

**BYLAWS**  
**OF THE**  
**HOUSE OF POLAND, INC.**

DRAFT  
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## **BYLAWS OF THE HOUSE OF POLAND**

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## **BYLAWS OF THE HOUSE OF POLAND**

### **PREAMBLE**

The MEMBERS of the House of Poland, Inc., a non-profit California Corporation, resolve to establish Bylaws for the House in order to govern the organization in an orderly and effective manner. The Bylaws shall be consistent with the Constitution of the United States and other applicable laws and bylaws, including the Articles of Incorporation of the House of Poland, the Bylaws of the House of Pacific Relations, and the Preferential Nonexclusive Use and Occupancy Permit of the City of San Diego. The Bylaws are subject to approval by the general membership of the House of Poland and the House of Pacific Relations. The application of the Bylaws is aided by the Standing Rules.

### **MISSION**

Within the framework of the House of Pacific Relations, the mission of the House of Poland is to foster a spirit of understanding and cooperation among the nations of goodwill, and to enhance the appreciation for liberty and justice, while properly representing the national heritage of Poland.

### **ARTICLE 1: NAME AND NATURE**

The House of Poland, Inc. (hereafter referred to as the HOUSE) is an educational and cultural organization, is patriotic to the United States and is free from prejudice in regard to social, political, and religious views. The HOUSE is a nonprofit corporation organized under the Nonprofit Public Benefit Law of the State of California and is tax exempt under the Internal Revenue Code Sec. 501(c)(3). The corporation operates as a member of the House of Pacific Relations International Cottages, Inc. (hereafter referred to as HPR) which is a nonprofit Sec.501(c)(3) Civic League and Social Welfare Organization. The House of Poland is governed by its BOARD of Directors (hereafter referred to as BOARD).

### **ARTICLE 2: GOALS AND OBJECTIVES**

#### **2.1: Goals**

The goals of the HOUSE are to propagate knowledge of Poland and its cultural heritage to the local and international community, and to gain knowledge of other national cultures, thus promoting mutual respect and understanding.

## 2.2: Objectives

- Promote respectful human behavior in HOUSE interactions and meetings.
- Provide hospitality to visitors and exchange information on culture and heritage.
- Encourage social activities within the HOUSE and relations with other houses.
- Inspire all MEMBERS to participate in meetings and other HOUSE functions, and to submit articles and information items for the website [www.houseofpolandsd.org](http://www.houseofpolandsd.org).
- Encourage MEMBERS to be involved in House of Pacific Relations functions.
- Present activities and special events illustrating Polish heritage for the benefit of its MEMBERS as well as the public.

## ARTICLE 3: MEMBERS AND MEMBERSHIP

### 3.1: Eligibility

Any person of Polish heritage, or any person of any ancestral lineage who supports the goals and Bylaws of the HOUSE, demonstrates good moral and ethical integrity, believes in the principles of liberty and peaceful relations among all nations, and is willing to cooperate with others in fostering such principles, is eligible for membership.

### 3.2: Membership Conditions

- a. Each member shall promise allegiance to the Constitution of the United States of America, to abide by the approved Bylaws of the HOUSE, the Bylaws of the HPR, and local, State and Federal laws.
- b. Each member shall be involved in the activities of the HOUSE, including hosting in the HOUSE on Sunday at least once in the previous 12 months, and should attend membership meetings, and participate in the HPR activities with a similar frequency.
- c. In order to vote, the MEMBER must meet the conditions stated under 3.2.a and 3.2 b above, must be at least 18 years of age, participate in the activities of the HOUSE for at least six (6) consecutive months, be officially sworn in or inducted at a regular monthly meeting, and be current with the payment of membership dues.

### 3.3: Membership Dues and Assessments

- a. The membership dues schedule is as follows:  
Regular Voting MEMBER: \$10.00 PER YEAR  
Non-voting MEMBER: No dues required  
Junior MEMBER: \$3.00 per year  
Honorary MEMBER: No dues required.
- b. Membership dues cover the calendar year of January through December. New MEMBERS pay their dues when sworn in or introduced to the HOUSE membership.
- c. Membership dues are payable between January 1st and February 20th of each year. A member is delinquent after 30 days of nonpayment of dues.
- d. A member whose dues are delinquent 30 days shall be informed of delinquency by the membership chairperson.
- e. The BOARD may waive membership dues for any member who renders extraordinary services to the HOUSE.

### 3.4: Classes of Membership

The HOUSE has four classes of members as follows:

- a. Regular Voting Member - a registered member in good standing, who meets the requirements of 3.1 through 3.3 above, enjoys all rights and privileges of membership including voting and election, is defined as a Regular Voting Member (referred to as MEMBER in this document).
- b. Non-voting Member - A new member in probationary status during the first six (6) months of membership shall be subject to the same eligibility and membership conditions as a Regular Member defined under 3.1 and 3.2 above except he/she has not been sworn or inducted, has no membership rights, pays no dues and may be terminated. Upon successful completion of the probationary period and payment of dues, the non-voting Member shall become a MEMBER. The probationary status may be waived by the BOARD under special circumstances.
- c. Junior Member - A Member under eighteen (18) years of age, is subject to the usual eligibility requirements described in 3.1 and 3.2.a above, and is expected to demonstrate interest in Polish heritage by completing a relevant school project or to perform useful services for the HOUSE as assigned by the Membership Chairperson. A Junior Member is not eligible to vote.
- d. An Honorary Member is a person who has distinguished himself/herself by exceptional services to the HOUSE or the HPR, or has reached outstanding achievements for the public good, and has been appropriately recognized by the BOARD. This membership is conferred by the BOARD and the MEMBERS to serve as an example for others to follow. An Honorary Member is welcome at all HOUSE functions, but is not required to pay dues and is not eligible to vote unless he/she is also a MEMBER.

### 3.5: Termination of Membership

- a. A non-voting member in probationary status may be terminated by the Membership Chairperson.
- b. A MEMBER may be terminated by the Membership Chairperson, with the consent or by order of the BOARD and a 2/3 vote of the MEMBERS at a noticed Membership meeting. The cause may be nonpayment of dues or other causes such as specified under Impeachment, Article 7.2.c through 7.2.f
- c. The Membership Chairperson shall inform the MEMBER of termination, advising him/her that he/she has 30 days from the date of the notice to appeal the termination in writing to the BOARD via the Membership Chair, and that the BOARD will hold a hearing.
- d. The appeal of a MEMBER termination shall be conducted according to the same rules as that for removal from the BOARD (see 7.4.b).
- e. If membership is terminated and later reinstated, the membership tenure starts at the reinstatement date.

## ARTICLE 4: BOARD OF DIRECTORS AND OFFICERS

4.1: The BOARD, consisting of duly elected OFFICERS and directors shall be the governing body of the HOUSE. The primary responsibility of each BOARD member is to represent the common interest of the voting Membership and the HOUSE in all their decisions and other acts as OFFICERS of the HOUSE. In addition, they have specific assigned responsibilities, as described in Article 5 below. BOARD MEMBERS serve without any monetary or material compensation.

4.2: The BOARD is composed of the following OFFICERS: President, Senior Vice President, Vice President, Secretary, Treasurer, Delegate, and Property Manager.

4.3: Each OFFICER assumes his/her responsibility by taking the oath of office (see 6.6: Transfer of Responsibility). Each OFFICER shall serve for a term of one calendar year and/or until his/her respective successor takes the oath of office. Each OFFICER may stand for election for the same office for one additional consecutive year. Each OFFICER shall serve on the BOARD for no more than four consecutive terms.

4.4: In the event a BOARD MEMBER is removed or vacates his/her office for any reason, the vacancy thus created shall be declared by the BOARD, and may be filled through an appointment by the BOARD for the completion of the current term, by succession, or by election. In the case of appointment, the BOARD shall use the same eligibility criteria for the successor as are used for election (see Article 7: Vacancies).

## ARTICLE 5: RESPONSIBILITIES AND DUTIES OF OFFICERS

### 5.1: The President shall:

- a. Perform all duties incident to the office and set an example in action and behavior for other members.
- b. Preside at all the meetings of members and the BOARD. The President shall determine the agenda, subject to being overruled by a two-thirds majority of the BOARD.
- c. Appoint all non-elected committee chair persons and a webmaster for confirmation by the BOARD.
- d. Serve as Delegate to the HPR House of Delegates.
- e. Exercise leadership in the common interest of the members and the HOUSE.

### 5.2: The Senior Vice President shall:

- a. In the event of absence of the President, act as the President and perform all the responsibilities and duties, and exercise the rights and privileges, of the President.
- b. Act as Chairperson of the Membership Committee, maintain good relations with and between members, increase the membership, prepare and submit to the President Membership rosters on a timely basis, be responsible for the collection of membership dues, and resolve membership issues (see Article 3: Members and Membership).
- c. Serve as Delegate to the HPR House of Delegates in the absence of the President.
- d. Certify the Roster of MEMBERS in good standing by the end of April of each year (Roster to be used to determine quorum and qualification for election and voting).
- e. Initiate/delegate and supervise social functions as the BOARD deems appropriate.

### 5.3: The Vice President shall:

- a. Coordinate the hosting of the HOUSE on Sundays, school visits, and other occasions, as required, and keep a record of MEMBERS hosting throughout the year.
- b. Purchase, or appoint a Delegate or other MEMBER to purchase all supplies deemed necessary for the ongoing operation and good standing of the HOUSE, within the limitations of the funds available for such purpose.

5.4: The Secretary shall:

- a. Keep accurate and impartial records in the form of minutes of all proceedings at meetings of the Membership and of the BOARD.
- b. Maintain the records of the HOUSE, as designated by the President.
- c. With the concurrence of the President, conduct the correspondence of the HOUSE, including properly receiving and directing incoming correspondence.
- d. Advise all MEMBERS of the time and place of scheduled monthly meetings and give proper notice to all MEMBERS of any special meetings or change in scheduled meetings (see Article 8.1 and 8.2).

5.5: The Treasurer shall:

- a. Be the custodian of all moneys of the HOUSE; receive and properly deposit all income.
- b. Disburse moneys pursuant to authorization of the BOARD and Quorum of the Membership Meeting, as described under Finances, Article 11.
- c. Keep written accounting of all financial transactions on a current basis, including supporting documents, and maintain all financial records per the Record Retention Schedule.
- d. Comply with all tax requirements.
- e. Provide an Annual Financial Report to the HPR before the July Delegate meeting.
- f. Provide a report of all financial transactions on a monthly basis and provide copies for the meetings of the MEMBERS and the BOARD.
- g. Provide a Final Financial Report and submit it to the BOARD in January prior to leaving office.

5.6: Each Elected Delegate shall:

- a. Attend each HPR House of Delegates Meeting: The two voting delegates are the President or Senior Vice President and the Delegate. These two delegates shall represent the House and vote on all issues at HPR Delegate meetings.
- b. Report all matters discussed and voted at the HPR Delegates Meeting to the BOARD of the HOUSE.
- c. Perform purchases or other duties as assigned by the President or Sr. Vice President.

5.7: The Property Manager shall:

- a. Act as the custodian of all HOUSE properties and have them maintained in good order.
- b. At the beginning of each year, prepare a written inventory record of the contents of the HOUSE and any other properties belonging to the HOUSE. The inventory shall identify the exact location of all items of property.
- c. Maintain the inventory record on a current basis and report to the BOARD any losses, removals or additions. A photographic inventory record shall be maintained of all property items having a significant intrinsic value.
- d. Initiate and maintain transfer records of any item of property from the HOUSE to others, and from others to the HOUSE, including donations or loans of property.

ARTICLE 6: ELECTION OF OFFICERS

6.1: Nomination Process

- a. No later than at the September monthly meeting, the BOARD shall appoint three to five MEMBERS as members to the Nominating Committee. The BOARD may appoint one of these MEMBERS as chairperson. The Nominating Committee shall prepare a slate of candidates for offices, other elected positions for the succeeding year, and any propositions to be submitted to a vote, as directed by the BOARD.
- b. To avoid any conflict of interest, no more than one MEMBER of the Nominating Committee may be a current BOARD MEMBER, and no MEMBER of the Nominating Committee may be a candidate for office in the upcoming election.
- c. All MEMBERS shall be notified about the nominating process at least 7 weeks prior to the election date.
- d. Qualified MEMBERS (see 3.4.a.) may volunteer to stand for election for offices or committees no later than 5 weeks before election date by written, telephone, or personal request. The candidates shall provide summary information about themselves to be publicly available to the Membership on the HOUSE website. If the candidate does not provide information, it shall be so stated on the website.
- e. Additionally, the Nominating Committee may solicit qualified candidates. They shall be subject to the same process stated in 6.1.d. above. Qualified MEMBERS may volunteer to stand for election for offices or committees by a timely submittal of the required information to the Nominating Committee.

## 6.2 Ballot Issues

- a. The Nominating Committee shall prepare a ballot containing these sections:
  1. Slate for the Office of the President (mandatory).
  2. Slate for the BOARD of Directors (mandatory).
  3. Slate for the Grievance Committee (mandatory)
  4. Propositions as directed by the BOARD (see 6.1.a.).
- b. The candidacy for the Office of the President must be declared; the BOARD of Directors office positions will be assigned after the election.
- c. The candidate for President may also be a candidate for the BOARD, and may be elected to the BOARD subject to rules in 6.5.e below, in the event that the candidate is not elected President.
- d. At the October monthly BOARD meeting the nominating committee shall present the draft ballot to the BOARD.
- e. Upon direction of the BOARD, the Nominating Committee shall prepare a sufficient number of ballots for all MEMBERS to vote.

## 6.3: Mail Ballot

The election may be conducted by a mail ballot. The ballots, prepared according to 6.2 above, will be mailed to all MEMBERS at least 21 days prior to the date of the vote. The same requirements shall apply to an Absentee Ballot or any other election ballot. Each mailed ballot shall contain a ballot itself, voting instructions and two envelopes. A MEMBER shall place a completed ballot in an unmarked envelope and should seal it. The unmarked envelope shall be placed inside a second envelope bearing MEMBER name and address and mailed or otherwise delivered to the Election Committee prior to the election date.

## 6.4: Floor Nominations

If there is a quorum of MEMBERS present at the Annual Meeting, candidates may be nominated from the floor if the candidates are present at the meeting. If there is only one candidate or issue to be voted, an election by acclamation is permitted.

## 6.5: Election Procedure

- a. The election shall be conducted at the November Annual Membership Meeting. Only MEMBERS are authorized to vote. Every MEMBER must vote individually, by secret ballot.
- b. Once the Nominating Committee closes the nominations, the meeting shall proceed to the actual election.
- c. The chairperson of the Nominating Committee shall be the Presiding OFFICER for the election. The Presiding OFFICER shall appoint three tellers who shall validate, count, and record each ballot, and announce the results to the Membership.
- d. Each valid vote shall have no more than 1 (one) vote for a President, no more than 6 (six) votes for the BOARD and no more than 3 (three) votes for Grievance Committee.
- e. The Office of the President will be assigned to the candidate with the most votes on the slate.
- f. The top six vote recipients from the slate for the BOARD of Directors will select the Offices among themselves. In the case of two or more Directors-elect competing for an office, the one with the longest membership tenure will have the first choice. In case of conflict or indecision the President-elect shall decide specific office(s) of the elected candidates. In case of an impasse, or refusal of the Director-elect to serve in the appointed office, the individual will be asked to step down and the office will be offered to the next highest vote recipient.
- g. In the case of a tie for any of the office positions the person with the longest membership tenure will be appointed for the position.

## 6.6: Transfer of Responsibility

Installation of the OFFICERS and transfer of duties and records shall take place no later than at the first meeting in January. The new BOARD shall officially assume responsibilities and duties at the first meeting in January.

## ARTICLE 7: VACANCIES

### 7.1: Filling of OFFICER Vacancies

In the event any OFFICER, BOARD MEMBER or Committee Chairperson is removed from the office, is incapacitated or leaves the office for any reason, the BOARD may declare the position vacant and have it filled as follows:

- a. Vacancies of OFFICER positions may be filled by automatic succession (vice president- to senior vice president-to president), election by the MEMBERS, or through appointment by the BOARD for completion of the current term if the vacancy is declared in July or later in the year.
- b. Vacancies of other elected or appointed standing committee chairpersons or members shall be filled by the President and confirmed by the BOARD, and MEMBERS if applicable.

### 7.2: Impeachment

Any MEMBER of the BOARD who is declared by a majority of the BOARD, and confirmed by a two-third (2/3) majority of the HOUSE Membership Quorum, as having committed the following transgressions, shall forfeit his/her office:

- a. Has three or more consecutive absences from BOARD or general membership monthly business meetings.
- b. Uses or approves HOUSE funds for personal purposes, or contrary to the Bylaws or State laws or accepted accounting practices.
- c. Commits physical or sexual abuse, harassment, or unwanted advances.
- d. Commits verbal or written abuse, scolding, insult, libel or slander.
- e. Undermines HOUSE operations through persistent conduct contrary to parliamentary procedure.
- f. Demonstrates conduct unbecoming an OFFICER or MEMBER of the HOUSE.

### 7.3: Discipline and Penalties

The imposition of the following discipline requires a majority decision of the BOARD and a majority vote of the quorum of the HOUSE Membership.

- a. Verbal and/or written reprimand.
- b. Censorship and probation [barring from speaking and voting at meetings for three (3) months].
- c. Removal from office and optionally termination of Membership.

#### 7.4: Discipline Process

- a. The President, with the consent of the BOARD, shall send a notice of removal to the offending BOARD MEMBER, advising him/her that he/she has 30 days from the date of the notice to appeal the removal in writing to the BOARD via the President, and that the BOARD will hold a hearing.
- b. The appeal shall state specifically the reason for appeal and justification for a possible reinstatement. The President shall schedule the matter for a hearing by the BOARD within 90 days. The removed BOARD MEMBER may bring one other MEMBER of the HOUSE and present any relevant documents and witnesses to assist in the defense. The BOARD may also present witnesses and documents. No professional attorney may be involved in the proceedings unless both sides have attorneys. The decision of the BOARD shall be final.
- c. If a BOARD MEMBER is thus removed, he/she may remain a MEMBER of the HOUSE, provided the BOARD consents and he/she meets the membership conditions stated in Article 3.
- d. If a BOARD MEMBER is removed from the BOARD and remains a MEMBER, he/she may not stand for election to the BOARD or any Committee Chairperson for one year from the official date of removal.

### ARTICLE 8: MEETINGS OF MEMBERS

#### 8.1: Scheduled Meetings

- a. There shall be a minimum of ten (10) scheduled monthly meetings of MEMBERS, including four (4) quarterly business meetings during the calendar year. The Annual Meeting and Election shall be held during the month of November.
- b. Meetings are to be convened at a set date and time at the HOUSE itself, unless required at a different location. In the event of a change in the regular schedule, all members shall be properly notified in advance; the same as for a Special Meeting (see 8.2 below).

#### 8.2: Special Meetings

- a. Special Meetings may be called by the President, at least three MEMBERS of the BOARD or 25% of the MEMBERS. In the event of a legitimate HOUSE emergency, the President shall call a Special Meeting upon an oral or written request of at least two MEMBERS, one of whom must be a BOARD MEMBER.
- b. Notice of the date, time, and place of the meeting shall be given to MEMBERS at least 15 days before the meeting or by telephone at least seven (7) days before the meeting.
- c. The agenda of the Special Meeting is determined by the initiators.

### 8.3: Quorum and Proceedings

- a. At a Membership Meeting the Quorum shall consist of a minimum of 25% of all MEMBERS in good standing in order to transact business at a meeting.
- b. At a Committee Meeting the Quorum shall consist of the majority of MEMBERS formally elected or appointed in writing (such as in the Minutes), including the Committee Chairperson.
- c. The rules for language and minutes of Membership and Committee meetings shall be the same as those for BOARD meetings (see 9.3.b and 9.3.c below).

## ARTICLE 9: MEETINGS OF THE BOARD OF DIRECTORS

### 9.1: Scheduled Meetings

- a. There shall be at least ten (10) regularly scheduled business meetings of the BOARD held during the calendar year on a monthly basis, except during the summer months.
- b. The President may cancel a scheduled meeting with seven (7) days proper notice to the MEMBERS of the BOARD for a legitimate reason. By the consensus of at least three (3) MEMBERS of the BOARD the President or Senior Vice President shall revoke the cancellation and convene the meeting in a timely manner.

### 9.2: Special Meetings

Upon three days' notice, by demand of the President or at least three (3) MEMBERS of the BOARD, a Special Meeting of the BOARD shall be convened and presided over by the President or Senior Vice President.

### 9.3: Quorum and Proceedings

- a. The Quorum at a BOARD Meeting authorized to transact business shall be the simple majority of the elected BOARD MEMBERS including the President.
- b. All meetings shall be conducted in English or Polish with translation provided if needed. All records must be kept in English.
- c. Minutes of all scheduled or special meetings shall be recorded by the HOUSE Secretary. At each monthly meeting the Minutes from the previous meeting shall be read and approved or amended and confirmed by a vote.

## ARTICLE 10: COMMITTEES

### 10.1: General

Several administrative and operational committees shall be appointed or elected for an effective operation of the HOUSE. The administrative committees are described below. All appointed Committees shall be appointed by the President and confirmed by the BOARD, unless otherwise specified below. Committee appointments shall be based on the best qualifications of MEMBERS, according to their background and interest. The Chairperson of each committee shall report on committee activities to the BOARD and the Membership.

### 10.2: Auditing Committee

- a. The Finance and Auditing Committee shall audit the books and financial records of the HOUSE. During the first quarter of the calendar year they shall review the records of the calendar year just passed, and shall present a report on the audit to the BOARD by the end of the first quarter. To ensure objectivity, the Auditing Committee shall not include any current BOARD MEMBER.
- b. This requirement can be satisfied by an annual tax preparation by a Certified Public Accountant (CPA).

### 10.3: Bylaws Committee

The Bylaws Committee shall be responsible for drafting and maintaining current the HOUSE Bylaws, including proposing amendments and reviewing those proposed by the MEMBERS. All amendments must be recommended for or against by this committee prior to submittal for approval to the Membership and the HPR.

### 10.4: Grievance Committee

The Grievance Committee shall be a standing committee, elected by the MEMBERS at the November election. This committee shall meet as needed in response to member complaints, and resolve any disagreements between members within the HOUSE, as described in Article 13.

### 10.5: Nominating Committee

The Nominating Committee shall perform all the nominating and election tasks assigned to it by the BOARD and communicated by the President, as described in Article 6.1.

### 10.6: Other Committees

The President may appoint, and the BOARD may approve other standing and ad-hoc committees as needed. These may include: Membership Committee, Fundraising Committee, Scholarship Committee, Social Activities Committee, etc.

## ARTICLE 11: FINANCES

### 11.1: Protection of Funds and Assets

- a. No OFFICER or MEMBER shall use his position or the HOUSE organization for his/her own financial gain or influence.
- b. All funds and assets shall be in the name of the HOUSE.
- c. No funds or assets shall be designated for building new facilities outside of Balboa Park.
- d. There shall be no co-mingling (mixing) of funds or assets of the HOUSE with any other organization not under the umbrella of the HPR.
- e. All moneys shall be on deposit with a federally-warranted financial institution approved by the BOARD.
- f. All persons who sign checks or handle financial matters for the HOUSE shall be bonded for at least a minimum of the total HOUSE assets. The BOARD may waive this requirement by a unanimous vote.

### 11.2: Financial Records

- a. All financial transactions shall be recorded and kept on file according to the Record Retention Schedule.
- b. All financial transactions shall be done according to a proper HOUSE approval procedure, and with bank authorized signatures, as described under 11.3: Expenditures, below.
- c. The fiscal year of the HOUSE shall be January 1 to December 31.
- d. An Annual Financial Statement of the HOUSE, with income and expenses listed, shall be prepared and submitted to the BOARD and HPR Treasurer in July of each fiscal year.

### 11.3: Expenditures

No money shall be spent for any activity or object unless approved as follows:

- a. The Treasurer shall have the authority to expend up to \$200.00 at any one time to the same payee for routine recurring supplies or services for the HOUSE.
- b. Expenditures between \$200.01 and \$1000.00 at any one time to the same payee require the **advance** approval of the majority of the BOARD.  
Expenditures between \$1000.01 and \$2000.00 at any one time to the same payee require the **advance** approval of at least two-thirds of the entire BOARD.
- c. Expenditures for an annual plan (such as an annual budget) or special project consisting of multiple component expenditures totaling \$2000.01 or more require the **advance** approval of the BOARD and a Quorum of MEMBERS.
- d. To present a plan or project for approval, the President or a MEMBER appointed by the President, shall submit it to the MEMBERS. A detailed budget must be included. The plan or project may be presented to a quorum of MEMBERS, or may be sent to all MEMBERS by mail with a voting ballot and a return envelope.
- e. Every check or other form of disbursement shall be signed by the Treasurer and the President. If the President is unable to sign, he/she may appoint the Senior Vice President or the Vice President, in that order. If the President is unable to appoint one of the Vice Presidents, then the Senior Vice President or Vice President, in that order, may sign the checks.
- f. In addition to the Treasurer and President, the Senior Vice President and Vice President may be authorized by the BOARD to have signature cards in the bank holding the funds.

### 11.4: Fund raisers

- a. The HOUSE may have two fund raisers per calendar year without paying the California sales tax.
- b. If the HOUSE chooses to have more than two fund raisers per calendar year, the HOUSE [organized under Sec. "501(c)(3)"] shall obtain a permit by filing a California Seller's Permit Application with the State of California Board of Equalization for all fund raising events conducted during the year. The HOUSE is required to remit the tax for all fund raisers directly to the Board of Equalization using State of California Sales Tax Form. Sales tax is calculated on the gross receipts from retail sales, and is allowed by law to be collected from customers.
- c. To avoid the need for filing a State of California sales tax return, the HOUSE may use the donation procedure normally used during Sunday afternoon hosting. This method may be used for the third and all subsequent HOUSE fund raising events.

## ARTICLE 12: AFFILIATE GROUPS

### 12.1: Formation and Structure

All affiliate groups shall be subordinate to the HOUSE and the House of Pacific Relations. Therefore the members of the group must be MEMBERS of the HOUSE, which gives them voting rights. The affiliate group's organizational structure and operating functions must be finally approved by the HPR Executive BOARD, and ultimately, by the HPR Delegates. If and when an affiliate group under the umbrella of the HOUSE is created, these Bylaws shall be amended as needed.

## ARTICLE 13: GRIEVANCE PROCEDURE

### 13.1: Grievance Committee

A HOUSE Grievance Committee shall consist of three (3) MEMBERS and shall be elected by the voting Membership during the November election. Any serious conflict within the HOUSE should be initiated and resolved through the HOUSE Grievance Committee and confirmed by two-thirds of the MEMBERS.

### 13.2: Committee Functions

- a. Any member may present a grievance in writing to the Grievance Committee Chair or the HOUSE Secretary, along with any documentation supporting the complaint. The Committee Chair shall be responsible for providing copies of all relevant documentation to both parties to the issue.
- b. The Grievance Committee shall act as mediator, following due process in accordance with the HOUSE and HPR Bylaws, and local, State, and federal laws. The Committee shall submit a report with recommendations to the BOARD. The BOARD shall cause the Committee's report to be presented to the General Membership for confirmation within 60 days. A two-thirds vote of the Membership Quorum is required to approve or deny the recommendations of the Committee.

### 13.4: Recourse to the House of Pacific Relations

Any person(s), whether a member or not, has the civil right to submit a grievance to the HPR Grievance Committee. Such person(s) must submit the grievance with supporting evidence in writing, with an original document and 4 copies, to the HPR Corresponding Secretary. (Refer to current HPR Bylaws, Article 13.1 through 13.5).

## ARTICLE 14: AMENDMENTS

### 14.1: Initiation

Any MEMBER supported by a second MEMBER may propose changes to the HOUSE Bylaws by submitting a written proposal to the HOUSE Secretary or the HOUSE Bylaws Committee. The Bylaws Committee shall consider the merits of the proposal and present their recommendations to the Membership, via the BOARD, along with the recommendations of the BOARD. The attending Membership may provisionally approve the changes (amendments) by a two-thirds majority vote of the quorum of Membership at a forthcoming meeting, or the proposal must be submitted to the Membership by mail ballot.

### 14.2: HPR Review

After approval by the Membership the changes shall be submitted in writing to the HPR Bylaws Committee for review and approval. The HPR Bylaws Committee will follow the guidelines outlined in HPR Bylaws. The HPR Bylaws Committee shall provisionally initiate changes if needed, and transmit their recommendations to the HOUSE Bylaws Committee or discuss the recommendations in a joint meeting.

### 14.3: Final Process

If additional amendments or corrections are needed, the HOUSE Bylaws Committee shall bring the amended Bylaws again to the HOUSE voting membership for its input and confirmation. Subsequently, the HPR Bylaws Committee shall meet and come to agreement with the HOUSE Bylaws Committee concerning the final document. Lastly, the amended HOUSE Bylaws will be sent to the City of San Diego. The approved copy will be filed with the City of San Diego, a master copy will be kept in the HPR office, and a copy will be kept in the HOUSE itself.

## ARTICLE 15: PARLIAMENTARY AUTHORITY

Roberts Rules of Order, latest Edition shall be the parliamentary authority where applicable and where there is no conflict with the HOUSE Bylaws, the HPR Bylaws, Standing Rules, and the Articles of Incorporation of the HPR.

Precedence: In the event of conflicting rules, The Bylaws of the House of Poland (this document) shall have the precedence, followed by the HPR Bylaws, Standing Rules, Articles of Incorporation of the HPR, and Roberts Rules of Order respectively.

## ARTICLE 16: DISSOLUTION/LIQUIDATION AND RE-ADMISSION

### 16.1: Distribution of assets

- a. In the event of dissolution or liquidation, the moneyed properties and other liquidated significant assets of the HOUSE must be contributed by donation, to one or more philanthropic organization(s), as required by the U.S. Internal Revenue Code, and must be set forth by resolution of the majority voting membership at a duly called scheduled or special meeting.
- b. Other physical properties of the HOUSE can be distributed as appropriate, based on the desires of the HOUSE majority voting membership. An accounting must be drawn up in written form and submitted to the Corresponding Secretary of the HPR within 30 days. (See Article 5.5.7: Property Manager, above).

### 16.2: Reinstatement:

If a HOUSE resolves to be reinstated, the following procedure must be followed:

- a. Reapplication may be submitted after a 3-year waiting period.
- b. Reapplication must comply with all requirements and procedures contained in Article 3.1 through 3.12 of the current HPR Bylaws.

**APPROVAL SIGNATURES FOR THE BYLAWS  
OF THE HOUSE OF POLAND, INC.**

**The House Bylaws Committee of the House of Poland** hereby authorizes and submits the above Bylaws to the BOARD of Directors:

Lech Badura, Tomasz Jagielinski, Jadwiga Pawluczuk, Marek Winiarz.

**The BOARD of Directors of the House of Poland** hereby approves and submits the above Bylaws to the Membership:

Kris Cieply, President	Date
Lech Badura, Sr. Vice President	Date
Andrzej Szmidt, Vice President	Date
Marek Winiarz, Secretary	Date
Jadwiga Pawluczuk, Treasurer	Date
Urszula Frysztacki, HPR Delegate	Date
Bozena Galazkowski, Property Mgr.	Date
Zbigniew Galazka, HPR Delegate	Date

The above Bylaws have been adopted by the **MEMBERSHIP OF THE HOUSE OF POLAND**

Certified by Secretary: Marek Winiarz Date

The **House of Pacific Relations** hereby approves the above Bylaws of the House of Poland:

HPR Bylaws Committee Chairperson Date

HPR President Date

**The City of San Diego** hereby approves the above Bylaws of the House of Poland:

City Attorney Date:

Approval of the Bylaws Review and Amendments

Graham McGruer, Scotland	Chairperson & Parliamentarian
Julie Benedict, Lithuania	Member
Sonia Y. Ruiz, Ph.D., Mexico	Member
Frank Dabalack, Czech & Slovak Republics	Member
Gary Jones, Ireland	Member

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