

House of Mexico

By-Laws

August 8, 2022

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House of Mexico Bylaws

Article I. NAME

The name of this organization shall be the House of Mexico (HOM). It is a non-profit 501(c)(3) charitable organization described in the Federal Internal Revenue Code and it is organized under the Nonprofit Public Benefit Corporation Law of the State of California. This educational and cultural corporation also operates under the authority of its parent organization known as the House of Pacific Relations (HPR), International Cottages, Inc., a 501(c)(3) Civic League and Social Welfare Organization as described in the Federal Internal Revenue Code.

Article II. MISSION

The mission of the House of Mexico is to foster educational, cultural, non-political, non-sectarian, and public benefit and charitable ideals for all. The HOM will promote patriotic, educational, cultural, and non-profit services in coordination and in conjunction with the member houses of the HPR. The HOM will also promote peace, liberty, understanding, and good that benefit the community at large. The HOM will welcome people of all nationalities, races, and ethnic groups. Its mission includes promoting, sharing, and exhibiting various aspects of the rich Mexican heritage.

The HOM will initiate, develop, promote, and present educational/cultural programs representative of different facets of Mexican heritage for the benefit of the community. The HOM will coordinate its events and programs under the auspices of the HPR International Cottages, Balboa Park, and the City of San Diego. Internal/external conduct and communications by the HOM and its representatives shall always be respectful and courteous to others.

The HOM will comply with the requirements in the HPR Bylaws and Standing Rules as well as the Preferential, Nonexclusive Use and Occupancy Permit of the City of San Diego. The HOM recognizes that the HPR Bylaws take precedence over legislative, executive, and judicial acts included in the HOM bylaws.

Article III. MEMBERSHIP

Any person or entity that commits to upholding the HOM mission and complies with these bylaws and standing rules shall be eligible for membership in the HOM.

Section 1. Categories

- Charter membership (As of July 2013, this memberships option is no longer available as the designated 100 openings have been filled.)
- Benefactor membership (Must be 18 years of age or older to be eligible to vote.)
- Regular membership (Must be 18 years of age or older to be eligible to vote.)
- Student membership (Must provide a valid school identification or current report card.)

- Family membership (Maximum of four family members and applies to immediate family members only.)
- Entity membership (Businesses, companies, groups, organizations interested in supporting the HOM Mission.)
- Lifetime membership (Must be 18 years of age or older to be eligible to vote.)

Section 2. Good Standing

A member in Good Standing (MiGS) is eligible to vote and hold any elected position and shall meet the following requirements:

- Must be a paid member in current year, or a “Lifetime” member.
- Has been a member for at least four (4) months prior to the date of the November election.
- Must attend a minimum of **four (4)** General Membership Meetings in a calendar year. Opportunities to substitute meetings are outlined in the Standing Rules.
- Must volunteer to host in the HOM cottage a minimum of one (1) time per year.
- And two of the following:
 - Must volunteer for one (1) shift at two (2) events in a calendar year. Volunteering at events after election will count towards the following year.
 - Committee participation
 - One additional cottage hosting
 - Two additional general membership meetings
 - Additional event/opportunities listed in Standing Rules
- Board Members are automatically members in good standing.
- Members in good standing are also referred to as voting members

**Calendar year begins January 1 to December 31

Section 3. Annual Dues

Categories

- Regular member
- Benefactor member
- Student member
- Family
- Entity

* Dues are subject to change due to promotions and special events throughout the year.

The membership period is from January 1 to December 31.

Section 4. Voting

All members in Good Standing (see Section 2) shall have equal voting rights. Proxy voting is not permitted.

Article IV. OFFICERS

The elected officers are the President, Vice President, Secretary, Treasurer, Parliamentarian, and the Delegate to the House of Pacific Relations. Each officer is elected at the November general meeting and holds office for one calendar year. The elected officers (excluding the House Delegate and the Alternate House Delegate) shall be known as the Executive Board.

Section 1. Elected Officers

- President (Executive Board)
- Vice President (Executive Board)
- Secretary (Executive Board)
- Treasurer (Executive Board)
- Parliamentarian (Executive Board)
- Delegate to the House of Pacific Relations
- Alternate Delegate to the House of Pacific Relations
- Appointees

Section 2. Duties

President

The President shall be the Chief Executive Officer of the HOM. He/she shall preside over the HOM executive board and general meetings; make appointments to other positions as required; and act as the chief spokesperson. The President shall provide leadership and promote harmony among the members. The President shall serve as a voting House Delegate to the House of Pacific Relations. If all delegates and alternates are unavailable, the President shall send a letter identifying an additional alternate delegate to the House of Pacific Relations' Correspondence Secretary prior to the delegate's meeting. The President shall remain in an advisory capacity to the successive HOM Executive Board for one year after her/his year of service as President expires.

Vice President

The Vice President shall serve at the direction of the President. He/she shall preside over meetings if the President is unable to do so or is so requested by the President. The Vice President shall take over the duties of the President in his/her absence and will assume the position of the President due to any and all reasons for a vacancy of the presidential position. This includes serving as one of the two HOM voting delegates to the HPR. The Vice President shall coordinate with committees (or committee chairpersons) and report to the President. The Vice President shall remain in an advisory capacity to the successive HOM Executive Board for one year after her/his year of service as Vice President expires. And other duties as assigned by the President.

Secretary

The Secretary shall prepare and have the membership approve minutes of the executive and general meetings, conduct correspondence, maintain the organization's records, and be responsible for overall communications. The Secretary shall send out meeting notices and meeting minutes. The Secretary shall also remain in an advisory capacity to the successive HOM Executive Board for one year after her/his year of service as Secretary expires. And other duties as assigned by the President.

Treasurer

The Treasurer is the Chief Financial Officer (CFO) and shall be responsible for collecting dues, receiving/depositing the organization's funds, maintaining accurate financial records, and addressing financial-related issues. The Treasurer shall provide an annual written financial report to the members and make all financial records available to the audit committee within two weeks of such written request. The Treasurer is to ensure that all HOM financial records are updated immediately after the annual election of officers including reporting to the Internal Revenue Service (IRS), California Franchise Tax Board (FTB), the California Secretary of State Corporations Division, and the California Attorney General. The Treasurer shall make arrangements to have the HOM bank signature cards and the respective bank accounts updated within one month of the new HOM Board's election. The Treasurer will also inform the HPR and/or other entities as required of these changes. The Treasurer shall serve as a member of the membership committee. The Treasurer shall remain in an advisory capacity to the successive HOM Executive Board for one year after her/his year of service as Treasurer expires. And other duties as assigned by the President.

Parliamentarian

The Parliamentarian serves in an advisory capacity. The Parliamentarian shall be intimately familiar with the organization's Bylaws, *Robert's Rules of Order, most recent edition*, and parliamentary procedure. He/she is responsible for ensuring that meetings are conducted by rules of conduct prescribed in the HPR Bylaws, the HOM Bylaws, and *Robert's Rules of Order*. The Parliamentarian shall provide advice on meeting conduct and be the final authority on parliamentary procedures. The Parliamentarian shall be a member of the Bylaws Committee. The Parliamentarian shall remain in an advisory capacity to the successive HOM Executive Board for one year after her/his year of service as Parliamentarian expires.

Delegates to The House of Pacific Relations

According to HPR Bylaws (Article 5, Paragraph 5.1.1), the President of each house shall be one of the Delegates, the house shall have at least two alternate Delegates. The Vice President shall be the alternate Delegate for the President of the house. The Delegate shall attend each House of Pacific Relations' meeting and report on all matters, presentations, deliberations, and/or voting results to the HOM members. The Delegate and the President comprise the two voting representatives from the HOM to the HPR. The Delegate shall be responsible for selecting an alternate to serve in her/his capacity whenever the Delegate

is unable to attend an HPR meeting. The President must send a letter identifying the additional alternate delegate to the House of Pacific Relations' Correspondence Secretary prior to the delegate's meeting. If no other delegates from the HOM can attend, the President shall send a letter to the Correspondence Secretary of HPR informing them that the HOM is unable to attend.

Alternate Delegate to the House of Pacific Relations

The Alternate Delegate shall serve when the Delegate is absent.

Appointee

The President may appoint a new officer, not otherwise specified by these bylaws as required, for special assignments as required for the organization. These appointments shall be confirmed by the Executive Board. Such an appointee will not serve as a voting member of the Executive Board.

Article V. ELECTIONS

Section 1. Process

Elections shall be held annually in November. The voting membership shall elect or appoint a five (5) person Nominating/Election Committee at the September general membership meeting and this Committee shall also identify a Chairperson. Members of Nominating/Election Committee must be members in good standing (MiGS). This ad hoc committee will have the responsibility to recruit qualified candidates for all elected positions. At the October meeting, each nominee shall state his/her qualifications and reasons for running for office.

Additional nominations can be made from the floor at the October membership meeting for each elected position. Nominee/candidate information will then be posted on the HOM website two to three (2-3) weeks prior to the election date in November. All persons nominated must be present to accept the nomination.

All elections shall be conducted by secret ballot and nominees who receive a majority vote shall be declared elected.

In the event of, and during times of local or national health and/or social emergencies, the board shall propose, and the membership shall vote on appropriate temporary measures, such as telephonic or electronic video meeting, to provide for broadly accessible regular meeting and voting procedures and for modifications to the normal activities of the organization. These amendments will be posted in the Standing Rules of the HOM.

Section 2. Eligibility

Eligibility for office requires that the candidate be a Member in Good Standing (see Article III, Section 2). Candidates for office cannot be members of the Nominating/Election Committee. Candidates for office may serve for two (2) consecutive terms. In the event that no eligible candidates have agreed to be nominated, officers may run for re-election for (1) additional term.

Nominating and Elections meetings, if done via electronic video process, may be closed to any member not "In Good Standing." This is to assure voting integrity. See Standing Rules for details.

Section 3. Only Members in Good Standing (MiGS) may participate in the following activities and processes:

- Nomination and election of Officers
- Participating in the Nomination/Election Committee
- Voting on Bylaw changes
- Proposed expenditures in excess of \$1,000.00
- See Standing Rules for other Duties and Privileges

Section 4. Election Process

The Nominating/Election Committee Chairperson shall appoint three (3) tellers who validate voter eligibility, distribute ballots, and count and record each ballot immediately after the voting closes. The tellers will then announce the voting results to the voting membership. The roster of "Members in Good Standing" and roster of "Received Absentee Ballots" will be present at all officer elections. Voter(s) may be required to show valid picture identification (e.g., driver's license, student ID card, etc.)

Section 5. Voting by Absentee Ballot

Voting by absentee ballot is only permitted under hardship circumstances. Eligibility for MiGS must be met. See Standing Rules for allowable cases.

Section 6. Installation Ceremony

Planning for the installation ceremony to welcome the new Executive Board shall begin in December. The transition for transferring duties/records to the new board shall take place beginning in early December through the end of January. The new Executive Board shall officially begin its administration on January 1st. The installation ceremony shall be held in January.

Section 7. Vacancies

Executive Board or Committee vacancies can occur in a number of ways such as moving out of the area, death, incapacitation, or for dereliction of duties. The following include other reasons for vacancy:

a. Resignation

Should an officer resign or fail to attend three (3) general meetings or Executive Board meetings in a row without cause or reason approved by the Executive Board, the Executive Board shall issue a written notice and declare that office vacant and appoint a successor to that office to complete the unexpired term at the next general meeting. Nominations to fill the vacancy may be accepted from the floor at this meeting. These appointments shall be approved by majority vote.

b. Impeachment, Discipline, and/or Removal for Cause

A super majority two-thirds (2/3) vote by the House membership is necessary for the implementation of impeachment, discipline, and/or removal for cause. Any member of the Board who has three (3) consecutive absences from Board or general monthly meetings shall forfeit his/her office. The misrepresentation of the HOM by any member shall be grounds for removal. The misappropriation of funds-including the pilfering of funds for personal use, use of money without approval, and taking items of value belonging to others-is grounds for removal. Other causes for removal include physical and/or sexual abuse, verbal abuse, undermining HOM operations, and persistent nonadherence to HPR/HOM bylaws and/or parliamentary procedures. No officer or member shall use the HOM organization for his/her own financial gain or influence. The HOM Articles of Incorporation, Article II, Section A, states "This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person..."

Article VI. MEETINGS

Section 1. General Meetings of members

There shall be a minimum of ten (10) general meetings of the membership scheduled each year with annual elections conducted at the November meeting pursuant to Article V, Section 1.

1. The general meetings shall be held at such times and places as specified by the majority of the Executive Board.
2. In the event that civil authorities prevent access to Balboa Park facilities, or there are restrictions for large gatherings, the HOM Executive Board shall propose and the membership shall vote on appropriate temporary measures to provide for broadly accessible meetings, voting procedures and for modifications to the normal activities of the organization. The meetings, regular or special, may be held as a telephonic or electronic video conference These amendments will be posted in the Standing Rules of the HOM.

Section 2. Quorum

A quorum of the general membership shall be a minimum of thirteen (13) members or 50% + 1. A current membership roster shall be present at all general meetings. A quorum of the Executive Board shall be a majority of its elected members. The Parliamentarian (or the President) shall take responsibility at each general membership meeting to determine whether a quorum is present.

Section 3. Parliamentary Authority

Robert's Rules of Order, 2nd Edition. Revised or most recent version shall be the parliamentary authority for the organization on all questions not covered by these bylaws.

Section 4. Notices and Minutes

Members shall be notified at least five (5) days prior to the general membership meeting in which the following items will be discussed and/or voted upon:

- Proposed resolutions
- Filling of any vacancies
- Proposed expenditures in excess of \$1,000.00
- Proposed amendments/revisions to these bylaws

The Secretary shall notify members in good standing electronically (via e-mail) and/or by U.S. mail.

General membership meeting minutes shall be approved by a majority vote at the beginning of the subsequent general membership meeting. HOM delegates to the HPR shall make regular monthly reports at the general membership meeting and their report included in the meeting minutes.

Article VII. EXECUTIVE BOARD

Section 1. Function

The Executive Board shall carry out the organization's business (matters/tasks/assignments/etc.) in a manner consistent with the House of Mexico's mission and perform duties as reflected in the HOM bylaws. In addition, the Board shall approve any of the organization's expenses that are under \$1,000.00. The President shall pre-approve any written correspondence.

Section 2. Membership

Membership to the Executive Board shall include all of the elected officers excluding the House Delegate and the Alternate House Delegate (see Article IV).

Section 3. Meetings

The Executive Board meetings shall be held on a regular schedule. A majority vote of the Board is required to hold meetings at a set date, time, and place. Only the President or any three officers can call a special meeting on behalf of HOM and requires three (3) days advance written/email notice to enable members to attend. A majority of the elected members shall constitute a quorum. Major policy decisions proposed by the HOM Board with regard to the following points must have the majority HOM membership approval and is conditioned on the final approval of the HOM membership vote with a quorum present. Any changes to HOM bylaws and/or HPR related activities require a 2/3 majority vote.

- Membership
- Elections
- Finances or expenditures over \$1,000
- Grievances
- Affiliation
- Tangible property
- Inventory belonging to the HOM jurisdiction

- Any activity related to HOM HPR Bylaws
- City of San Diego rules or issues such as matters covered by the current Preferential Nonexclusive Use and Occupancy Permit;

Article VIII. STANDING COMMITTEES

Standing committees are active all year long for the organization. Each committee will have an assigned/elected chair. In addition, each committee is responsible for scheduling its meetings and keeping records of same. The results of these meetings will be reported during the general membership meeting. The committees are listed as follows:

- Cultural Committee: Responsible for programs to promote Mexican culture/heritage. Also responsible for creation and display of historical/cultural events, presentations, or exhibits, including identifying, recruiting and securing entertainment and music representative of the Mexican heritage.
- Membership Committee: Responsible for recruiting and inviting prospective new members to HOM events/meetings, submitting recommendations for membership, and maintaining the database of members contact information. Membership contact information will be kept confidential and will not be sold to third parties but will be available for members to review.
- Finance and Auditing Committee: Responsible for auditing the books and financial records of the HOM. In December, the end of the HOM fiscal year (see Article IX), the committee will review, delineate, and summarize the audit. The committee will submit a report on their findings to the January monthly membership meeting.
- Events Committee: Responsible for planning, recommending, and providing oversight on the coordination of events with the HPR/HOM, such as the Lawn Program, the Ethnic Food Fair, December Nights, and other events, such as Speakers Bureau.
- Newsletter/Public Relations and Marketing Committee: Responsible for producing/presenting various media outreach materials for the HOM.
- In order to be identified as a MiGS, members must be active participants on these committees. Members with expertise in certain areas will be strongly encouraged to join a committee. Other viable committees not previously listed may be formed by the House membership. Examples of other possible committees are included in the Standing Rules.

Standing committees are active year-round. Special (ad hoc) committees, which are appointed or elected committees, will meet for a specific purpose, case, or duration. These ad hoc committees disband after their assignment is completed. It is recommended that each of these committees have five (5) members; however, no less than three members shall participate toward their committee's respective efforts. If a Committee Chairperson is unable to perform their duties as required, the Chairperson shall inform the Executive Board 30 days in advance of their resignation. Upon their removal from office, the Executive Board shall absorb their responsibilities until a replacement Chairperson is elected or appointed.

Article IX. FINANCES

Section 1. Fiscal Year (FY) and Expenditures

The HOM FY shall be based on the calendar year: January 1 to December 31. The City of San Diego FY is from July 1 to June 30. The HOM shall submit a yearly financial statement to the HPR Treasurer in July. This statement shall include the HOM income and expenses.

Section 2. Disposition of Assets in Case of Dissolution or Liquidation

In the event of dissolution or liquidation, the tangible and intangible assets of the HOM must be contributed by donation to one or more philanthropic organization(s) as set forth by resolution of the majority voting membership at a duly called meeting. Article V of the HOM Articles of Incorporation states, "The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure benefit to any director, officer or member thereof or to benefit any other private person. Upon dissolution, or break up of the corporation, its assets remaining after payment or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3), Internal Revenue Code."

Article X. AFFILIATION

Section 1. Affiliation and Membership

The HOM shall affiliate with and become a member of the HPR International Cottages, Inc., and meet all requirements for such membership/affiliation.

Section 2. Reapplication

Should the HOM become disaffiliated, it can reapply. Reapplication may be submitted after a three (3) year waiting period. Reapplication must comply with all requirements and procedures contained in Article III, Section 1 through 12, of the current HPR Bylaws.

Article XI. GRIEVANCE PROCEDURE

Section 1. Procedure

A Grievance Committee shall be established and consist of an odd number of members with a minimum of three (3) voting members of the HOM. This committee shall be elected at a general membership meeting by a majority of the eligible voting membership present in which a quorum has been established.

Section 2. Settlement of Grievances can be in one of the following alternative forms:

A. The House Grievance Committee shall act as mediator following due process in accordance with the HPR, local, state, and federal entities that follow recognized Constitutional, statutory, and common law. A report with recommendations shall be submitted to the HOM voting membership. A simple majority 50% + 1 vote of confirmation or denial secures the decision regarding the agreement.

B. The HOM can choose to settle grievances during the monthly membership meeting(s). In interpersonal and/or policy disagreements, the HOM voting membership shall act as mediator following due process in accordance to HPR, local, state, and federal entities that follow recognized Constitutional, statutory, and common law. If the matter cannot be settled at the membership meeting, an appointed fact-finding committee must meet with the offended parties to attempt to settle the differences amicably. The committee shall report/submit at a subsequent meeting, the results and/or recommendations subject to the majority of the HOM membership voting with a quorum present, for its approval or rejection.

If a settlement of the grievance at the House level was unsuccessful, the grievance can be submitted to the House of Pacific Relations.

Section 3. Submitting a Grievance 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 five (5) copies of their grievance in written format to the HPR Corresponding Secretary. He/she/they should also include any supporting evidence in their submittal in accordance with HPR bylaws.

Article XII. AMENDMENTS

Any member may propose changes to the bylaws herein. The Bylaws Committee must review such proposals and present its recommendations to the membership for approval or rejection. These bylaws may be amended by a two-thirds (2/3) vote of members present at a general meeting after such amendment has been presented at the preceding general meeting.

Notice to the general membership shall be provided as specified in Article VI, Section 4, of these bylaws. Any revisions to the bylaws that receive 2/3 affirmative vote must be submitted in writing to the HPR Bylaws Committee for its review, evaluation, and/or approval. The HPR's Bylaws Committee shall meet with the HOM's Bylaws Committee to determine the final authorized revisions. If approved, a master copy will be provided to the House of Pacific Relations office and a copy will be provided to the House of Mexico.

Article XIII. EFFECTIVE DATE

These Bylaws shall become effective immediately upon adoption.

Date: _____

Attachment 1: Articles of Incorporation

Attachment 2: Preferential, Nonexclusive Use and Occupancy Permit

1 To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. In addition, it may not be an action organization, i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170.

The organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an excess benefit transaction with a person having substantial influence over the organization, an excise tax may be imposed on the person and any organization managers agreeing to the transaction.

*Section 501(c)(3) organizations are restricted in how much political and legislative (lobbying) activities they may conduct. For a detailed discussion, see *Political and Lobbying Activities*.*

*For more information about lobbying activities by charities, see the article *Lobbying Issues*; for more information about political activities of charities, see the FY-2002 CPE topic *Election Year Issues*.*

Submitted by the 2021 House of Mexico Bylaws Committee:



Sonia Ruiz, HOM Parliamentarian

8/7/2022
Date



Craig Claytor, HOM Member

6/21/22
Date

Christine Moore, HOM Member - in memoriam

Date



Gonzalo Rojas, HOM Member

7/29/22
Date

The House of Pacific Relations hereby approves the above Bylaws for the House of Mexico:

Liane Mende-Mueller, Chair, House of Pacific Relations Bylaws Committee

Date

To

Blanca Gonzalez President

Jovita, Arellano Vice President

Sonia Ruiz, Treasurer

House of Mexico

Date: 8-8-2022

Dear House of Mexico,

The HPR Bylaws Committee approves hereby the latest revision of the Bylaws of the House of Mexico.

The latest revision of the Bylaws was dated May 17, 2022.

Please, sign the approved version and submit the signed copy to the Bylaws committee.

Thank you for all your effort in the name of the 2022 Bylaws Committee:



Liane Mende-Mueller, Chair, House of Germany

Henry, Herms, House of Spain

Daniele Laman, House of Czech and Slovak Republics

Rich LaRocca, House of Italy

Cassilda Pagan, House of Puerto Rico

Dennis-Michael Broussard, House of France (Alternate)

Please, keep this letter with the signed and approved version of your Bylaws.