

### **3.3 FORMATION OF NEW MEMBER HOUSES**

The HPR is open to the formation of new Member Houses by national or ethnic and cultural groups not presently represented by a Regular Member House or an Associate Member House, and who are willing and able to participate in the cultural and educational activities of HPR in accordance with the Bylaws and Standing Rules of HPR, and the User Permit between HPR and the City of San Diego, California.

#### **3.3.1 ADMISSION PROCEDURE**

- a. Prior to applying for membership to HPR, a group shall:
  - 1) Be organized.
  - 2) Have been in operation for at least six (6) months as a non-profit, nonpolitical, non-sectarian group with a minimum of 25 members in good standing.
  - 3) Be independent from any other member house.
  - 4) Have received from the IRS an Employer Identification Number (EIN) or Tax Identification Number (TIN).
- b. If the group is incorporated or is an association, its objectives must be consistent, through its Articles of Incorporation and Bylaws, with Article II of these Bylaws and the HPR Standing Rules. The Bylaws Committee shall review the application, Articles of Incorporation, and bylaws of the organization for compliance.
- c. The bylaws for the group shall identify a minimum of four elected officers consisting of the President, Vice President, Secretary, and Treasurer.
- d. The bylaws must provide for two delegates and two alternate delegates to the HPR Assembly of Delegates.
- e. The Bylaws must include a grievance process which allow members of the group the ability to address any decisions, action, conditions, or policies which they can demonstrate as having an adverse effect upon them. The grievance process must provide a procedure in which the member of the group filing the grievance may appeal pursuant to Article X of these Bylaws, and ultimately to the San Diego Human Relations Commission.
- f. State in their bylaws an obligation to comply fully with the Bylaws and Standing Rules of HPR, the User Permit between the City of San Diego and HPR as well as all laws and regulations of the State of California and the City of San Diego.

- g. File with the HPR Corresponding Secretary an application stating name, corporate status, list of officers and a minimum of 25 members in good standing with addresses and telephone numbers. With the application, the applicant shall submit five copies of its Bylaws and/or Constitution together with a copy of the Articles of Incorporation, if applicable.
- h. The HPR Corresponding Secretary shall acknowledge receipt of the application at the next regularly scheduled meeting of the Assembly of Delegates. The secretary will also send copies of the application to the Bylaws Committee for action.
- i. The HPR Corresponding Secretary will inform the applicant group that the material is being reviewed and that the applicant must pay a non-refundable fee of \$25.00 to defray the costs of processing and providing the applicant with copies of the HPR Bylaws and Standing Rules. Upon receipt of the fee, two copies of each document will be sent to the applicant.
- j. The Bylaws Committee shall inform the applicant and the HPR President and the Assembly of Delegates, in writing, within 30 days of the preliminary acceptance of the complete application.
  - 1) If the application package for membership is accepted by the Bylaws Committee, it shall present the application for approval by the Assembly of Delegates at their next regularly scheduled meeting.
  - 2) If the application is rejected, the applicant has 30 days to make necessary changes. The Bylaws Committee must state the reasons for their rejection of the application material upon returning the documents to the applicant.
  - 3) If revised documentation is accepted by the Bylaws Committee, the applicant and HPR President will be informed and the matter sent by the Bylaws Committee to the Assembly of Delegates for voting at their next regularly scheduled meeting.
  - 4) After the applicant makes the changes recommended by the Bylaws Committee, if there is further cause for rejection of the application documents, the Bylaws Committee will state the reasons for further rejection to the applicant, the HPR President and the Assembly of Delegates. The Corresponding Secretary shall notify the applicant of the Bylaws Committee decision.
  - 5) If the application documents are rejected by the Bylaws Committee, the applicant group has 30 days to appeal to the Assembly of Delegates, stating the grounds for appeal. The Assembly of Delegates shall then consider the appeal and a vote shall be taken at the next regularly scheduled meeting of the Assembly of Delegates to accept or reject the application.

- 6) If the Assembly of Delegates vote to reject the application documents, the applicant may re-apply after 90 days.
- k. The file maintained by the Corresponding Secretary shall be available for inspection by the Assembly of Delegates throughout the application process.

### 3.4 MINIMUM MEMBERSHIP

- a. **Minimum Number of Members.** To remain a member House in good standing, a House must have a minimum of twenty-five (25) members who have primary allegiance to that House, even though eligible for and/or active in the affairs, or member of one or more of the other Houses that comprise the corporation.
- b. **Membership List.** Each member House must file with the Corresponding Secretary an annual list of officers and members in good standing, in the format approved by the Assembly of Delegates and the City. This list is to be updated and filed no later than at the May Meeting of the Assembly of Delegates. The list will be the basis for selecting candidates for positions on the Executive Board or other elected positions.
- c. **Suspension for Insufficient Membership.** Member Houses not reporting a minimum of 25 primary members on the Membership List at the May meeting of the Assembly of Delegates will be suspended immediately and not participate in further activities of the Assembly. The suspended Houses will be placed on probation for up to 6 (six) months, during which time they have the opportunity to increase their membership to the requisite level of twenty-five (25). The probation will end at the November Election meeting of the Assembly, at which time, if not earlier, Houses achieving the requisite membership level will be restored to full membership. Those Houses not meeting the minimum membership by the November meeting will be released at that meeting from their membership in the corporation and their relationship to the User Permit as the first order of business.

### 3.5 TERMINATION OF HOUSE FOR CAUSE

The Executive Board shall monitor the participation of member Houses in fulfilling their responsibilities in implementing the HPR cultural outreach program, as approved by the Assembly. Upon failure of a member House to meet those responsibilities for three consecutive events, as required by the status of the House's membership status, the President shall report to and bring a recommendation for action to the Assembly at its next meeting. As the sovereign body, only the Assembly is responsible to discipline its own members. The Assembly shall hear the charge and the defaulting House be given the opportunity to reply. The Assembly may decide to provide additional opportunity to implement the cultural outreach program, to suspend as in Article III, section 3.5.1 of these Bylaws, or terminate for inability or lack of interest of the House to perform its responsibilities.