

CONSTITUTION AND BY-LAWS

OF

THE EXCELSIOR DISTRICT IMPROVEMENT ASSOCIATION

ARTICLE I - NAME

Section 1 - This organization shall be known as the "THE EXCELSIOR DISTRICT IMPROVEMENT ASSOCIATION"

Section 2 - The boundaries of the district covered by this organization shall be as follows:

Commencing at the intersection of the southeasterly line of Alemany Boulevard and the northwesterly line of Mission Street; running thence southwesterly in a direct line to the intersection of the southeasterly line of Mission Street and the southeasterly line of Trumbull Street; running thence easterly along said line of Trumbull Street to the westerly line of Congdon Street; thence running southerly along said line of Congdon Street to the Southerly line of Silver Avenue; thence running easterly along said of Silver Avenue to the westerly line of Cambridge Street; thence running southerly along said line of Cambridge Street to the northerly line of Burrows Street; thence running westerly along said line of Burrows Street to the southeasterly line of La Grande Avenue; thence running southwesterly along said line of La Grande Avenue to the northerly boundary line of Amazon Reservoir Site; thence running northwesterly along said boundary line to the intersection of the southwesterly line of France Avenue and the northeasterly line of Moscow Street; thence running southwesterly said line of Moscow Street to the southwesterly line of Italy Avenue; thence at the right angle northwesterly along said line of Italy Avenue and its extension to the northwesterly line of Mission Street; thence running southwesterly along said line of Mission Street to the northerly line of Mt. Vernon Street; thence running along said line of Mt. Vernon Street to the southeasterly line of Alemany Boulevard; thence running northeasterly along said line of Alemany Boulevard to the point of commencement.

Amended November 14, 1962

ARTICLE II - PURPOSE

The purpose of this 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
Effective immediately the Bylaws will be amended to reflect no specific gender.

Amended March 22, 2005

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 one (1) year, except for the Executive Board members (refer to Article XII).

Section 3 - No officer or member shall represent himself or herself 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 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 Excelsior District Improvement Association shall follow receipt of the applicant's dues for one year.

Section 3 - Person 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 on election, be eligible to vote at all meeting; however, such limited members shall not hold office in the Association until they shall 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 that person's name for the favorable two-thirds vote of the members of his or her eligibility to hold office

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

ARTICLE VI - MEETINGS

Section 1 - Regular meetings shall be held on the fourth (4) Tuesday of each month

Section 2 - Notification to full membership by the Recording Secretary as to time and place must be 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 \$15.00 per year per family. The year for dues is from June 1st until May 31st of the next year. Any member being delinquent in the payment of dues for period of

(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.

Amended March 22, 2005

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 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 meetings of the organization, except that in the absence of the President, the Vice-President shall preside, or in 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. S/he shall record all transactions.

Section 4 - (a) The Financial Secretary-Treasurer shall keep record of the financial standing of all members

- (b) S/he shall make a report at each regular meeting of dues collected since the previous meeting, and the number of delinquencies existing.
- (c) Such dues collected shall thereupon be turned over to the Financial Secretary-Treasurer who shall give a receipt for same.
- (d) S/he shall be responsible for all cash received and distributed. S/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 President and Financial Secretary-Treasurer.

ARTICLE X - ELECTION TO OFFICE

Nomination of Officers shall take place at the April meeting, election at the May meeting, and installation in June, 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 and it shall include the officers of the Excelsior District Improvement Association and three board members.

Amended December 26, 1961

- (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 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.

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. The Committee's duties shall be the attendance upon members who are ill in the hospital, or unable to follow their usual everyday occupation. 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 any death of any member in good standing.

Section 2 - (a) The President may appoint the following additional Committee:

(2) SCHOOLS

- (3) STREETS & LIGHTS
- (4) TRANSPORATION
- (5) HOSPITALITY
- (6) PUBLICITY
- (7) CONSTITUTION & BY-LAWS
- (8) REFRESHMENTS
- (9) MEMBERSHIP
- (10) RECREATION

(b) 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 this November 28, 1961

President

FIVE MEMBERS IN GOOD STANDING
this November 28, 1961

Recording Secretary

Amended December 1961
August 1962
November 1962
March 2005