

**CORBETT HEIGHTS NEIGHBORS  
BYLAWS (2018)**

**ARTICLE 1—Name**

The name of the organization is Corbett Heights Neighbors, referred to herein as CHN. The primary means of contact is [info@corbettheights.org](mailto:info@corbettheights.org).

**ARTICLE II—Boundaries**

Membership in CHN is open to all residents of, property owners of, and merchants doing business within the following boundaries: Douglass Street to the east, Ord Court to the north, Copper Alley to the west, and Market Street to the south. The following streets are included in this district.

- 17<sup>th</sup> Street, both sides, from Douglass Street to Clayton Street
- Clayton Street, both sides, from Seventeenth Street to Market Street
- Corbett Avenue, both sides, from Douglass Street to Copper Alley
- Danvers Street, both sides, from Corbett Avenue to Market Street
- Deming Street, both sides
- Douglass Street, both sides, from Market Street to Ord Court
- Hattie Street, both sides, from Corbett Avenue to Market Street
- Levant Street, both sides, from Lower Terrace to Vulcan Stairway
- Lower Terrace, both sides, from Roosevelt Way to Saturn Street
- Market Street (Merritt), north side, from Douglass Street to and including the 3300 block of Market Street
- Mars Street, both sides
- Ord Street, both sides, from Market Street to Ord Court
- Ord Court, both sides
- Roosevelt Way, both sides, from Lower Terrace to Seventeenth Street
- Saturn Street & Saturn Street Stairway, both sides, from Ord Street to Roosevelt Way
- Temple Street, both sides, from Saturn Street to Seventeenth Street
- Uranus Terrace, both sides
- Vulcan Stairway, both sides

**ARTICLE III—Purpose & Goals**

CHN was formed in July 2004 to provide a forum for residents of the neighborhood to discuss common issues and concerns, to develop solutions, and to guide the direction of their neighborhood.

The goals of the organization are to maintain, improve, and beautify the character of the neighborhood; to protect historic architectural resources and significant topographic features; to ensure that new construction/development is compatible with the neighborhood; to maintain and improve its pocket parks; to increase security; to encourage friendly association among neighbors; to discuss and consider responses to issues of citywide concern; to work cooperatively with other neighborhood associations; and to provide a forum for education and community outreach.

All correspondence or information concerning neighborhood or citywide issues received by the President or a Board member shall be communicated to the Board and/or appropriate Board committee.

#### **ARTICLE IV—Membership in CHN**

##### **Section 1.**

By paying dues, any resident, merchant, and/or property owner within CHN boundaries may become a CHN member. After being a member for a minimum of 90 days, members are entitled to vote. Members are entitled to one vote per household.

Annual dues may be waived upon a finding of a majority vote of the board that a person otherwise qualified to be a member pursuant to this section has made an exceptional contribution to the welfare of the neighborhood or the work of CHN, provided, however, that Board members are not eligible for such waivers. A person honored as such shall not be eligible to be a Board member.

##### **Section 2.**

Annual membership dues for each year are determined by the Board, and are renewable annually on the date the household's membership began. Members who have not renewed will be afforded a grace period and retained on the membership list for 3 months beyond their membership anniversary, but shall not have voting privileges afforded paid members.

#### **ARTICLE V—Board Members**

The CHN Board shall consist of no fewer than 3 and no more than 12 persons, who themselves are CHN members and eligible to vote pursuant to Article IV, Section 1, elected for a one-year term.

The purpose of the board may include, but is not limited to, identification and discussion of neighborhood issues, developing recommendations for the general membership, and drafting agendas for membership meetings.

**CHN Board members shall be elected annually at the July general membership meeting.**

**The Secretary shall prepare and distribute a written ballot to paid household memberships by email in advance of the membership meeting and a secret ballot at the membership meeting to those who have not voted by email. The results shall be tallied by two board members at the conclusion of the membership meeting and the results announced.**

**Members eligible to vote may do so at the meeting or by submitting their ballot by email or by US mail by noon on the date of the election. Any member of CHN may nominate him/herself or any other member to become a Board member by informing the Secretary 30 days prior to the July election. Only CHN members who have been members for a minimum of 90 days may vote or be nominated to the Board. New Board members will take office at the close of the meeting in which they were elected.**

#### **ARTICLE VI—Disbursement Authority**

**There are two accounts from which funds are disbursed: the general CHN fund and the Corbett Slope account.**

##### **Section 1. General Account**

**The President and one additional board member acting jointly are authorized to disburse up to \$400 in total per quarter. These disbursements shall be reported to the board by the Treasurer within 30 days. Disbursements greater than \$400 in total per quarter shall require approval by majority vote of the board.**

##### **Section 2. Corbett Slope Account**

**The President and Treasurer acting jointly are authorized to disburse unlimited funds from the Corbett Slope account, noting all reimbursement requirements of the San Francisco Parks Alliance, until such funds are depleted provided that all disbursements shall be reported to the Board within 30 days.**

#### **ARTICLE VII—Board Committees**

**The Board may establish various committees, as it deems necessary. Such committees are advisory to the Board. Upon establishment of any committee, the board shall identify the scope of the committee's authority and duties and the number of members and appoint the committee's membership.**

#### **ARTICLE VIII. Meetings of the Membership and the Board**

##### **Section 1. General Membership**

There will be a minimum of 4 quarterly meetings of the membership of CHN each year.

Membership meetings will be held on the 4<sup>th</sup> Thursday of January, April, July, and October. A minimum of one weeks' notice of all membership meetings will be sent to all email addresses on file and will be delivered to all accessible addresses within the CHN boundaries. Upon two weeks' notice to the membership, the Board may call other general membership meetings.

Meeting notices shall be accompanied by a proposed agenda. Any votes taken, including but not limited to changes to the bylaws or the adoption of official CHN endorsement or opposition positions shall be included on the agenda distributed.

#### **Section 2. Board Meetings.**

There will be a minimum of 6 Board meetings each year, announced by the President. Board meetings may also be convened by a simple majority of Board members.

#### **ARTICLE IX—Nomination and Election of Officers**

The CHN Board shall elect, by a  $\frac{3}{4}$  majority vote of the Board, a minimum of 3 officers: President, Secretary, and Treasurer, from among the duly elected members of the Board. All officers shall serve at the pleasure of the Board for a one-year term. The President may not simultaneously also hold the position of Secretary or the position of Treasurer.

**President:** The President presides at all meetings of the general membership and convenes meetings of the Board. Board meetings may also be convened by a simple majority of Board members.

**Vice-President:** The Vice-President performs the duties of the President in the absence or incapacity of the President.

**Secretary:** The Secretary records minutes and keeps accurate records of all meetings of the Board and the general membership; and records the names of members present. Minutes of the membership meeting shall be approved by the Board prior to posting on the website. The Secretary shall receive all communications directed to the organization and/or the Board. The Secretary shall be responsible for responding, as directed by the Board, to all communications.

**Treasurer:** The Treasurer receives all monies, contributions and dues, and pays all bills. Additionally he or she shall keep an accurate record of all funds received and disbursed, keep a list of paid memberships, acknowledge receipt of

dues, and send notices to those whose memberships are about to or have expired. In addition, the Treasurer shall present a financial report at the quarterly meeting of the membership including, but not limited to, cash balances, income and expenditures.

#### **ARTICLE X—Bylaws and Amendments to Bylaws**

Amendments to the CHN bylaws may only be made by a majority vote of the participating general membership, and may take place at a general membership meeting or at a special membership meeting provided that:

- Prior to the presentation of bylaw amendments or new bylaws to the membership, any changes shall be reviewed and approved by a simple majority of the total number of Board members then holding office;
- A minimum of two weeks' prior notice of a meeting for the purpose of amending or replacing the bylaws will be given all members;
- Members voting on proposed amended or new bylaws may do by email or US mail, pursuant to the procedure for election of Board members in Article V, provided that their votes have been received by noon the day of the vote meeting or in person at the meeting;
- Votes shall be counted pursuant to the procedure for election of Board members in Article V. A simple majority of votes by participating members households, either by email, US mail or in person at the meeting shall, together, determine whether the changes or new bylaws are adopted.

The Secretary shall prepare and distribute a written ballot to paid household memberships by email in advance of the general membership meeting and by secret ballot at the general membership meeting to those who have not voted by email. Approved bylaws shall be posted to the CHN website within 30 days.

#### **ARTICLE XI—Organizational Advocacy**

Before an official CHN position on a neighborhood or city-wide issue may be publicly announced or disseminated, the position must have been discussed and adopted by one of the following procedures:

1. Adoption by a simple majority of the number of member households, eligible to vote and participating, attending a properly noticed regular or special membership meeting, for which an email ballot has also been distributed by the Secretary and tallied, both as described in the procedure for election of Board members in Article V, or

**2. Adoption by a simple majority of the number of household members, eligible to vote and participating, who have responded to an emailed ballot distributed pursuant to the above Article V, or**

**3. Due of the timeliness of the issue or as a result of a prior delegation of authority by the membership, adoption by a simple majority of the total number of Board members then serving. Positions adopted by the Board may be refined or modified by a 2/3 majority of members, eligible to vote and participating at a properly noticed subsequent membership meeting. Positions adopted by the Board remain valid unless and until such refinement or modification is adopted.**

**July 2004**

**July 2016 Amended**

**October 25, 2018 Amended**