

Revised: May, 1997

SOUTH SAN FRANCISCO SISTER CITY COMMITTEE

BY-LAWS

ARTICLE I PRINCIPAL OFFICE

The principal office for the transaction of business of the Committee is hereby fixed and located at City Hall, City of South San Francisco, County of San Mateo, State of California, The Executive Board may at any time, or from time to time, change the location of the principal office from one location to another in said City.

ARTICLE II MEMBERSHIP

Section 1. Qualifications

- (a) Regular membership in this corporation shall be open to any person 14 years and older willing to promote and foster the aims, objectives, and purpose of this corporation.
- (b) All members of the South San Francisco City Council shall be honorary, non-voting members of this corporation and membership dues for said memberships shall be waived. Nothing shall preclude honorary City Council members from becoming regular status members.

Section 2. Application and Dues

Any person meeting the requirements of Article II, Section 1, may be admitted to the membership of the Committee upon payment of the \$10 annual membership dues. Families may join for an annual fee of \$15. Dues are payable on the first business day of the year and are delinquent after the March meeting. New members joining after July 1st shall pay \$5 for their first year's membership.

Section 3. Liability for Bills

The members of the Committee shall have no liability for bills which have not been pre-approved by the membership.

ARTICLE III MEETINGS OF MEMBERS

Section 1. Regular Meetings

General Membership meetings shall be held in South San Francisco in January, March, May, July, September, and November, the month in which the election of officers shall be held.

- (a) The Secretary shall give members at least five days notice of a regular or special meeting by mail, stating in such notice the time, place and the business to be transacted at said meeting.
- (b) Special meetings of members may be called at any time by the vote of the majority of the Executive Board. At special meetings of the members, only such business as stated in the call for such meeting shall be transacted.

Section 2. Voting

Each regular member shall be entitled to one vote, which must be cast in person. The presence in person of twelve members shall constitute a quorum for the transaction of business at any meetings of members.

ARTICLE IV OFFICERS

Section 1. Officers

The officers of the Committee shall be the President, Vice-President, Secretary and Treasurer.

Section 2. Terms of Office

All elected and appointed members of the Committee shall serve one year terms beginning on January 1, and ending on December 31 of each year. The Sister City Chairpersons, who

shall be appointed by the president, shall also serve a one year term.

Section 3. Election

The officers shall be chosen annually from the General Membership at the November General Membership meeting.

Section 4. Nominating Committee

In September, a nominating committee consisting of three members appointed by the President shall choose on one candidate for each office. In October, the proposed slate of officers for the new year shall be mailed to all members. At the November General Membership meeting, the secretary will distribute ballots to members eligible to vote at the november meeting. Nominations for each office will be considered from the floor. Only those members who are in attendance and who have paid dues prior to September 1 shall be eligible to vote in the election of officers at the November meeting.

Section 5. Removal and Resignation

Any officer may resign, or be removed for just cause upon recommendation by the Executive Board and ratification by the General Membership. Unexpired terms caused by death, resignation or removal of an officer shall be filled by the President.

Section 6. President

The President shall be the executive officer of the Committee. He/she shall preside at all membership meetings and meetings of the Executive Board.

Section 7. Vice-President

The Vice-President shall, in the absence or disability of the President, perform all the duties of the President, and when so acting, shall have the powers of and be subject to the restrictions upon the President.

Section 8. Secretary

The Secretary shall keep at the principal office of the committee or at a place designated by the Executive Board, a book of minutes of all General Membership and Executive Board meetings. Said minutes shall include the time and location of the meetings, how the meeting was called or authorized, the

notice thereof given, the names of those present at the meeting, the number of members present or represented and the proceedings thereof. The Secretary shall keep at the principal office of the committee a register showing the names and addresses of all members.

Section 9. Treasurer

The Treasurer shall keep and maintain adequate and correct books of accounts showing the receipts and disbursements of the Committee and an account of its cash and other assets, if any. Such books of accounts shall, at reasonable times, be open to any members. The Treasurer shall deposit all monies of the committee with such depositories as are designated by the Executive Board and shall disburse the funds of the Committee as may be ordered by the Executive Board or membership and shall render to the President of the Executive Board upon request, statements of the financial condition of the Committee. At each membership meeting the Treasurer shall report the accurate number of names of current paid memberships. Refer to Article III, Section 2.

ARTICLE V
EXECUTIVE BOARD

Section 1. Number

The business of the Committee shall be exercised and conducted by the Executive Board. There shall be an eleven (11) person Executive Board, comprised of the President, Vice President, Secretary, Treasurer, Immediate Past President, Chairpersons of the Lucca, Kishiwada, Atotonilco and Pasig Committees, a City Council representative and one (1) at large member appointed by the President.

Section 2. Duties

The Executive Board will meet every other month to conduct the business affairs of the Committee. Suggested programs and activities formulated by the Board shall be presented to the full membership for consideration. The Executive Board may approve individual expenditures not exceeding one hundred dollars (\$100). Minutes of the Executive Board meetings shall be read at the next general meeting.

The Executive Board will meet in January, March, May, July, September and November. Any member of the Committee may attend Executive Board meetings and participate in discussions, but may not vote.

Section 3. Quorum

Five members of the Executive Board shall constitute a quorum for conducting business.

ARTICLE VI
COMMITTEES

The standing committees shall be the Executive Board, the Lucca Committee, the Atotonilco Committee, the Kishiwada Committee and the Pasig Committee. The sister city committees shall have a chairperson appointed by the President, and their suggested programs and activities shall be presented to the full membership for consideration.

ARTICLE VII
AMENDMENT OF BY-LAWS

These By-Laws may be amended by the vote of a majority of the General Membership attending the meeting. There must be a five (5) day notice to the General Membership of the meeting date on which amendments to the By-Laws will be considered. The proposed amendments will be read at the first meeting following the notice, then voted on at the next regular or special meeting.

ARTICLE VIII
MISCELLANEOUS

Section 1. Execution of Documents

The Executive Board may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Committee and such authority may be general or confined to specific instances, and unless so authorized by the Executive Board, no officer, agent, or other person shall have any power or authority to bind

the Committee by any contract or engagement to pledge its creditor to render it liable for any purpose or to any amount.

Section 2. Rules of Order

The rules in Robert's Rules of Order, as revised, shall govern all General Membership and Executive Board meetings.