

BYLAWS
of
HERRERA
FAMILY
REUNION
ASSOCIATION

Est. 1941, SANTA MARIA, CA

Relocated 1978 LOCKWOOD, CA

(Also known as LAS FAMILIAS UNIDAS)

FIRST BYLAWS 1948

INCORPORATED JANUARY 20, 2018
REVISED/FEBRUARY 2018 LOCKWOOD, CA

CONSTITUTION

In memory of Mr. Jose Herrera and Mrs. Genevieve Jimenez Herrera and their children who paved the way for all of us; Samuel J. Herrera, Edna Perez, Margaret Gonzales, Joe Herrera, Paul Herrera, Erlinda Medina, Abel Herrera, Genevieve (Jane) Solano Chavez, Jerry Herrera, Isabel Cabigas, Alice Montoya, Rebecca Gonzales, and Lidia Bejarin Klassen. To maintain the Christian foundation and religious values that our family was built on by Grandma Genevieve Jimenez Herrera.

ARTICLE I

NAME OF ORGANIZATIONAL CLUB

The Club was organized as an unincorporated association in 1948 in the City of Santa Maria California under the name LAS FAMILLIAS UNIDAS. In 1978 after the family purchased property in Lockwood, California, the active family members decided to change the organizational name, by a unanimous vote, to the HERRERA FAMILY REUNION ASSOCIATION (from here on will be referred to as HFRA).

ARTICLE II

OFFICES

SECTION I. PRINCIPAL OFFICE

The principal office for the transaction of the business of the Corporation is located 67850 Jolon Road, Lockwood, CA. 93932.

SECTION II. OTHER OFFICES

The Officers may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to do business.

ARTICLE III

OBJECTIVES AND PURPOSES

SECTION I. This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c) (7) of the Internal Revenue Code. HFRA is a social and recreation club.

SECTION II. The main objective of HFRA is to create relationships with family members, to introduce new members, and to reconnect with family. This family would endeavor to create change in a positive manner and build family relations on a yearly basis. It was Genevieve Herrera's wish for the family to get together yearly.

SECTION III. Initially we held our reunions at various recreational parks; but due to the growth in our family, we eventually outgrew the parks. We needed to find a more permanent location/property.

ARTICLE IV

This Corporation has been formed under the California Nonprofit Mutual Benefit Corporation Law for the purposes described above. This corporation shall not discriminate against any person based on race, color, or religion.

ARTICLE V

DEDICATION OF ASSETS

On August 1, 1978 the HFRA purchase 10.10 acres in Lockwood, California. This property was named the Herrera Hacienda. This property has been improved with an electrical box and service, water pump, waterlines, and various cement pads.

ARTICLE VI

MEMBERSHIP TO HFRA

SECTION I Members of HFRA must be descendants of Jose and Genevieve Herrera or married into the family or legally adopted by a family member.

SECTION II HFRA fees are due yearly; please refer to the, Annual Membership, Lease Agreement and Meal Forms.

SECTION III HFRA fees shall be as follows; There is a membership fee for all members over 18 years of age (both for blood relatives and significant others). If you have a space the fees shall have a discount if paid ahead of time. Fees shall be paid in full for the current fiscal year. Any member that does not pay fees will be relieved of their spot and that spot will be available to other members. Immediate family will be given the first opportunity to take over responsibility of the spot, if not, then that spot will be open for any member of this Club. (FEES MAY CHANGE BUT NOT WITHOUT NOTICE) There may be cases that could be looked at and considered by the Family Officers.

There is a storage charge if you have a camper, RV, trailer, or boat that stays on the property all year.

All these fees are for the current fiscal year. **All fees are non- refundable.**

Funds collected for the meals are used to cover the cost of the meals and supplies.

Funds collected from lease and storage fees are used for Herrera Hacienda expenses, property taxes, insurance, utilities, maintenance and improvements.

ARTICLE VII

HFRA FAMILY OFFICERS

SECTION I The elected family Officers of HFRA shall be the President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms. They must be a direct descendant of Jose and Genevieve Herrera, (no family officer should be two siblings, nor parent/child).

SECTION II The HFRA shall meet once a year a chosen date agreed by the membership.

SECTION III The HFRA Officers shall have a meeting-on a regular basis. The purpose of the Officers shall be to act as the executive and legislative body of HFRA and to uphold the bylaws. All HFRA Officers shall put personal feelings aside, put the family needs first and work together to the best of the ability.

ARTICLE VIII

DUTIES OF HFRA FAMILY OFFICERS

SECTION I The President shall preside at all meetings. The President shall be general manager of all group activities and may delegate an event to another officer or family member. He/she shall have power to call such meetings when deemed necessary. The President acts as a figure head for the HFRA and also makes sure that the Officers function properly.

SECTION II The Vice-President plays a key role in supporting the President where appropriate. The Vice-President will preside over the Officers and HFRA in the absence of the President. The Vice-President will support the President in carrying out all duties as outlined above.

SECTION III The Treasurer has a key role over all aspects of financial management, working closely with Officers to safeguard HFRA finances. The Treasurer is responsible for ensuring effective financial systems and procedures have been established, are being consistently followed and are in the line with the best interest of HFRA. The Treasurer will submit records of all financial activities quarterly or upon request of the President. The Accountant will work closely with the Treasurer to ensure that records are accurate (for example; payments for camp spots, membership fees, and fundraising monies).

SECTION IV The Secretary is to support the President, Vice-President, and Treasurer in ensuring the smooth functioning of HFRA and its activities. The Secretary shall keep accurate Minutes of all Officer, Trustee and HFRA meetings. He/she should have the Minutes typed within one (1) week of last meeting and signed by him/her. Upon the President's permission, distribute them to the membership via Facebook, email and hardcopies mailed to those who request them. This is to ensure up-to-date HFRA information to all membership and

family. The Secretary shall also handle all correspondence and keep a file of all communications.

SECTION V The Sergeant-at-Arms shall maintain order at all times during meetings of HFRA. He/she shall talk to any member that is breaking any rules. He/she shall perform all duties as belonging to his/her responsibilities. This includes, but not limited to, maintaining records of all spots on the property, which spots are taken, and which ones are available. The Sergeant-at-Arms will insure that all individual campsites are maintained and cleared of all trash.

SECTION VI The HFRA Officers are to present ideas to the family, but not make decisions for the family and/or Herrera Hacienda, which is our property.

SECTION VII The term of HFRA Officers is three (3) years with a voluntary optional extension of four (4) years. The fourth year of their term will be to train incoming Officers. He/she may be re-elected and serve an additional three (3) years. The Officers are limited to serve only two (2) terms of three (3) years.

ARTICLE IX

OTHER FAMILY POSITIONS

SECTION I A group of fifteen (15) Trustees will consist of family members coming from the third generation (must be a grandchild of Jose and Genevieve Herrera). In the future it may consist of participants from another generation. They are the counselors and advisors to the Officers and approve the yearly budget and expenditures over \$1,000.00. Trustees must be active members and attend the reunion at least five (5) years or more.

SECTION II A Family Representative (This is a separate office, not to be confused with the Trustee members) comes from each family branch. There will be no more than one Representative from each family branch; for example, the Margaret Gonzales family, because of their large family size. The Family Representative is to communicate with the HFRA Officers, Trustees, and their own family branch about all HFRA business.

SECTION III Event Coordinator will ensure that all events are planned, organized, and staffed with volunteers to set up, take down, and store equipment and carnival games. This responsibility also includes keeping track of the supplies that are needed for planned activities.

SECTION IV Accountant/Bookkeeper will:

- 1) only have viewing access to the checking/saving accounts
- 2) log data into a second database
- 3) log all data into tracking form

All forms and receipts will be kept for five (5) years.

The President will access the checking/savings accounts to insure balances are correct.

SECTION V Social Media. We are a family based on Christian values and should uphold those values. No negative family business shall be discussed on any type of social media. This type of subject matter will be discussed at the HFRA meetings, if deemed necessary. The HFRA's social media site, Facebook, should be used for updates for group members, prayer requests, reunion ideas, all positive thoughts, and good reports. This is also to reach out to any family members that you haven't heard from in a while or adding new members.

A Media Administrator is to be appointed and will be responsible for making sure that people who join HFRA Facebook are indeed family and that all input going onto Facebook meet with HFRA bylaws.

Article X

VETO POWER

SECTION I The President and Trustees of the HFRA may declare null and void any action taken by HFRA or any officer of HFRA, if such action shall in anyway conflict with the rules of HFRA and/or interfere with the welfare of HFRA.

SECTION II The President may remove from office any Officer of this Club, including Trustees, for conduct violating the rules of HFRA.

ARTICLE XI

POLICIES AND PROCEDURES

HFRA BANK ACCOUNT

SECTION I The bank account will be under the name Herrera Family Reunion Association (HFRA). Two (2) family members' names will be on the account; ideally the President and Treasurer. With two (2) auditors, view only. Any reimbursements must have a receipt and paid online. Under no circumstances is this account to be used as a personal account.

SECTION II The most current bank statement from the banks website will be available upon request and be presented at all family meetings.

SECTION III Property taxes, insurance, PG&E, and trash hauling (routine maintenance) will be paid automatically. Receipts must be turned in no later than the last day of the reunion. Bills should be addressed to HFRA.

SECTION IV All cash collected for any activity, will be counted by two (2) family members (not husband/wife, nor two siblings, nor parent/child). The monies will be placed into an envelope sealed, signed, and dated. The envelope will be given to the Treasurer. All meal and event revenue will be kept in a separate envelope. Treasurer will:

- 1) Verify all checks with a form and sign the form
- 2) Take a picture of that form and send to the accountant/bookkeeper
- 3) Enter all data into a database
- 4) Deposit checks and get a receipt for the deposit
- 5) Take a picture of the deposit slip and send to the accountant/bookkeeper
- 6) Accountant/bookkeeper and treasurer will verify balance each month
- 7) Will not reimburse any expense over \$1000.00 without approval of the trustees.
- 8) Will not pay for any meals from the HFRA funds for any meetings.

ARTICLE XII

AMENDMENTS

SECTION I An amendment may be introduced at any meeting of HFRA by any member. Such an amendment must be read before the HFRA and notice thereof posted. A two-thirds vote is necessary by the Trustees to pass such an amendment.

BYLAWS

SECTION I The BYLAWS go into effect by being ratified by the Trustees. A two-thirds vote is needed.

ARTICLE I

PROVISIONS FOR ADOPTION, AMENDMENT, AND

CHANGE OF BYLAWS

SECTION I Any Bylaws of this Club may be adopted, amended, or repealed by a two-thirds vote of the Club's members after its proposal at the previous regular meeting.

ARTICLE II

NOMINATION AND ELECTION OF OFFICERS

AND HOW CONDUCTED

SECTION I Nominations of Family Officers of this Club shall be held during meeting at the reunion, unless deemed necessary to be held on an emergency basis.

SECTION II Elections shall be held by a hand vote by active members only.

SECTION III Vacancies shall be appointed by the President and ratified by Trustees.

ARTICLE III

IN CASE OF DISORGANIZATION

SECTION I In case of disorganization of this Club “**Herrera Family Reunion Association**” (**Las Familias Unidas**), all assets will be divided by the active families. Funds to be donated to a 501(c) organization.

ARTICLE IV

MEETING ORDER

SECTION I The Order of Business

- 1) Call to Order
- 2) Opening Prayer
- 3) Reading of the Minutes
- 4) Communications
- 5) Family Officers reports
- 6) Committee reports
- 7) Old business
- 8) New business
- 9) Program (if any)
- 10) Closing prayer, adjournment

APPROVED BY:

SIGN

DATE