

**BY LAWS OF GLEN PARK ASSOCIATION  
P.O. BOX 31292  
SAN FRANCISCO, CA 94131**

**ARTICLE I  
ORGANIZATION NAME**

Section 101: The name of this organization shall be "Glen Park Association," a California Public Benefit Corporation (hereafter the "Association").

**ARTICLE II**

Section 201: The purposes of the Association shall include, but not be limited to, any or all, of the following:

- (A) To promote the collective interests of all persons living in the San Francisco Neighborhood know as Glen Park;
- (B) To provide Glen Park residents with a more forceful collective voice;
- (C) To inform the general public of matters concerning the Glen Park neighborhood;
- (D) To educate the general public regarding matters of importance to residents of the City;
- (E) To promote sociability and friendship among Glen Park and other neighborhoods throughout the City;
- (F) To initiate and/or support beneficial neighborhood projects;
- (G) To carry out other such educational and charitable purposes as are supported by the membership.

**ARTICLE III  
MEMBERSHIP**

Section 301: A member is any person who has paid dues as provided herein. There shall be two kinds of membership, voting and associate.

- (A) A voting member is a paid member who is at least fifteen years of age and who resides or owns property within the boundaries highlighted on the map attached hereto as Exhibit A, which said boundaries are described as follows:

Beginning at the intersection of Thirtieth Street and San Jose Avenue, along San Jose Avenue generally southwest to its intersection with Joost Avenue. Along Joost Avenue west to Congo Street, then on a line straight north to O'Shaughnessy Boulevard. Along O'Shaughnessy Boulevard generally north to the McAteer High School property line and then along the border of Glen Canyon Park to include Craggs Court and the western loop of Berkeley Way to that line's intersection with Diamond Heights Boulevard. Along Diamond Heights Boulevard to the northwest corner boundary of Walter Haas Playground, then generally east to the intersection of Thirtieth Street and Laidley Street. Then east along Thirtieth Street to its intersection with San Jose Avenue.

- (B) An associate member is a paid member who does not live within the designated boundaries.
- (C) A person who lives within a three block radius of the boundaries defined in Section (A) above may apply for voting membership subject to approval by a vote according to Section 407.

Section 302: Membership in this Association will become effective for purposes of voting as follows:

- (A) Those persons who renew their membership with payment of dues on or before the January general meeting are eligible to vote immediately.
- (B) New member applicants or renewal applicants whose applications and dues are not received by the Association before the January general meeting must wait for twenty-one days from the receipt of their application and dues to vote.

Section 303: Membership in the Association cannot be denied on the basis of race, creed, sex, national origin, political belief, sexual orientation, religion, disability or income.

Section 304: No member of the Association shall be personally liable for the debts, liabilities or obligations of the Association.

Section 305: Membership in the Association is non-transferable and non-assignable.

## **ARTICLE IV MEETINGS OF MEMBERS**

Section 401: The annual meeting of the Association shall be held in January.

Section 402: General membership meetings shall be held quarterly in January, April, July and October. Additional meetings may be held as determined by the Board of Directors. Membership meetings are open to the general public.

Section 403: Ten percent of the voting membership shall constitute a quorum at any general membership meeting. Members present at a duly called meeting at which a quorum is present may continue to do business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum. If the number of members eligible to vote who are present at any general membership meeting constitute less than one-third of the total members of the Association eligible to vote, then votes may be taken only on the matters the general nature of which was described in written notice provided to the membership as described in Section 404.

Section 404: Written notice of the time and place of each regularly scheduled general membership meeting shall be provided between 10 and 90 days before the date of each such meeting. The notice will contain a general description of those matters which the Board, at the time the notice is given, intends to present at the meeting for action by the Association.

Section 405: The order of business at each general membership meeting shall be:

1. Call to order
2. Determination of existence of quorum of members
3. Reports of Officers/Committee Chairs, as appropriate
4. Unfinished business
5. New business
6. Adjournment

Said order of business may be modified at the discretion of the Association Officer presiding at the meeting in question.

Section 406: Voting shall be open, unless a secret ballot is called for by forty percent or more of the voting members present.

Section 407: Each voting member, including all officers of the Association, shall have one vote. A majority vote of the members present shall decide any matter except as otherwise specified in these bylaws. There shall be no proxy voting, cumulative voting or fractional voting.

Section 408: Final decision-making power rests in the general membership which may ratify or overturn decisions made by the Board of Directors.

Section 409: General membership meetings shall be presided over by the President of the Association or if the President is absent then by the Vice President, or in the absence of both, by another officer or committee chair in the order of Recording, Corresponding, Membership Secretary, Treasurer and Senior (in terms of length of service) Committee Chair present.

Section 410: Meetings shall be governed by Robert's Rules of Order or by such rules as may be adopted from time to time, insofar as such rules are not inconsistent with these bylaws.

## **ARTICLE V DUES**

Section 501: Each member must pay dues for each year for which membership is desired. Honorary members are exempt from the payment of dues.

Section 502: The amount of the dues shall be fixed by the membership and shall only be changed by a seventy-five percent vote of the members present at a general meeting, provided that due notice is given.

Section 503: Annual dues shall be payable on or before the January general membership meeting.

## **ARTICLE VI OFFICERS**

Section 601: The officers of the Association shall be a President, Vice President, three Secretaries and a Treasurer. Their duties shall be as follows:

- (A) The President shall be the chief executive officer of the Association and shall supervise the affairs of the Association. The President shall preside at meetings of the general membership and of the Board of Directors, and shall perform all other duties incident to the office.
- (B) The Vice President shall act in place of the President when the President is unable to perform, and shall oversee the activities of the Standing Committees.
- (C) The Recording Secretary shall keep a correct and permanent record of the proceedings of all meetings of the Board of

Directors and of the General Membership. The Recording Secretary shall be the custodian of the records, shall give any notices required by these bylaws and shall assist the Corresponding Secretary as directed by the President.

- (D) The Corresponding Secretary shall be responsible for the official correspondence of the Association, shall review copies of all correspondence generated by or in the name of the Association to insure it conforms to procedures consistent with these bylaws and reflects official positions of the Association and shall assist the Recording Secretary.
- (E) The Membership Secretary shall keep a list of all active currently enrolled members, shall verify eligibility for membership, shall verify eligibility to vote in Association business, shall forward names of interested members to various Committee Chairs, shall seek to increase membership and shall welcome and orient new members.
- (F) The Treasurer shall have charge and custody of all funds of the Association, shall keep and maintain adequate and correct accounts of the Association's properties and business transactions, shall present a report at business meetings as requested by the President and an annual statement and proposed budget at the Annual Meeting. All financial obligations of the Association, contractual or otherwise shall be in writing and signed by the Treasurer. All such obligations involving sums in excess of \$300.00 will also be cosigned by another officer of the Association.

Section 602: Officers of the Association shall serve without compensation.

## **ARTICLE VII NOMINATIONS AND ELECTIONS**

Section 701: Any voting member shall be eligible for election as an officer in the Association.

Section 702: Nominations for office may be made by any voting member of the Association in writing or from the floor at the January general meeting.

Section 703: Officers shall be elected by a show of hands or by ballot by a plurality of the members in good standing.. No proxies will be recognized. Prior to the conduct of the election, the President shall appoint an ad hoc committee to count the ballots.

Section 704: Officers shall serve for one year and may run for re-election. They shall assume office upon election.

Section 705: Should a vacancy of an elected officer position occur, it shall be filled by the Board of Directors and ratified by a majority vote at the next general membership meeting.

## **ARTICLE VIII BOARD OF DIRECTORS**

Section 801: The Board of Directors shall consist of the elected officers, the Immediate Past President and any of the Chairs of the Standing Committees as the President of the Association may choose.

Section 802: Each member of the Board of Directors shall have one vote.

Section 803: The Board of Directors shall be responsible for conducting the business of the Association on an ongoing basis within the provisions of these bylaws and under the instructions of the General Membership. The Board shall initiate, discuss and investigate matters of interest and importance, and shall make recommendations to the General Membership.

Section 804: The Board is authorized to take action on behalf of the Association on any matter requiring immediate attention. Such actions shall be identified as being Board actions subject to approval by the membership at the next scheduled meeting. Approval may, and rescission shall, be communicated to interested parties.

Section 805: The proceedings of each Board of Directors meeting, if any, shall be summarized at the following General Membership meeting.

Section 806: Meetings of the Board of Directors may be held once a month and additionally as called by the President. Notice of the time and place of the board meeting shall be given by the Vice President. A majority of the elected officers shall constitute a quorum.

Section 807: The Officers of the Association will be the officers of the Board of Directors.

Section 808: Any one or more of the Directors may be removed with or without cause by a two-thirds vote of the members present at a general membership meeting provided that due notice is given.

## **ARTICLE IX COMMITTEES**

Section 901: The major work of the Association is carried out by committees. There are two types of committees; standing and ad hoc.

Section 902: Standing Committees are those which have an ongoing function in the Association. Each Standing Committee shall meet as often as the Committee Chair requires in order to fulfill its responsibilities, and all Association members who have given written expression of interest in that committee shall receive notice. Each Standing Committee shall annually elect a Committee Chair. Committee Chairs shall report to the Vice President of the Association. The Standing Committees and their responsibilities are as follows:

- (A) The Health and Environment Committee shall seek to preserve and improve the environment of Glen Park and other City neighborhoods in ways which may include obtaining enforcement of present health and anti-pollution laws.
- (B) The Neighborhood Improvement Committee shall seek to enhance the beauty of the neighborhood through physical improvements.
- (C) The Program Committee shall make recommendations to the Board of Directors regarding possible meeting programs, and shall make whatever arrangements as required for the programs selected by the board.
- (D) The Public Safety Committee shall work with public safety agencies for the protection of people and property in Glen Park and the City of San Francisco.
- (E) The Publication Committee shall be responsible for the quarterly publication and distribution of a newspaper or newsletter which shall include any items submitted by a resolution of the Board of Directors or required by these bylaws, as well as any item of neighborhood interest decided upon by the Committee. Publication shall be on a quarterly basis. Additional issues may be published at the discretion of the Publication Committee or as directed by the Board of Directors.
- (F) The Recreation and Park Committee shall coordinate with the City and County of San Francisco Recreation and Park Department staff and others, including but not limited to The Neighborhood Parks Council, in order to work towards meeting the recreational and open space needs of the public.

- (G) The Traffic, Parking and Transportation Committee shall monitor issues relevant to Glen Park's public transit, parking and traffic situation, work on City issues related to these, communicate local needs to appropriate public agencies, seek to obtain physical modifications to resolve problems in Glen Park, assist residents in dealing with relevant public agencies to obtain changes desired by the neighborhood and work with adjacent community associations on mutual concerns.
- (H) The Zoning and Planning Committee shall seek to understand zoning and building ordinances as they affect Glen Park residents and property owners, act as liaison between the Association and appropriate enforcement agencies, and communicate with developers and appropriate City officials to obtain the best zoning and overall planning for the neighborhood.

Section 903: Additional Standing Committees may be created by the General Membership.

Section 904: Ad Hoc Committees may be created by the President to accomplish a specific task.

Section 905: Committee Chairs shall make a formal report on the previous year's activities as the Annual Meeting.

## **ARTICLE X COMMUNICATIONS**

Section 1001: All officers, members of the Board of Directors, and Committee Chairs are authorized to hold themselves out as representatives of the Association. Other members may do so with the prior approval of the President or the General Membership.

Section 1002: Communications to other persons, associations or agencies by a representative of this Association shall conform to the following:

- (A) Official positions of the Association shall be identified as being of the Board or of the General Membership and shall only be expressed after the position has been established in accordance with Article IV or Article VIII of these bylaws.
- (B) A copy of all written communications shall be provided by the originator to the Corresponding Secretary or or before the next General Membership meeting.



- (C) All communications made as a representative of the Association, whether written or oral, shall be reported at the next General Membership meeting.
- (D) All representatives shall maintain a file of incoming and outgoing communications, and shall periodically deliver the file for storage in the Association archives.

## **ARTICLE XI AMENDMENT**

Section 1101: These bylaws may be amended by a majority vote of the voting members present at any General Membership meeting provided that the proposed amendment was formally presented at a previous general membership meeting and notice of the amendment has been mailed or delivered to the voting members of the Association and/or published in one issue of the Association publication prior to the vote being taken.

## **ARTICLE XII NON-LIABILITY**

Section 1201: The Directors, Officers and Members of the Association shall not be personally liable for the debts, liabilities, or other obligations of the Association.