.
- b. All checks shall be required to have any two (2) of the following five (5) signatures: President, Vice-President, Secretary, Treasurer or Executive Director.
- c. No indebtedness shall be created, appropriated or dispensed unless the amount thereof is at that time in the general fund of the Association or approved in advance as set forth in the budget, which budget has been approved by the Board of Directors. Unless authorized by the Board of Directors, no member, agent or employee shall have the power or authority to bind the corporation by any contract, purpose or in any amount.

17. FISCAL YEAR:

The fiscal year of the corporation shall be from July first (1st) to June thirtieth (30th).

18. AMENDMENT OR REPEAL:

These bylaws may be amended or repealed at any time as recommended by a vote of two-thirds of the Board of Directors.

To present a proposed amendment to, or repeal of these Bylaws, or any provision(s) thereof, the following procedures shall apply:

- a. Any such proposal may be presented to the Board of Directors by a Board Director or may originate with the Executive Director and shall, thereafter, be referred to the Board of Directors for its consideration and approval
- b. Amended bylaws are to be filed with the City Clerk's office.

19. DISESTABLISHMENT:

Upon the disestablishment of the business assessment area by the Long Beach City Council, dissolution of the Corporation's assets, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be refunded to the businesses in good standing, then located and operating within the area in which the assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the area is disestablished. If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any

refund. Said guidelines for disestablishment and dissolution are dictated the 1989 CA PBIA Law in the Streets and Highways Code, sections 36550-36551.

The undersigned President and Secretary of the Corporation known as the Bixby Knolls Business Improvement Association, Inc. do hereby certify that the above and foregoing Bylaws were amended and duly adopted by the Members of said Corporation, on the 15th day of December, 2016, and that they do now constitute the bylaws of said Corporation.

20. RULES OF PROCEDURE:

Except as herein provided, at all meetings of the Corporation, the rules of parliamentary procedure, as provided in Robert's Rules of Order shall govern.

Attest: Date:

Attest: Date:

Attest:

Servando Orozco
President

Attest:

Norm Cauntay
Secretary