

CONSTITUTION AND BY-LAWS  
of  
NEW MISSION TERRACE IMPROVEMENT ASSOCIATION, INC.

ARTICLE I - NAME AND BOUNDARIES

Section 1 – Name

This Organization shall be known as the “NEW MISSION TERRACE IMPROVEMENT ASSOCIATION, INC.”.

Section 2 – Boundaries

The boundaries of the district shall be as follows: “Beginning at a point on the Southwest corner of Tingley St. and Alemany Blvd. along Westerly line of Alemany Blvd. and Onondaga Ave., thence along North line of Onondaga Ave. to Ocean Ave., thence along I-280 to the junction of San Jose Ave. and Tingley Sts.; thence along the Southerly line of Tingley Street to the point of beginning.”

ARTICLE II - PURPOSE

The purpose of the Association is to advance the quality of life and commercial opportunity in the Mission Terrace Neighborhood. In order to achieve these objectives, the Association shall:

1. Establish and maintain an open line of communication between the neighborhood, government agencies, and other neighborhoods.
2. Provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
3. Provide a forum to identify, publicize, and resolve the needs and problems of the neighborhood such as encroachment on existing rights and privileges.
4. Represent the neighborhood with all government agencies and advocate the Association’s adopted positions.
5. Undertake steps to keep our neighborhood safe, clean, and beautiful.

ARTICLE III - POLICIES

1. The Association is governed by Robert’s Rules of Order, current edition except for areas in conflict with these By-Laws.
2. The Association is independent and is not affiliated with any political party.
3. The Association does not endorse candidates for public office.
4. No officer or member will represent himself as a spokesperson of this Association, unless duly appointed by the President.

## ARTICLE IV – MEETINGS AND QUORUM

### Section 1 – Meetings

1. Regular meetings are held on the third (3<sup>rd</sup>) Monday of each month except the months of July, August, and December when no meeting will be held.
2. A special meeting can be called by the President or at the request of the Executive Committee. A member may request a special meeting by presenting a petition request to any member of the Executive Committee. The petition must be signed by eleven (11) members in good standing.
3. Notification to the full membership by the President and/or their designee as to time and place must be made before conducting a Special Meeting with at least four days notification. Any business considered to be of vital importance to every member shall justify the calling of a special meeting by the President.

### Section 2 – Quorum

Eleven members in good standing who are eligible to vote at any meeting of the Association shall constitute a quorum.

## ARTICLE V – FINANCE

### Section 1 – Dues

1. Dues shall be paid as follows: Each single residential member shall pay \$10.00 per year, each household residential membership shall pay \$15.00 per year, and each business member shall pay \$15.00 per year.
2. Dues are due in January. New members joining after January pay the yearly dues rate regardless of when in the year they join.
3. Any member being delinquent in payment of dues for a period of three months will be automatically suspended and is not considered to be a member in good standing. Reinstatement will be made upon receipt of such dues.

### Section 2 – Expenditures

1. All expenditures, before being paid by the Treasurer, shall be by vote of the members except those defined as routine expenditures.
2. Bills for printing notifications, post office box rental, and meeting refreshments are considered routine and do not require pre-approval for payment.
3. Other expenditures can be defined by the Association as ‘routine’ by members of the Association but require re-approval each calendar year.
4. All expenditures will be reported by the Treasurer at the next scheduled meeting.

## ARTICLE VI – AMENDMENTS

Articles and Amendments to the Constitution and By-Laws may become a part of same in the following manner:

1. They must be presented in writing at a regular or special meeting.
2. They must be signed by five (5) members in good standing.
3. They must be read by the President under new business.
4. On the next meeting notification, the amendment must be published and advertised as an agenda item.
5. They must be voted upon at the second meeting (reading) and accepted, amended, or rejected.
6. They become a part of the Constitution and By-Laws when approved by two-thirds vote of the members in attendance.
7. They shall become effective immediately.

## ARTICLE VII – MEMBERS

### Section 1 – Eligibility

1. Any resident or owner of residential property within the boundaries of this Association 18 years or older is eligible for membership and to hold office in the Association.
2. Business property owners or business proprietors operating within the boundaries are eligible for membership but may not hold office.
3. Persons other than the above desiring membership in the Association may make application under Section 1, if their residence or business is not included in the boundaries of another similar neighborhood association, and upon election, they will be eligible to vote. However, such limited members cannot hold office in the Association.
4. The admission of applicants to membership in the New Mission Terrace Improvement Association, Inc. shall be by majority vote of the members present at any meeting following receipt of the applicant's dues for one year.

### Section 2 – Voting Rights

A single membership is entitled to one vote. A business membership is entitled to one vote. A household membership is entitled to two votes.

## ARTICLE VIII - OFFICERS

### Section 1 – Composition

The officers are comprised of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.

## Section 2 - Eligibility

Any resident or owner of residential property within the boundaries of this Association who is a member in good standing is eligible to hold office.

## Section 3 – Terms

1. Officers serve for a one year term beginning at the January meeting.
2. No person shall hold more than one office at a time.

## Section 4 – Duties

### President

1. Presides as chairperson at all regular and special meetings of the Association.
2. With consultation and input of the Executive Committee, prepares the meeting agenda.
3. Coordinates the notification for meetings.
4. Appoints committees and appoint members to committees.
5. Summarizes all incoming and outgoing correspondence to the Association.
6. Is the Association's spokesperson. He or she represents the Association and advocates the Association's adopted positions. The president has the discretion to appoint a spokesperson in his or her stead.
7. In the event of a vacancy on the Executive Board, the President may appoint an interim board member subject to the approval of the membership, by a simple majority, at the next regular meeting to complete the term.

### First Vice President

1. Perform the duties of the President in his or her absence.
2. Is responsible for providing the list of members of good standing at each meeting.
3. When voting is conducted,
  - a. Ensures that only members of good standing participate.
  - b. Is responsible for tallying the voting results.
4. Serves on committees as directed by the President.

### Second Vice President

1. Performs the duties of the First Vice-President in his or her absence.
2. Serve on committees as directed by the President.

### Secretary

1. Keeps the minutes of all meetings.
2. Makes available to the full membership the minutes of the previous meeting prior to or at the next meeting.
3. Reads the minutes of the previous meeting if a request has been made by any member.
4. Serves on committees as directed by the President.

#### Treasurer

1. Keeps record of the financial standing of all members and provides a list of members of good standing to the First Vice President prior to each meeting.
2. Collects and receives all funds due to the Association.
3. Keeps a set of books of the simplest form to record receipts and expenditures of the Association.
4. Pay bills as authorized by the Association. All disbursements shall be made by check bearing the signature of the President and the Treasurer.
5. Reports at each meeting a summary of income and expenditures since the previous meeting.
6. Makes a complete financial statement to the Board of Trustees in May and October or at any time that the majority of the members request a report.
7. Serves on committees as directed by the President.

#### Sergeant-at-Arms

1. Ensures the orderly conduct of meetings.
2. Serves as custodian of meeting attendance roster.
3. Serves on committees as directed by the President.

### ARTICLE IX – BOARD OF TRUSTEES

#### Section 1 – Composition

The Board of Trustees is comprised of three members elected at large.

#### Section 2 - Eligibility

Any resident or owner of residential property within the boundaries of this Association who is a member in good standing shall be eligible to be a member of the Board of Trustees.

#### Section 3 – Terms

Terms for Board of Trustee members are three years with one member election being held each year.

#### Section 4 – Duties

1. Audit the books twice yearly in May and October.
2. Report on audits to the membership at large at the next scheduled meeting or a special meeting if circumstances require it.

### ARTICLE X – EXECUTIVE COMMITTEE

#### Section 1 – Composition

The Executive Committee is comprised of the elected officers, Board of Trustees, and three members elected at large.

## Section 2 - Eligibility

Any resident or owner of residential property within the boundaries of this Association who is a member in good standing is eligible to be a member at large representative to the Executive Committee.

## Section 3 – Terms

1. Officers serve on the Executive Committee during their term in office.
2. Members of the Board of Trustees serve on the Executive Committee during their term in office.
3. Members at large serve on the Executive Committee during their elected term. Terms for members at large are three years with one member election being held each year.

## Section 4 – Duties

1. Provides administrative leadership, structure, and procedures for carrying out the purpose of the Association.
2. Ensures these Bylaws are understood and followed.
3. Handles any administrative business required between monthly meetings.
4. Must meet no later than seven days prior to any regularly scheduled meeting to confer with the president and establish the agenda for the regularly scheduled meeting.
5. Any action of the Executive Committee will be reported for ratification to the membership at the next scheduled meeting.

## ARTICLE XI - COMMITTEES

1. A standing committee to be known as the Sunshine Committee shall be appointed by the President at the beginning of each new term. The duties of the Sunshine Committee are to send cards in acknowledgement of significant events or condolences to members or their families in the event of illness or death.
2. The President may appoint at his discretion the following committees - Schools, Streets and Lights, Transportation, Publicity, By-Laws, and Community Events.
3. The Executive Committee or members may recommend the formation of a committee at any time.
4. Duties for all committees will be in accordance with the President's instruction.

## ARTICLE XII – ELECTIONS

### Section 1 – Nomination

1. Nomination of officers and members-at-large positions (for Executive Committee and Board of Trustee positions) will take place at the October and the November meeting.
2. Any member of good standing can make a nomination.

### Section 2 - Elections

1. Election of officers, board of trustee members, and member-at-large position will take place at the November meeting.

2. Voting will be by members in attendance at the November meeting in accordance with Article VII, Section 2.
3. Those elected will be sworn in and begin their term of office at the January meeting.

### Section 3 – Special Elections

If an elected officer, board of trustee member, or member-at-large is unable to fulfill their term or moves from the boundaries of the Association, the Executive Committee can determine if a special election is needed to fill the position.

1. If a special election is required, it must be posted as an agenda item in the meeting notification.
2. Special elections require the nomination to occur at one meeting and an election to occur at the next meeting.
3. If a special election is deemed unnecessary, the position will remain vacant until the next annual election.