



## HOUSE OF TURKEY

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# Bylaws House of Turkey

## **Table of Contents**

<b>Mission Statement</b>	<b>page 3</b>
<b>Article I Name and Nature</b>	<b>page 3</b>
<b>Article II Objectives</b>	<b>page 3</b>
<b>Article III Members and Membership</b>	<b>page 4</b>
<b>Article IV Officers</b>	<b>page 5</b>
<b>Article V Duties of Officers</b>	<b>page 5</b>
<b>Article VI Election of Officers</b>	<b>page 6</b>
<b>Article VII Vacancies</b>	<b>page 7</b>
<b>Article VIII Meetings of Members</b>	<b>page 8</b>
<b>Article IX Meetings of the Executive Board</b>	<b>page 9</b>
<b>Article X Standing and Special Committees</b>	<b>page 9</b>
<b>Article XI Finances</b>	<b>page 10</b>
<b>Article XII Affiliate Groups</b>	<b>page 11</b>
<b>Article XIII Grievance Procedure</b>	<b>page 12</b>
<b>Article XIV Amendments</b>	<b>page 13</b>
<b>Article XV Parliamentary Authority</b>	<b>page 13</b>
<b>Article XVI Dissolution/Liquidation/Readmission</b>	<b>page 14</b>
<b>Glossary</b>	<b>page 15</b>
<b>Signature Page</b>	<b>page 17</b>
<b>Addendums</b>	<b>page 18-</b>

**The Mission of House of Turkey  
Balboa Park, San Diego**

**House of Turkey located in Balboa Park, San Diego is a nonprofit organization to promote universal awareness of the diversity and richness of the Turkish culture, country and people. House of Turkey, Balboa Park, San Diego through international relations, cultural activities and social events, will sponsor better understanding of the Turkish way of life, its democratic policies and peaceful choice in global decisions.**

**Article I  
Name and Nature**

- 1. House of Turkey is an educational and cultural organization devoted to promoting educational and cultural understanding of Turkish history, culture and appreciation of Turkish contributions to the improvement of our multicultural society. House of Turkey is none-sectarian and not engaged in political activities.**
- 2. It is organized under the Nonprofit Public Benefit Corporation Law of the State of California**
- 3. We operate under House of Turkey Bylaws and the laws and regulations of the City of Sand Diego, the state of California and the United States of America.**

**Article II  
Objectives**

- 1. The objectives of House of Turkey are to promote international relations, peace and better understanding among people of all nationalities, races and ethnic groups**
- 2. To promote the development of our particular Turkish culture**
- 3. To promote social activities among its members and to instill the principles of liberty, charity and justice**
- 4. Inclusion of respectful human behavior in House interactions and meetings**
- 5. Inclusion of requirements listed in the HPR Bylaws and HPR Standing Rules, and the current Preferential, Nonexclusive Use and Occupancy Permit of the City of San Diego**
- 6. Inspire total House voting membership involvement in all House of Turkey functions**
- 7. Encourage all voting members to participate in the monthly business meetings**
- 8. Expand House activities in which members and non-members can participate**
- 9. Encourage the membership to become involved in House of Pacific Relations' functions:**
  - a. Sunday hosting and serving**
  - b. Fund raisers like House of Turkey Lawn Program, Ethnic Food Fair, December Nights.**
  - c. Dinner Dances**

- d. **Monthly HPR Delegates' Meetings in the Hall of Nations**
  - e. **Special get-togethers**
- 10. Supremacy Clause**
- a. **House of Pacific Relations Bylaws exercise precedence over the legislative, executive, and judicial acts of the individual House Bylaws**

**Article III  
Members and Membership**

- 1. Eligibility**
- a. **Any person regardless of heritage who demonstrates positive moral and ethical integrity**
  - b. **Any person of any ancestral lineage who believes in the principles of liberty and equality among all races, nations and ethnic groups**
  - c. **Any person who is in mutual agreement and understanding with the objectives and goals of House of Turkey**
- 2. Membership Conditions**
- a. **Members shall show respect to the Constitution and Government of the Country of Turkey**
  - b. **Each member shall be loyal, show active interest and positively support House of Turkey as a democracy**
  - c. **Each member shall abide by the current Bylaws of House of Turkey**
  - d. **Each member shall abide by the Bylaws of House of Pacific Relations**
  - e. **Each member shall abide by the rules of the current Preferential, Nonexclusive Use and Occupancy Permit of the City of San Diego, and local, State and Federal Laws**
- 3. Membership Dues**
- a. **Dues will cover the calendar year from January 1 to December 31 and will be prorated as such**
    - i. **Dues are as listed on membership form (See addendum...)**
  - b. **New members pay their dues when sworn in or introduced to House of Turkey membership**
  - c. **Any interim dues owed will be administrated according to House of Turkey membership policy**
- 4. House of Turkey will have three classes of dues-paying members**
- a. **Active Voting Members**
    - i. **One who participates in House of Turkey and House of Pacific relations legislative, executive, judicial and social functions on a regular basis**
  - b. **Associate Members**
    - i. **Dues paying members, organizationally inactive by choice, distance, or disability**
    - ii. **One who is eligible to vote, make motions and may participate in discussions and activities but can not serve as officers of House of Turkey**
  - c. **Honorary Members**
    - i. **Non-dues paying members**

- ii. Esteem, respect, devotion, energy, and service given freely to House of Turkey for six months and longer
  - iii. Can vote if an active member of House of Turkey
- 5. **Termination of Membership**
  - a. Any member of House of Turkey can be terminated for noncompliance reasons
    - i. Not following House of Turkey Bylaws
    - ii. Not following House of Pacific Relations Bylaws
    - iii. Not following local, State, and Federal laws
    - iv. Not following the rules of the Preferential, Nonexclusive Use and Occupancy Permit of the City of San Diego

#### **Article IV**

##### **Officers**

1. **House Governing Board (hereinafter referred to as "Board" or "Officers") must, as a minimum, be comprised of the following officers of House of Turkey**
  - a. **President**
  - b. **Vice President**
  - c. **Secretary**
  - d. **Treasurer**
2. **Special Note:**
  - a. **All elected, active members who occupy an area of yearly responsibility to oversee House operation should be officers of House Board**
  - b. **Each Board member has a job description under Article V – Duties of Officers**
  - c. **Those officers shall be bonded for the handling of House financial transactions and the coinciding preservation of House assets**
3. **All officers shall be elected for a term of one calendar year and until their respective successors shall take the oath of office**
4. **A sworn-in or introduced member must be a full or an active member for at least one year before they can be elected as House President, Vice President, Treasurer, and Secretary**

#### **Article V**

##### **Duties of Officers**

1. **President**
  - a. **Perform all duties incident to the office**
  - b. **Preside at all meetings of House of Turkey and its house board**
  - c. **Appoint all non-elected special committee chairpersons who are also confirmed with Board approval**
2. **Vice President**
  - a. **In the absence or disability of the President, the Vice President must perform all of the duties and be vested with all the exclusive rights and privileges of the office of the President**
3. **Secretary**

- a. **Must keep a record in the form of Minutes of all the proceedings of House of Turkey and of the Board**
  - b. **Keep an up-to-date roll of the membership**
  - c. **With the concurrence of the President, conduct the correspondence of House of Turkey**
  - d. **Notify all members of the times and places of meetings through the monthly Minutes or House of Turkey newsletter and/or Email**
    - i. **The office of the Secretary may be divided into membership, recording, corresponding, social activities, etc**
- 4. Treasurer**
- a. **Is the custodian of all the monies and assets of House of Turkey**
  - b. **Maintain a record of all income, disbursements, and receipts**
  - c. **Comply with any and all tax requirements**
  - d. **Give an accounting of all financial transactions including discretionary funds or disbursements at the monthly voting membership business meetings**
  - e. **The accounting must be listed in detail in the Minutes that are sent out monthly or in the Minutes that are to be presented at the beginning of the next regular monthly business meeting**
  - f. **At least two signatures are required on every check and/or financial transaction**
  - g. **All disbursements must be made and executed by the Treasurer, President or Vice President, or Secretary**
  - h. **All of the four officers must be authorized by a signed bank signature card, which, in turn, is kept on file at the financial institution holding the funds**
- 5. Two Voting Delegates**
- a. **House President or First Vice President and House Delegate or Alternate House Delegate**
  - b. **These two voting delegates must attend each House of Pacific Relations' meeting and must report all matters and subjects presented, deliberated, and voted on, to House of Turkey**
  - c. **In the absence of the President, the Vice President will attend**
  - d. **In the absence of House Delegate, Alternate House Delegate will attend**
  - e. **If none of the four potential elected delegates are able to attend, the President will appoint an active House-voting member as an attending delegate and send that one with an official letter to House of Pacific Relations' Sergeant-at-arms**

#### **Article VI Election of Officers**

- 1. The Calendar Procedure is as follows**
  - a. **The Nominating Committee shall be elected by the voting membership at the September monthly meeting**
  - b. **The Slate of officers shall be presented at the October monthly meeting**

- c. Each nominee shall state their qualifications and willingness to run for a particular office
  - d. The Election of officers shall take place at the November monthly meeting
  - e. The transition period for transferring duties and records shall take place from December through the end of January
  - f. The Installation ceremony of officers shall be held at the December monthly meeting
  - g. The new Executive Board shall officially begin their administration on January 1
2. Floor Nominations
  - a. Candidates may be nominated from the floor at the meeting in November. However, they must be present to accept a nomination
3. Eligibility for office
  - a. Must be an active member for at least one year
4. Ballot Issues
  - a. A ballot with all Board members including any Standing Committee Chairpersons shall be listed with the name and office
  - b. Only members are authorized to vote
  - c. All members must vote individually by secret ballot if there is more than one candidate
5. Election Process
  - a. In the actual election process, the nomination chairperson shall appoint three tellers who validate, count, and record each ballot
  - b. The tellers will announce the results to the voting membership
6. Voting by Absentee Ballot (To be utilized in unique situations only)
  - a. An Associate or Honorary Member, who has diligently and faithfully served House of Turkey continually for more than six months, may vote by an absentee ballot signed by them
7. See Addendum [D]
  - a. Teller's Ballot Counting Form

## Article VII Vacancies

1. Causes for Vacancies
  - a. In the event any officer dies, resigns, moves from the region, or is unable to act, or is derelict in the performance of duties, or for cause be removed from office, the vacancy thus created shall be declared and filled
  - b. Vacancies shall be filled by succession or by counted vote of House voting membership
2. Impeachment, Discipline, and/or Removal for Cause
  - a. A 2/3 majority vote by House membership is necessary
  - b. Any member of the Board who has 3 unexcused absences from Board or general monthly business meetings shall forfeit their office
  - c. Misappropriation of funds

- i. To take possession of, or make use of money, funds, or the like dishonestly or for non-approved use, such as for one's own use
  - d. Physical and/or sexual abuse
    - i. To hurt or injure physically
    - ii. To disturb or irritate persistently by use of sexual comments and actions
  - e. Verbal abuse or violent scolding
    - i. To continually be using insulting, disruptive, and contemptuous remarks
  - f. Undermining of House operations through continual backbiting and gossip
  - g. Persistent non-adherence to parliamentary procedure
- 3. Types of Discipline or Penalties
  - a. A 2/3 majority vote by House Membership is necessary
  - b. Verbal and/or written reprimand
  - c. Censorship and Probation
    - i. Barred from speaking/voting for three consecutive months
  - d. Removal from office and/or membership
  - e. Special note:
    - i. Action to be taken for reprimand, discipline, and and/or removal from office or membership, please note procedure under House Article XIII and/or HPR Article XIII

### **Article VIII Meetings and Members**

1. House of Turkey must hold Meetings in English as required by House of Pacific Relations' Bylaws
  - a. If needed, interpretation may be given for members lacking understanding in English
  - b. Meetings are to be held in House itself, Hall of Nations, or central location accessible to all; and, are to be held each month at a set time
2. Special meetings may be called by the President, Board, or any person of the voting membership
  - a. The President must call a special meeting upon an oral motion or written request of any voting member as presented at a regular monthly meeting or anytime in the event of a House emergency
3. Monthly meetings must be held a minimum of 10 times during any given year
  - a. They are to be convened at a set date, time, and place
4. A Quorum consists of a minimum of 13 voting members in order to hold a meeting or to transact business
  - a. Minutes of all monthly or special meetings are to be recorded by House Secretary and are to be sent to House voting membership, or are to be presented to the membership at the beginning of the next regular monthly business meeting
  - b. If a House has a newsletter it may choose to include the Minutes with the newsletter

- c. **At the next monthly business meeting the Minutes need to be read and approved (ratified); i.e. Moved, Secoded, and Passed (MSP), or amended and passed**
- 5. **See addendum [E]**
  - a. **General Business Meeting Agenda Form**

#### **Article IX**

##### **Meetings of the Executive Board**

1. **A majority vote of the Board is required to hold meetings at a set date, time, and place**
2. **Upon three days' notice, the President and/or Board member(s) may call a special meeting**
3. **A simple majority of Board members shall constitute a quorum authorized to transact business**
4. **House Executive Board has both performance and advisory powers**
  - a. **However, any decision made by the Board of Directors must have the final approval of House voting quorum membership**
  - b. **The issues are as follows**
    - i. **Membership & Elections**
    - ii. **Finances**
    - iii. **Grievances**
    - iv. **Affiliate Groups**
    - v. **Tangible property and/or inventory belonging to House jurisdiction**
    - vi. **House Bylaws and House of Pacific Relations Bylaws**
    - vii. **City of San Diego rules or issues**
    - viii. **Preferential Nonexclusive Use and Occupancy Permit given by the City of San Diego under whose umbrella we operate**
    - ix. **Fund Raisers such as: Lawn Program, Food Fair, December Nights, etc**
    - x. **Election of Standing Committees (On going committees in operation all year long)**

#### **Article X**

##### **Standing and Special Committees**

1. **Cultural Committee**
  - a. **With the approval of the Membership, the Cultural Committee shall be responsible for promoting programs pertaining to the cultivation of the Turkish culture**
2. **Membership Committee**
  - a. **The Membership Committee shall solicit and invite new prospective members and shall pass on all applications for membership and submit its recommendations to the membership**
  - b. **Upon approval, applications shall be turned over to the Secretary for proper filing**
3. **Finance and Auditing Committee**

- a. **The Finance and Auditing Committee shall audit the books and financial records of House of Turkey**
  - b. **At the end of the year they shall review, delineate, and summarize the audit during the month of January; they shall report their findings at the next monthly business meeting**
- 4. Activities (Social) Committee**
  - a. **The Activities Committee shall provide planning, recommendations, and oversight of House of Pacific Relations' and House events such as the Lawn Program, Food Fair, December Nights, and individual social events under the auspices of each House**
- 5. Display/Historical Committee**
  - a. **The Display Committee shall be responsible for the research, development, and display of historical and cultural records, events, and exhibits of and at House of Turkey**
- 6. Nominating Committee**
  - a. **At the September monthly meeting, the Membership shall elect or the President shall select a Nominating Committee of, at least, 3 members**
  - b. **The Nominating Committee will meet and call on active voting members in order to prepare a slate for the October meeting**
  - c. **They will present the slate to House members at the November House election**
  - d. **They will act as the tellers in order to carry out the procedure for a secret ballot election**
- 7. Special Note:**
  - a. **Standing Committees are active all year long. Special Committees are appointed or elected committees that meet for a specific purpose, case, or duration**
    - i. **They disband after their committee assignment is completed**
    - ii. **It is best to have five members on a committee; however, no less than three members**
- 8. See addendum [F]**
  - a. **House Hosting Instructions and/or Calendar Form**

**Article XI  
Finances**

- 1. The fiscal year of House of Turkey shall be January 1 to December 31**
  - a. **No officer or member shall use House organization for his or her own financial gain or influence**
  - b. **No money shall be spent for any activity unless approved by a majority tally of the voting membership**
- 2. All assets are to be in the name of House of Turkey**
  - a. **All monies are to be on deposit with a federally-warranted financial institution approved by the voting membership**
  - b. **All transactions of business including withdrawals are to be done through House membership approval and bank authorized signatures.**

3. **If House of Turkey chooses to have more than two fundraisers per calendar year, we must obtain a seller's permit from the State of California Board of Equalization for all fund raising events**
  - a. **On each fundraiser, a 501(c)(3) House is required to fill out a tax return to the State of California and remit directly to them the amount of sales tax collected**
  - b. **Sales tax is figured on the gross receipts from your retail sales in California**
  - c. **You are allowed by law to be reimbursed by collecting the amount of tax from your customers**
    - i. **State Board of Equalization California Sellers Permit Application, page 2**
4. **See Addendum G**
  - a. **State of California Sales Tax Form**
5. **(501(c)(4) Houses incorporated directly under the tax number of House of Pacific Relations can submit their sales tax collected to the HPR Treasurer; he/she will remit House sales tax to the State of California**
6. **Special Note:**
  - a. **To avoid the need for filing a State of California sales tax return, a House may choose to have a donation procedure normally used on the Sunday afternoon serving**
  - b. **This could be tried for third and all subsequent House of Turkey sales events**
7. **A yearly Financial Statement of House of Turkey with income and expenses listed, must be submitted to the HPR Treasurer in July of each fiscal year**
8. **See addendum [H]**
  - a. **Sample House Financial Statement Form**
9. **There is to be no co-mingling (mixing) of House assets or funds with any other organization not under the umbrella of House of Pacific Relations**
  - a. **All finances must be recorded and be part of House general fund, and cannot be designated for building new facilities outside of Balboa Park**
10. **Special Note:**
  - a. **See Paragraph #10 of the current Preferential, Nonexclusive Use and Occupancy Permit of the City of San Diego**
11. **All persons who sign checks or handle financial matters for House, (and are so noted on the financial institution signature card), shall be bonded for at least the minimum of the total House assets**

## **Article XII Affiliate Groups**

1. **All affiliate subgroups are subordinate to their House and House of Pacific Relations; therefore, they must be dues-paying members of their House and this gives them voting rights**
  - a. **Affiliate groups shall have a director, assistant director, secretary, and treasurer**
2. **Their funds of operation must not be co-mingled (mixed) with those of House of Turkey**

- a. All important matters and operations must be approved by House (Parent) voting membership
  - b. All donations given by the parent organization to help in the administering of this separate entity must be fully disclosed, and approved by the parent organization
  - c. Also, the approval of the affiliate Bylaws, covers, but is not limited solely to the following issues
    - i. Its purpose and organizational structure
    - ii. How it conducts its affairs
    - iii. Provision for liability insurance and workmen's compensation
    - iv. For the salaried staff, proof of the filing of the necessary tax forms (such as Form 1099) with the Internal Revenue Service
3. The affiliate group's organizational structure and operating functions must be finally approved by the HPR Executive Board; and, ultimately, by the HPR Delegates
4. Special Note:
- a. Refer to the current HPR Bylaws – Article XVII, Sections 1,2, & 3 regarding application as an affiliate group directly responsible to House of Pacific Relations rather than under direct affiliation of House of Turkey

### **Article XIII Grievance Procedure**

1. If a House chooses to elect its own Grievance Committee, the ensuing procedure is followed
  - a. A Grievance Committee shall consist of 3 or more voting members of House of Turkey and shall be elected by the total House voting membership
  - b. Any disagreement within House of Turkey should be initiated and resolved through House of Turkey Grievance Committee and by a two-thirds confirmation tally of House voting membership
2. If House chooses to settle grievances during their monthly membership meeting(s), the ensuing procedure is followed
  - a. In interpersonal and/or policy disagreements, House voting membership shall act as mediator following due process {12} in accordance with HPR, local, State, and federal entities that follow recognized Constitutional, statutory, and common law
  - b. If the matters cannot be settled at the membership meeting, an appointed fact finding committee could meet with the offended parties to attempt to settle the differences amicably, and report back at a subsequent meeting with a report giving the results and/or recommendations, and are to be submitted to House voting membership for its approval or rejection by a necessary two-thirds margin
3. Any person(s), whether a member or not, has the civil right to submit a grievance to House of Pacific Relations Grievance Committee

- a. Such person(s) must submit 5 copies, in written format, to the HPR Corresponding Secretary for any grievance (he/she/they) have with any supporting evidence
  - b. Refer to: Current HPR Bylaws – Article XIII, Sections 1 through 5
4. See addendum [I]
  - a. Grievance Procedure Form

**Article XIV  
Amendments**

1. Any member of House may propose House Bylaw changes for consideration by House Bylaws Committee
2. House Bylaws Committee must review them and present their recommendations to the membership for its approval or rejection
3. The attending membership must provisionally approve or disapprove the changes (amendments) by a two-thirds majority vote of the quorum present
4. Then the changes will be submitted in writing to House of Pacific Relations' Bylaws Committee for review and evaluation or approval or otherwise. The HPR Bylaw Committee shall follow the guidelines outlined in HPR Bylaws (Article III, Section 3, Letter (j), last sentence; Article XIV, Sections 1 and 2, Parts "a" through "f"; and, Addendum #1)
5. The HPR By-Laws Committee shall provisionally initiate changes if needed, examine and report the appropriateness of any Bylaw changes with its recommendations to House Bylaw Committee when meeting personally with them
6. If additional amendments or corrections are needed, House Bylaws Committee shall bring the amended Bylaws again to House voting membership for its input and confirmation or disapproval
7. Later, the HPR Bylaws Committee shall meet and come to agreement with House Bylaws Committee concerning the final, authorized document
8. Lastly, the amended House Bylaws will be sent to the City of San Diego for its favorable response; if approved, a copy will be on file with the City of San Diego and a master copy kept in House of Pacific Relations office, and a copy given to House itself
9. Special Note:
  - a. If a House chooses to appeal the recommended changes of the HPR Bylaws Committee, they should follow the appeal procedure outlined in the current HPR Bylaws, Article III, Section 2, Letters i and j

**Article XV  
Parliamentary Authority**

1. Robert's Rules of Order (2nd Ed. Revised - 2001) shall be the parliamentary authority where applicable and where there is no conflict between stated rules, House of Pacific Relations' Bylaws, and Standing Rules of order that House of Delegates may establish for itself, and the Articles of Incorporation of House of Pacific Relations for the State of California

## **Article XVI**

### **Dissolution/Liquidation/Readmission**

- 1. In the event of dissolution or liquidation, the tangible and intangible (moneyed properties) of House 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 regular or special meeting**
- 2. House physical properties can be disbursed as it sees fit and based on the desires of House majority voting membership**
- 3. An accounting must be drawn up in written form and submitted to the Corresponding Secretary of House of Pacific Relations within 30 days**
- 4. If a House wishes to be re-instated, the following procedure must be followed**
  - a. Reapplication may be submitted after a 3-year waiting period**
  - b. Reapplication must comply with all the requirements and procedures contained in Article III, Sections 1 through 12 of the current House of Pacific Relations' Bylaws**

## Glossary

Gives meaning for specialized words within this House Bylaw format document

1. **501(c)(3) - A non-profit Charitable Organization that promotes generosity to other needy charities around us locally and throughout the world. Persons giving to this designated type of organization can claim tax exemption(s) directly.**
2. **501(c)(4) - A non-profit Civic League and Social Welfare Organization that promotes cultural and educational objectives along with understanding among the varied cultures of the world.**
3. **Affiliate - “To take to oneself as a son” (daughter). A person or an organization associated with another in a lower rank or class relationship, and subject to the authority and control of another; a subgroup.**
4. **Amendment - To alter (change) formally; for example, an organizational bylaws or documents by adding, deleting, or rephrasing the wording.**
5. **Article - A set of primary rules by which a country, company, or organization is administered.**
6. **Associate Members - Dues paying members, organizationally inactive by choice, distance, or disability.**
7. **Audit - An examination of the financial records or accounts in order to check their accuracy; to examine, verify, and/or correct records, accounts, or claims.**
8. **Bond(ed) - An insurance contract in which an agency guarantees payment to an organization or employer in the event of unforeseen financial loss through the actions of a responsible leader or member of an organization.**
9. **Bylaws - Middle English, *bilawe*, means “village law. “A regulation made by a local authority, corporation, or the like, having legal effect only in the area governed by that authority. A law or rule governing the internal affairs of an organization.**
10. **Censorship - To blame, criticize severely, express disapproval of the actions of another; generally followed with some type of disciplinary action.**
11. **Charity - Love in action; friendship; acts of kindness; philanthropy; liberality; generosity.**
12. **Dissolution - To bring to an end by or as if by breaking up; willing or unwilling termination or disappearance of an organization.**
13. **Due Process - An entire established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual.**
14. **Ethical - Pertaining to the rules or standards, (instructive of what is good or bad), governing the conduct of the members of an organization, profession, or individuals within a group of people.**
15. **Ethnic - Designating a social group within a cultural and social system that claims special status based on religious, linguistic, ancestral and/or physical characteristics and traits.**
16. **Grievance - To cause sorrow or anguish; indignation or resentment from a feeling of having been wronged. Synonym: Injustice.**

17. **Honorary Members - Non-dues paying members; esteem and respect or devotion, energy, and service given freely to an organization over a period of time.**
18. **Impeachment - To accuse of a crime or charge with improper conduct in office before a proper trial committee of one's peers, or follow up through a grievance procedure.**
19. **Liquidation - To settle up the debts, claims, or obligations of an organization by determining the liabilities, and applying the assets to their proper discharge.**
20. **Minutes - An official record of proceedings at the meeting of an organization. The Minutes are either approved, or disapproved, and/or as amended at a subsequent monthly meeting.**
21. **Moral - Discernment of the goodness or badness of human action and character; being or acting in accordance with standards of goodness or with established codes of behavior.**
22. **Motion - A formal proposal put to the vote under parliamentary procedures as at a meeting or conference.**
23. **Nature - The intrinsic characteristics and qualities belonging to the basic or essential constitution of a person or thing.**
24. **Non-Sectarian - Not adhering or confined to the dogmatic views of any particular group.**
25. **Quorum - The number of members of a body or organization required to be present for business to be legally transacted.**
26. **Ratify - To give formal sanction to; approve and make valid; act of officially and formally confirming something, such as a motion, bylaw, or constitution.**
27. **Relevant - Related to the matter at hand; applicable to current social or political issues and affairs.**
28. **Resolution - A formal statement of a decision or expression of opinion put before or adopted by an assembly.**
29. **Simple Majority - A number more than half (50%) of a total number. A common or ordinary way of ratifying the vote of the membership.**
30. **Slate - A list of the qualified candidates of a national-cultural group running for various offices in their organization.**
31. **Succession - To come next in time, order, or sequence; the act or process of following to the rights and duties of another; replacing another in an office or position.**
32. **Teller - An elected or selected voting member of a House who validates, counts, and records all election ballots, and writes down the results for the voting membership.**

Signature Page

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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Date

### **Addendums (Attachments)**

- [A] 501(c)(3) and 501(c)(4): Nonprofit State organizational status, rules, and tax requirements. Articles concerning these are available through written request to the HPR Corresponding Secretary**
- [B] Preferential, Nonexclusive Use and Occupancy Permit (City of San Diego)**
- [C] Sample House Membership Form**
- [D] Teller's Ballot Counting Form**
- [E] General Business Meeting Agenda Form**
- [F] House Hosting Instructions and/or Calendar Form**
- [G] State of California Sales Tax Form: Copies of this document are available through written request to the HPR Treasurer**
- [H] Sample House Financial Statement Form**
- [I] Grievance Procedure Form**
- [J] House Bylaws Review Recommendation Form**

**Addendum [A]  
501(c)(3) and 501(c)(4)**

**501(c)(3) and 501(c)(4): Nonprofit State organizational status, rules, and tax requirements. Articles concerning 501(c)(3) and/or 501(c)(4) are available through written request to the HPR Corresponding Secretary**

**Addendum [B]  
Preferential, Nonexclusive Use and occupancy Permit (City of San Diego)  
~Pending~**

**Addendum [C]  
Membership Form**



**HOUSE OF TURKEY**  
Balboa Park, San Diego  
e-mail : [info@houseofturkey.org](mailto:info@houseofturkey.org)  
[www.HouseofTurkey.org](http://www.HouseofTurkey.org)



**Membership Form**

**The Mission of House of Turkey:**

House of Turkey located in Balboa Park, San Diego is a nonprofit organization to promote universal awareness of the diversity and richness of the Turkish culture, country and people. House of Turkey, Balboa Park, San Diego through international relations, cultural activities and social events, will sponsor better understanding of the Turkish way of life, its democratic policies and peaceful choice in global decisions.

**Membership Information:**

Membership fee of \$20 payable January 1 of each year and prorated thereafter.

**We need your support. Volunteer time is accepted and appreciated. Donations welcome.**  
**For Information or Help, E-mail: [info@houseofturkey.org](mailto:info@houseofturkey.org)**

**Member Information:**

Full Name: \_\_\_\_\_

Spouse: \_\_\_\_\_

Children: \_\_\_\_\_

Other: \_\_\_\_\_

Occupation/Skills: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Membership is open to all. We will need volunteers from time to time, especially with cooking, music, song, dance, activities and crafts that represent Turkish Culture.

I would like to volunteer for House Of Turkey, Balboa Park, San Diego.

Please contact me: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Make Check Payable to: House of Turkey**  
**Upon Completion, Please Mail Form to:**  
**House of Turkey**  
**P.O. Box 105**  
**Del Mar, California**  
**92014-0105**

Thank you for your support in joining House of Turkey, Balboa Park, San Diego

**Addendum [D]  
House of Turkey  
Tellers Ballot Counting Form**

**Teller's Sheet and Report**

Office \_\_\_\_\_  
Number of Votes Cast \_\_\_\_\_  
Number of Illegal Votes \_\_\_\_\_  
Number of Votes to Elect \_\_\_\_\_  
Candidates:

1. \_\_\_\_\_  
    a. Number of Votes: \_\_\_\_\_
2. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_
3. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_
4. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_
5. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_

**Teller's Sheet and Report**

Office \_\_\_\_\_  
Number of Votes Cast \_\_\_\_\_  
Number of Illegal Votes \_\_\_\_\_  
Number of Votes to Elect \_\_\_\_\_  
Candidates:

1. \_\_\_\_\_  
    a. Number of Votes: \_\_\_\_\_
2. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_
3. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_
4. \_\_\_\_\_  
    a. Number Of Votes \_\_\_\_\_
5. \_\_\_\_\_  
    a. Number of Votes \_\_\_\_\_



**Addendum [F]**  
**House Hosting Instructions and/or Calendar Form**  
**~DRAFT~**

**House of Turkey**  
**Hosting Rules and Regulations**

The City of San Diego owns all the International Cottages. We, the members of House of Turkey, get to use the cottage rent-free for our functions. We do, however, have the responsibility of keeping the cottage open to visitors every Sunday afternoon of the year, for at least four hours between 1200 and 1700. (12pm and 5pm)

We need each and every able-bodied member's help to make this happen. It is customary to serve coffee and tea. When it is hot outside cold drinks should be available. The host may also provide the bread, sandwiches, cookies or other snacks.

House of Turkey always provides ground coffee, sugar, powdered cream, and lemonade mix. There may be additional items at your disposal that you may freely use. Just check the refrigerator and/or the freezer.

In the kitchen, there is a large glass bowl for our visitor's donations. Put the bowl on the table when you set up, and at closing take out the money, leave the two-to-three dollars of seed money that you hopefully found there in the morning. Count the money, take it home, and in a preaddressed envelope from the kitchen, send a check to our treasurer, made out to House of Turkey.

Step-by-Step instructions to make your hosting of House of Turkey enjoyable:

1. Setup: Please arrive at least 15-30 minutes early to get things done before opening the doors for our visitors. The public generally expects us to be open 1200-1600.
2. Open Up: First, open up all the curtains, and open at least one window to let in fresh air.
3. Coffee: Next, start the coffee. There is a coffee maker, with instructions posted nearby. Ground coffee is kept in the refrigerator, and there is more in the storage room. Please note that there is also decaffeinated coffee, in case you like making a pot of each, regular and decaf.
4. Sweep up: Take a broom from the storage room, and sweep the small courtyard in front of the cottage.
5. Seating: The two white benches and a round patio table go outside, to the left of the front door when exiting. For hot sunny days there is also an umbrella that fits the table. Make sure to use the dark green umbrella base as well. Please note that you must put water in the base to make it heavier. The table alone is far too light to support the umbrella, and injuries may occur if it all topples over.
6. Flags: In the storage room you will find a small Turkish flag that goes outside, next to the door, and into a metal pipe. The bigger flag with the lock goes behind the cottage, in the corner. The key is kept in one of the kitchen cupboards.
7. Hot Water: In the storage room, to the right of the doorway, approximately at knee-height, there is a circuit breaker panel. Switch on the one that is marked

- “water heater”, so you'll have hot water for the kitchen. Please remember to turn it off at the end of the day. A few dishes can just as easily be handled with a little hot water heated up in the microwave.
8. Set the table: Remember to take out the glass bowl for the donations.
  9. Guest Book: Open the guest book at an appropriate page, write in the date, and sign your name. Leave the book open and encourage the visitors to sign in their names.
  10. Enjoy your time at the cottage! Use the audio and videotapes to lend a different atmosphere and authenticity to our Turkish house.
  11. Don't be afraid to be creative. If you play an instrument, see if you can take a little break now and then to play some Turkish music; if handicrafts are your thing, bring your favorite along for a conversation starter, and demonstration.
  12. If you bring children, their day will go faster if you have them help with arts and crafts.
  13. People will enjoy seeing all these different things going on, as well as hearing the Turkish language. Make it a memorable day by using your imagination!
  14. End of Day: At the end of the day, clean up after yourself, close up all the windows, close the curtains, flip the water heater switch off in its UP-position, switch off all lights, and take out the trash. Trash goes into the metal cans that can be seen from the door, across the pathway. Don't forget to line the inside trash cans with fresh liners for the next host. Upon leaving, close the curtain for the door, and use the key to lock the door securely.

Thank you for working to preserve our heritage. It is through our hard work that we get to keep this wonderful gathering place for the future generations.

**Addendum [G]  
State of California Sales Tax Form**

**Copies of this document are available through written request to House of Pacific Relations (HPR) Treasurer**

**Addendum [H]  
Sample House Financial Statement Form**

**House of Turkey Yearly Budget**





**HOUSE OF TURKEY**  
Balboa Park, San Diego  
e-mail : [info@houseofturkey.org](mailto:info@houseofturkey.org)  
[www.HouseofTurkey.org](http://www.HouseofTurkey.org)



(Before filling Grievance read HPR Bylaws Article V, Paragraph 5.5 and 5.6)  
NOTE: Make sure the Grievance is clearly stated and all the facts are listed or attached

To: \_\_\_\_\_ (HPR Corresponding Secretary)

From \_\_\_\_\_ (Name of Complainant)

\_\_\_\_\_ (House)

Date: \_\_\_\_\_

This is a Grievance against: \_\_\_\_\_

For the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Proof is provided through:

1. Documents  (Check if attached)
2. Witnesses:  (Check if applicable)

a. Name \_\_\_\_\_ Phone \_\_\_\_\_  
b. Name \_\_\_\_\_ Phone \_\_\_\_\_  
c. Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
(Signature Of Complainant)