

Bay Area Coalition of Deaf Senior Citizens, Incorporation

BACDSC GUIDELINES

Trustees of the BACDSC:

1. Three (3) selected trustees shall serve as the BACDSC Trustees. They need to know some things about investments. Initially, terms for the trustees shall be staggered such that one shall serve a one (1) year term, one shall serve a two (2) years term and one shall serve a (3) year term. At the end of each respective term, that trustee position will be up for selection to a three (3) year term by the board. When the three (3) trustees complete their respective terms, all trustees thereafter shall be selected to three (3) year terms. There shall be no term limits.
2. Candidates for Trustee must be members of BACDSC in good standing for at least one (1) year.
3. The selection(s) for vacated trustee(s) shall be approved by the members at the general meetings held in November and May.
4. Any Trustee may be removed for any reason only by an affirmative vote of a majority of members present at a specially called meeting by the President.
5. If any Trustee is unable to perform his/her duties, he/she shall submit a letter of resignation to the President.
6. In the event of a Trustee removal or resignation between the general meetings, a new trustee shall be appointed by the Board for the remainder of the term. Remaining Trustees may recommend and be part of the Board during the Trustee selection process.

The duties of Head Chair and Trustees:

1. Shall make the selection of a head chair among themselves.
2. Shall meet at least twice a year and report to the BACDSC Board on the funds' performance.

3. Shall be responsible to keep monthly investments and share them with the Secretary of the Board two weeks before the general meetings in November and May.
4. Each Trustee, who is assigned an investment to monitor on line, will electronically send all needed data to our CPA every year for tax reporting.
5. Chair will inform our investment managers the names of our trustees who can sign the forms for withdrawals.
6. Chair or BACDSC President shall inform the investment firms of any changes in trustees.
7. Inform the President of the BACDSC Board when a Trustee meeting will be held. At least one (1) officer of the Board may be present to observe the meeting. This officer may have a voice but is ineligible to vote.
8. Provide notes of all Trustee meetings to the Secretary of the Board.
9. May make recommendations to Board on transfer of any or all BACDSC Investments account if situation warrants and review funds of BACDSC Investments account annually and recommend a budget for the following year if necessary.

Requests and others:

1. If the Board desires to use investment funds for any other reason they can do so only with a 2/3-majority vote of members at a specially called emergency meeting by the President.
2. If BACDSC President requests a withdrawal of funds from investments over \$2,500.00, two Trustee signatures are required to sign the request form and send it to the financial firm.