

District 8 Community Round Table – By Laws

ARTICLE I – NAME AND BOUNDARY LIMITS

Section 1. Name:

- a. The name of this public entity shall be known as the **District 8 Community Round Table**. Herein referred to as the **D8CRT**.

Section 2. Boundary:

- a. The boundary limits shall be consistent with those of San Jose City Council District 8.

ARTICLE II – OBJECTIVES

1. To serve as a common body to address, research, communicate and educate on issues important to the greater San Jose Council District 8 communities.
2. To promote and participate in public and educational programs and projects for the betterment of the overall community
3. To provide a conduit for expressing the needs and desires of the community on actions of public interest, to the City Council office and City departments.
4. To serve as a medium of exchange of ideas and information and to present the interests of those within the boundaries of the community.
5. To provide two-way communication between local government and the residents of San Jose Council District 8.
6. To act as an educational, advisory and support medium to assist community groups.
7. This Association will not endorse particular candidates for elected offices or appointed positions, but may endorse or propose measures and initiatives which affect represented communities and the district. The D8CRT will not endorse particular businesses, but may support sensible economic development in the district while maintaining a non-commercial, non-sectarian, nonpartisan and non-profit status.
8. To foster an all inclusive, broad and diverse membership.

ARTICLE III – MEMBERSHIP, VOTING AND DUES

Section 1. Components of Membership:

- a. There shall be two components of D8CRT General Membership; an **Individual Member** and an **Association Member**. Both member types shall collectively make up the **D8CRT General Membership**.
- b. An **Individual Member** can be any resident within the D8CRT boundary.
- c. An **Association Member** can only be an individual duly appointed by a D8CRT recognized community, business association, or official group (such as Youth groups, School districts, Religious organizations, etc.) as representative to the D8CRT.

District 8 Community Round Table – By Laws

Section 2. Conditions of Membership:

- a. A maximum of two **Association Members** may be appointed per D8CRT recognized community or business association or official group.
- b. All **General** members must be 18 years of age or older, with the exception of minors appointed as recognized group Association Members.

Section 3. Active Membership:

- a. General Membership is determined by verification of home and/or business residency and currency of payment of annual dues.
- b. A General member shall be considered **active** once they have paid the required membership dues for the current membership year. If dues become delinquent, the membership becomes **inactive** with loss of voting privileges and motion making, but retains the ability to address the D8CRT on any matter within the purview of the association as any other community member can.
- c. Each individual may only hold one membership.
- d. Membership designation may not change during a membership year, unless due to change of appointment of an Association Member by their sponsoring organization.

Section 4. Voting Eligibility:

- a. Voting eligibility for all General Members shall be based on being an **active** member for at least 60 days prior to voting on an issue.
- b. Reinstatement of active membership requires a 60 days waiting period in order to resume voting privileges.
- c. The 60-day limitation on voting eligibility shall begin only after the first official election of the entire Steering Committee.
- d. Each General Member shall represent only one vote per motion or election issue.

Section 5. Dues:

- a. Dues are set by the Steering Committee each year at their October Steering Committee Meeting, and reported to the General Membership at the November general meeting. The dues set by the Steering Committee may be overridden by a 2/3 vote of the active General Membership at that meeting.
- b. Annual dues are payable January 1st and are delinquent on March 1st. The only exception being the initial year of formation.
- c. There will be no pro-rata membership dues for a partial year membership.
- d. Membership dues will be set by the Steering Committee by November 1st of each year. Initial dues for the year 2009 will be set at \$15.00 for each **General Member** per year.

District 8 Community Round Table – By Laws

- e. The D8CRT may accept payment of multi-year membership dues from a single individual.
- f. The D8CRT may only accept a single dues payment from each **Individual Member**, and may accept dues payment for up to two **Association Memberships** from a single Association.

ARTICLE IV – D8CRT STEERING COMMITTEE

Section 1. Definition of the Steering Committee:

1. The D8CRT Steering Committee shall be elected from the overall active General Membership.
2. The D8CRT Steering Committee shall consist of twelve (12) members, comprised of six (6) Officers, five (5) Members-at-Large and a Council liaison as described below:
 - i. **President** - Chosen from the General Membership.
 - ii. **Vice-president** - Chosen from the General Membership.
 - iii. **Immediate Past-president**
 - iv. **Recording Secretary** - Chosen from the General Membership.
 - v. **Corresponding Secretary** - Chosen from the General Membership.
 - vi. **Treasurer** - Chosen from the General Membership.
 - vii. **Members-at-Large (5)** - Chosen from the General Membership.
 - viii. **City of San Jose, District 8 Council Office Liaison** – Chosen by the District 8 Council Office. This shall be a Non-voting member
3. The D8CRT Steering Committee shall determine the need, and define the duties for additional Officers.
4. Any additional Officers shall be chosen from the active General Membership and elected by the General Membership.
5. When a need for new Officers is determined and duties defined, the office and duties shall become part of these by-laws by amendment.
6. All Steering Committee members shall be **active** voting members as defined in **Article III, Section 3** above.
7. No more than one **General Member** of any single community or business association or official group can hold a seat on the D8CRT Steering Committee.
8. No member may hold more than one Steering Committee seat at one time.
9. No person who has announced candidacy for, or has been elected to public office shall hold the office of **President** or **Vice-president** of the D8CRT.

Section 2. Term of Office and Elections:

- a. The term for each Steering Committee member shall be **one year**, conditional to active voting membership as defined in **Article III, Section 3** above.

District 8 Community Round Table – By Laws

- b. The Steering Committee shall select a Nominations Sub-committee from the General Membership no later than the **October** General Meeting. This committee shall consist of at least five (5) members.
- c. The Steering Committee shall present, at the **November** meeting, a slate of Steering Committee candidates as recommended by the Nominations Sub-committee with a key interest in seeking broad, diverse district representation.
- d. Additional nominations (and seconds) may be made from the floor from any member of the General Membership. These nominees shall run as “write-in” candidates.
- e. An election shall be held at the **December** meeting as the first order of business. Tally and verification of the eligible votes shall occur immediately after the close of voting.
- f. Elected Steering Committee members shall assume their responsibilities immediately upon adjournment of the meeting where the election results are ratified, with the exception of the Treasurer, who will assume responsibilities after that year’s audit has been completed and officially accepted.
- g. Steering Committee **officers** shall serve no more than **two** consecutive terms in the same office seat. This limit shall not apply to Members-at Large or District 8 Council Office Liaison seats.
- h. If a Steering Committee member’s membership becomes **inactive** it shall be deemed that the Steering Committee seat has been vacated.

Section 3. Duties of the Members of the Steering Committee:

- a. The **Steering Committee**, by majority vote, shall have the authority to appoint or remove sub-committee chairs, appoint members to fill out unexpired terms of vacated Steering Committee seats, decide agendas for the general membership meetings and what issues are brought before the membership. The Steering Committee shall operate by a simple majority of the Steering Committee members present.
- b. The **President**, unless absent, shall preside at all general and executive meetings. The president or presiding officer shall vote only in the case of a tie in General or Steering Committee meetings.
- c. The **Vice President** shall assume the duties of the President during the President's absence. If the President’s seat becomes vacant, the Vice President shall assume the responsibilities of the President until such time a new President is elected by the vote of the General Membership. The Vice President may be a member of, or chair, any sub-committee as directed by the President or Steering Committee as a whole.
- d. The **Recording Secretary** shall take roll, keep minutes of all meetings and tally the votes on all matters that come before the General Membership for decision.
- e. The **Corresponding Secretary** shall perform all clerical duties of the organization, be responsible for all formal communication to the membership or media, keep a record of membership attendance, and notify all members of meetings and its

District 8 Community Round Table – By Laws

agenda. In the event the Recording Secretary is absent during a general meeting, the Corresponding Secretary shall keep the meeting minutes and tally any votes. Formal communication shall consist of written form, an official web site and/or e-mail.

- f. The **Treasurer** shall keep an account of the income and expenditures, collect membership dues, and report at each meeting. The treasurer shall keep a current list of all active and inactive General Members. If the Treasurer's seat becomes vacant, the **Recording Secretary** shall take on the responsibilities of the Treasurer until such time a new Treasurer is appointed by the Steering Committee.
- g. The **Immediate Past-president** shall assume the duties of the president in the event of the President and Vice President's absence. This position may go unfilled if the past President declines the position or no longer qualifies as a General Member. Any past President voted out of (removed from) office may not hold this position.
- h. **Members-at-Large** shall chair sub-committees for special projects and membership needs. They shall support other Officers as required.

Section 4. Removal Proceedings:

- a. A Steering Committee member may be removed from office by two-thirds (2/3) vote of the active General Membership present at any regularly scheduled General Meeting, if that Steering Committee member has unexcused absences for three or more consecutive General or Steering Committee Meetings, provided the following action(s) are followed:
 - i. Notification to the Steering Committee Member must be made 30 days, or one General Meeting, prior to the General Membership vote.
 - ii. The Steering Committee Member is given an opportunity to provide an explanation for their absences in writing to the General Membership before the vote for removal.

ARTICLE V – MEETINGS

Section 1. General Membership Meetings:

- a. **General Membership** meetings shall be held once per month (monthly). The Corresponding Secretary will communicate meeting agendas to the General Membership at least one full week prior to any scheduled meeting.
- b. The **President** may call special meetings provided one week's written or e-mail notice and proposed agenda is communicated to the General Membership.
- c. A quorum shall consist of at least **twelve (12)** active General Members, including a minimum of **five (5)** Steering Committee members, with at least one being the President, Vice-president or Immediate Past-president.

Section 2. Steering Committee Meetings:

District 8 Community Round Table – By Laws

- a. Additional meetings of the Steering Committee may be held as determined by any two (2) Officers, provided one week's e-mail notice is given to all Steering Committee members.
- b. **A quorum shall be considered four (4) the Steering Committee members**, consisting of at least two Officers with one being the President, Vice-president or Immediate Past-president.

ARTICLE VI – BANK ACCOUNTS

1. All funds, except petty cash, will be kept in a financial institution requiring two Steering Committee signatures for withdrawal of all expenditures over **\$100.00**.
2. Authorized signatures shall be those of the Treasurer and either the President, Vice-President, or Corresponding Secretary.
3. Any two Steering Committee Officers may authorize expenditures of **\$100.00** or less.
4. Expenditures over **\$100.00** must be approved by a quorum of the Steering Committee.
5. The Treasurer may hold a Petty Cash account in an amount not to exceed **\$200.00**.

ARTICLE VII – RULES OF ORDER

1. **“Robert’s Rules of Order”** shall be the parliamentary authority for all matters or procedures not specifically covered by these By-Laws.

ARTICLE VIII – AMENDMENTS

1. By-laws amendments may only be presented at a regularly scheduled General Membership Meeting, and must be approved by a two-thirds (2/3) vote of the General Membership present at that meeting. The meeting and all by-laws amendment agenda item(s) must be announced on or before a prior regularly scheduled General Meeting.

ARTICLE IX – DISSOLUTION

1. Upon the dissolution or winding up of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation, chosen by the Steering Committee, which is organized and operated exclusively for public and educational purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and which has established its tax exempt status under Section 501(c)(3), Internal Revenue Code.

History:

Originally Adopted:	March 22, 2006
Amended:	January 8, 2008
Amended:	November 6, 2008
Amended:	November 5, 2009
Amended:	November 3, 2011