

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

ARTICLE I - NAME

Section I : This Organization shall be known as the "NEW MISSION TERRACE IMPROVEMENT ASSOCIATION, INC."

Section II : The boundaries of the district shall be as follows:
"Beginning at a point on the Southwest corner of Cotter St. and Alemany Blvd. along Westerly line of Alemany Blvd to Northwest corner intersection of Alemany Blvd and Onondaga Ave., thence along North line of Onondaga Ave to Ocean Ave., thence along North line of Ocean Avenue to Interstate Freeway 280 (I-280); thence along I-280 to the junction of San Jose Ave. and Cotter Sts.; thence along the Sputherly line of Cotter Street to the point of beginning."

ARTICLE II - PURPOSE

The purpose of the Association shall be to promote civic improvement and the general welfare of our district and city of San Francisco.

ARTICLE III - POLICY

The Association shall be non-sectarian and shall not endorse candidates for public office.

ARTICLE IV - OFFICERS

Section 1 - The officers shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Financial Secretary-Treasurer, Sergeant-at-Arms, three Trustees and three Executive Board members.

Section 2 - These officers shall be elected by the members for a period of 1 yr; except the Executive Board members. (refer to Article XII)

Section 3 - No officer or member shall represent himself as a spokesman of this Association, unless duly appointed by the President.

Section 4 - Delegates and Alternates to any district council or organization with which this club affiliates shall be elected by the members.

ARTICLE V - MEMBERSHIP ELIGIBILITY

Section 1 -All property owners or any resident within the boundaries of this District shall be eligible for membership and to hold office in the Association.

Section 2 - 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 3 - Persons other than the above desiring membership in the Association may make application under Section 1, if their residence adjoins the boundaries of this district and is not included in the boundaries of another similar Improvement Association, and upon election, they will be eligible to vote at all meetings. However, such limited members shall not hold office in the Association until they have attended six meetings in any twelve-month period. Qualification for office, under this rule, shall be by a favorable two-thirds vote of the members at any meeting.

Section 4 - A limited member, having qualified under the attendance rule, the Secretary must automatically present the name for the favorable two-thirds vote of the members for his eligibility to hold office.

Section 5 - A person having been elected a regular or limited member, shall become a member, even though he removes from the district or disposes of his property in the district.

ARTICLE VI - MEETINGS

Section 1 Regular meetings shall be held on the third (3rd) Monday of each month.

Section 2 - Notification to the full membership by the Recording Secretary as to time and place must be made before conducting a Special Meeting. Any business considered to be of vital importance to every member shall justify the calling of a special meeting by the President.

ARTICLE VII - FINANCE

The dues shall be \$2,00 per year for family. Any member being delinquent in payment of dues for a period of three (3) months will be automatically suspended. Reinstatement will be made upon receipt of such dues. All expenditures, before being paid by the Treasurer, shall be by vote of the members.

ARTICLE VIII - AMENDMENTS

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

- (a) They must be presented in writing.
-)b) They must be signed by five (5) members in good standing.
- (c) They must be read at two consecutive meetings prior to being voted upon.
- (d) They must be voted upon at the second meeting (reading)
- (e) They become a part of the Constitution and By-Laws when approved by two-thirds vote of the members in attendance.
- (f) They shall become effective immediately.

ARTICLE IX - DUTIES OF OFFICERS

Section 1- The President shall preside at all regular and special meeting of the organization, except that in the absence of the President, the Vice-President shall preside, or the absence of both, the Second Vice-President shall preside.

Section 2 - The Vice-President shall be the Membership Chairman, and be responsible for the collection of dues from the members.

Section 3 - The Recording Secretary shall keep the minutes of all meetings. The minutes of the previous meeting shall be read at each meeting. He shall also record all transactions.

Section 4 -

(a) The Financial Secretary-Treasurer shall keep record of the financial standing of all members.

(b) He shall report at each regular meeting of dues collected since the previous meeting, and the number of delinquencies existing.

(c) He shall be responsible for all cash received and disbursed. He shall make a complete financial statement, approved by the Board of Trustees, at the June and December meetings or at any other time that a majority of the members present may request.

Section 5 - The Board of Trustees shall audit the books in December and June, and approve all financial statements made by the Financial Secretary-Treasurer. All disbursements shall be made by check bearing the signature of the President and Financial Secretary-Treasurer.

ARTICLE X - ELECTION TO OFFICE

Nomination and Election of said officers shall take place at the October meeting of each year, and that the installation of said officers take place in November at a place chosen by a vote of the members. No officer shall hold more than one office during the year.

ARTICLE XI - QUORUM

Eleven members in good standing at any meeting of the Association shall constitute a quorum.

ARTICLE XII - EXECUTIVE BOARD

- (a) There shall be an Executive Board consisting of three members.
- (b) Election for Executive Board members shall be held immediately following election of officers.
- (c) The Executive Board shall be elected by the members and hold office as follows: One for a term of one year, one for a term of two years, and one for a term of three years. In other words, every year, following the first election of the three members, there shall be an election for only one member for a term of three years. Thus, the Executive Board shall remain a continuing body.
- (d) The duties of the Executive Board shall be confined to emergency legislation and administration problems in the absence of general assembly session; but their duties shall not be inconsistent to the laws of the Association.
- (e) The Executive Board shall choose a Chairman.
- (f) The meeting of the Executive Board shall be held at the call of the Chairman.
- (g) The Trustees shall be elected by the members and hold office the same method as the Executive Board.

ARTICLE XIII - COMMITTEES

Section 1 - A standing committee to be known as (1) THE SUNSHINE COMMITTEE shall be appointed by the President at the beginning of each new term.

(a) The committee's duties shall be the attendance upon members who are ill in the hospital, or unable to follow their usual every day occupations.

(b) In addition to customary duties attached to the office, the committee is authorized to spend the sum of \$5,00 for floral offerings in the event of death of any member in good standing.

Section 2 - The President may appoint the following additional Committees: SCHOOLS, - STREETS & LIGHTS, - TRANSPORTATION, - HOSPITALITY, - PUBLICITY, - BY-LAWS, - REFRESHMENTS, - MEMBERSHIP, - RECREATION.

(a) Their duties shall be in conformity with their title and in accordance with the President's instructions.

This Association shall be governed by ROBERTS RULES OF ORDER, revised.

ADOPTED _____

[Signature]
President
[Signature]
Secretary

~~Adopted~~
Adopted 4-12-48

Incorporated
8/17/50

Updated
8/10/87

EIN # 94-3356312
3-14-2000

DUES TO \$10.00
VOTED 4/21/2003
EFFECTIVE 11/2004