

STANDING RULES

Proclamation of Verification

Revised at the Board meeting April 5, 2024

Rule 1: Officers of the Corporation shall have such responsibilities and perform such duties as may be prescribed by the Board of Directors and listed in these Standing Rules.

Rule 2: The order of business for meetings shall be as follows:

- A. Call to order by President
- B. Allegiance to the US flag
- C. Necrology
- D. Roll Call by Secretary
- E. Reading of Minutes of the previous meeting
- F. Reports of Officers
- G. Reports of Committee
- H. Proposed Amendments
- I. Unfinished Business
- J. New Business
- K. Election of Officers
- L. Announcements
- M. Adjournment

DUTIES OF OFFICERS

President

Rule 3.1: The President of the Corporation shall:

- A. Preside at the General Meetings and meetings for the Board of Directors;
- B. Have general supervision and direction of Board affairs;
- C. Nominate committee chairs for approval of the Board of Directors;
- D. Lead discussion via videophone (VP) and email when required by circumstances;
- E. Represent the Corporation or shall designate a representative to do so in individual cases,
- F. Be an ex-officio member of all committees other than the Laws and Nominations Committees.
- G. Approve the selection of auditors made by the Treasurer.
- H. Attend Deaf Senior Retirement Corporation (DSRC) meetings as needed.

First Vice-President

Rule 3.2: The First Vice-President of the Corporation shall:

- A. Preside in the absence of the President;
- B. Perform other duties as assigned by the President and approved by the Board of Directors;
- C. Take office as President in the event of long-term or permanent incapacity of the President;
- D. Be the Bingo Co-Chairperson and select a bingo coordinator to work with.

Second Vice-President

Rule 3.3: The Second Vice-President of the Corporation shall:

- A. Perform First Vice President's duties in their absence;
- B. Perform such duties as assigned by the President and approved by the Board of Directors;
- C. Take office as First Vice-President in the event of long-term or permanent incapacity of the First Vice-President;
- D. Special Duties: A representative for Bay Area Deaf Seniors Club Holidays (BA-DSC);
- E. Be the Silver Heart coordinator.
- F. Serve on the Law Committee
- G. Chair the nominating committee, and recruit nominee to serve on the Board

Secretary

Rule 3.4: The Secretary of the Corporation shall:

- A. Take and keep minutes of all regular and special meetings;
- B. Maintain in appropriate files;
- C. Email and send the final meeting minutes to the Membership Director two weeks before the meeting;
- D. Special Duties: Create and edit reports, letters, and flyers; prepare PowerPoint slides; assist Board members with their computer technology; and assist event director with ideas such as games.

Treasurer

Rule 3.5: The Treasurer of the Corporation shall:

- A. Receive dues, contributions, grants, and other funds and records them;
- B. Deposit funds in the Corporation bank account as is expediently reasonable;
- C. Maintain Corporation bank account, which and be registered with the signatures of three (3) officers (President, Treasurer, and Membership Director); each check shall be signed by the Treasurer or one other authorized officer in the Treasurer's absence. Two (2) officers must sign checks over \$3,000.00;
- D. Secure audits as per Corporation policy and for Annual Meetings;
- E. Perform ongoing financial monitoring, assuring that all legal and financial requirements are carried out, including required state and federal forms;
- F. Coordinate an annual audit of Corporation financial statements by its auditors and one from an independent account for submission to the Board of Directors;
- G. Send the audited financial report to the Membership Director two weeks before the General Meeting;
- H. Work with the Membership Director, Bingo co-chairperson, Dingo Fund director, and Bay Area Deaf Seniors Club (BA-DSC) Treasurer;
- I. Special Duties: Matching Fun Fund, Super Bowl football pool, and assisting Event Director.

Membership Director

Rule 3.6: The Membership Director shall:

- A. Maintain the membership list:
 - 1. Follow up with member's missing information;

2. Send copies of the updated membership list to Treasurer, Bingo Co-Chairperson, and President;
3. Communicate with members about their dues.
- B. Send a letter or email a membership form to new members, and reminders to members for their renewals before a given date by the board;
- C. Send notices of general meeting dates and the Annual report of the Board and Corporation financial statement and General Meeting minutes two weeks before the General Meeting to all members;
- D. Send a letter or email an event flyer, and announcements to all members.

Event Director

Rule 3.7: The Event Director shall:

- A. Maintain and plan events and luncheons at the general meetings each year;
- B. Events can be:
 - a. Field trips
 - b. Sports
 - c. Catered Luncheon at Fremont Oak Garden (FOG)
 - d. Fall Picnic (bi-annually on even-numbered year).
 - e. Spring Luncheon
 - f. Luncheon at the general meetings
 - g. Order catered food, and get the Board's approval
 - h. Check with one of the BACDSC Boards for dishware and utensils
 - i. Workshops and Programs
 - j. Holiday luncheon (BA-DSC)
- C. Keep original flyers in BACDSC's file to be passed on to the next Event Director.
- D. Make draft flyer
- E. Prepare a proposed event budget for the Board's approval
- F. Select members to be on the committee
- G. Find a location and date for the Board's approval
- H. Find a photographer to take pictures of the events

Board of Directors

Rule 4: The Board of Directors may establish Standing Rules apart from Bylaws as long as they are in comply.