

CHINO HILLS 55+ Club
(A Senior Citizens Club • Established 2013)

STANDING RULES
(Amended May 26, 2023)

I EXECUTIVE BOARD [ref. Bylaws Article IV]

Section A. ELECTIONS & TERMS

The two-year terms of Officers expire during February in alternating years. Board elections are held during odd-numbered years for the President and the Treasurer; and during even-numbered years for the Vice President, the Secretary, and the Web Administrator/Information Officer. Service begins at the close of the general membership meeting at which the election was held. If it's necessary to hold a virtual meeting, the voting shall be done electronically and announced within three (3) days.

Section B. APPROVING ADDITIONAL FUNDING

As needed, the Board may approve additional funding for an event or activity not to exceed \$100 more than previously approved by the general membership.

II COMMITTEES [ref. Bylaws Article VII]

Section A. RECORDKEEPING

Any person who chairs a Club committee or activity group shall be required to keep all key procedural documentation, which shall be submitted to the President and/or the Board for future reference. This pertinent documentation includes: relevant names, costs, phone numbers, email addresses, how-to guides, and any other pertinent information related to that committee's functioning.

Section B. TYPES OF COMMITTEES

1. **Standing committees.** Examples include: Membership, Finance, Hospitality and Events, Sunshine, and Bingo.
2. **Special committees.** Examples include: Community participation (such as the Chino Hills Boat Parade), Audit, Dance, Nominations, Election, and Bylaws Revisions.

Section C. AUDIT COMMITTEE

1. The purpose of this special committee is to conduct financial audits among those Club committees and activity groups that conduct financial transactions.
2. Rotating Audit Committee membership among the general membership facilitates audit impartiality, and minimizes impropriety.
3. The Club Treasurer never serves as a member of the Audit Committee, because the Audit Committee annually audits the Club Treasury.

Section D. MEMBERSHIP COMMITTEE

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1. The three Rs of a Membership Committee are RECRUIT, RECLAIM, & RETAIN.
2. The Vice President chairs the Membership Committee.
3. The Membership Committee is responsible for 1) recruiting new members by various means; 2) reclaiming previous members by personal and email contact, encouraging them to re-join the 55+ Club; and 3) retaining existing members by encouraging their participation and annual membership renewal.
4. This committee is also responsible for keeping accurate records of attendance and participation, including contacting 'missing members' when necessary, calling members without home Internet access to remind them of general meetings, events, and activities, etc.
5. Whenever elections are conducted, the Membership Committee confirms voter eligibility on election days.

Section E. NOMINATIONS COMMITTEE

1. The purpose of this committee is to review, select, recruit, and introduce at least one consenting candidate for each vacant Board position.
2. The President, with the approval of the Board, shall select and appoint a Nominations Committee Chairperson 60 days before each election. The Chairperson selects and recruits the members of the Nominations Committee. This Committee shall consist of at least four other members from among the general membership. Incumbent Board members may not serve on this Committee.
3. During the December Board meeting, the Chairperson shall introduce the consenting Nominations Committee members to the Board.
4. During the January Board meeting, the Nominations Committee shall notify the Board of the consenting candidates for each open position, and then present their report during the January general membership meeting and introduce the consenting candidates.
5. The consenting candidates recommended by the Committee shall be members in good standing. The candidates may not have a previous history of dereliction of duty at a previous position. The candidates may not have a history of abandoning a previous position unless as a result of illness or other personal hardship. The candidates may have no outstanding misconduct allegations or charges which have not been brought to resolution, in accordance with the Club Bylaws. The candidates must demonstrate a willingness to conscientiously assume all duties and responsibilities of the position for the entire two-year term.

Section F. ELECTION COMMITTEE

1. The purpose of this committee is to organize and conduct the election of Officers.
2. The Election Committee will prepare candidate questions, the ballot, a ballot box, and materials for tallying the votes.

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3. The chairperson shall be chosen by the Board from Board members not up for election at that time.
4. The Chairperson will read the marked ballots while two general membership volunteers tally the votes. The tallies will be compared, and if having the same result, the result will be given to the Presiding Officer. If not, there will be a repeat count. In case of a challenge, the ballots will be kept in a sealed envelope for 30 days, and then will be destroyed. In the case of virtual voting, the electronic ballots shall be retained for 30 days.
5. In the case of a virtual general meeting, refer to Article VI, Section D in the Club's Bylaws.

Section G. BYLAWS REVISION COMMITTEE [ref. Bylaws Article VII]

1. The President, with the approval of the Board, shall appoint, from time to time, a Chairperson for a Bylaws Revision Committee. The purpose of this special committee is to review, assess, and recommend revisions to the existing Club's Bylaws for the overall betterment of the Club's operations.
2. Participation is open to every member in good standing, especially to those expressing interest in contributing to this improvement process. The Chairperson may also solicit participants for the Revision Committee.
3. The President shall make calls during two consecutive general membership meetings, seeking revision recommendations from the members for the Bylaws. The President announces the dates when the input phase opens and closes. The input phase is at least fifty-six (56) days from the first call. The President also announces the Revision Committee Chairperson's contact information for posting onto the Club's website.
4. After a minimum of fifty-six (56) days, the input phase closes. A minimum of three committee members will meet to review, assess, reach consensus, and recommend revisions to the Bylaws. A minimum of three weeks is granted for the assessment phase.
5. The Revision Committee Chairperson submits these recommended revisions to the Board for their review no less than five (5) calendar days before the next scheduled Board meeting. This submission to the Board fulfills the purpose of the Revision Committee.

Section H. SUNSHINE COMMITTEE

1. During each monthly general membership meeting, the Sunshine Committee shall recognize each member who celebrates a birthday during that month. The Committee shall also send birthday cards electronically or by U.S. Mail.
2. During each monthly general membership meeting, the Sunshine Committee shall recognize every couple celebrating their wedding anniversary during that month if

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both spouses are Club members. The Committee shall also send anniversary cards electronically or by U.S. Mail.

3. In the event of a Club member's death, the Sunshine Committee shall send a sympathy card to the family's household address expressing the Club's condolences.
4. If a parent, spouse, or child (immediate family) of a Club member dies, the Sunshine Committee shall send a sympathy card to the member's household.
5. If a Club member is ill or hospitalized, the Sunshine Committee shall send a get-well card by U.S. Mail, to the member's household.

Section I. HISTORICAL COMMITTEE

The Historical Committee, under the direction of the Web Administrator/Information Officer, maintains a historical record of the Club's activities, accomplishments, and office tenures, both in hard copy and electronically, for publication on the Club's website.

III COMMUNICATIONS

Section A. SUBMISSION OF MONTHLY GENERAL MEMBERSHIP MEETING MINUTES

The Secretary shall email the minutes of each monthly general membership meeting in electronic format to the Web Administrator/Information Officer for posting within seven (7) days after said meeting. The Web Administrator/Information Officer shall post these minutes on the website for the general membership.

Section B. SUBMISSION OF AGENDAS FOR MONTHLY GENERAL MEMBERSHIP MEETINGS

By no later than noon on the Wednesday following each monthly Board meeting, the President shall email the agenda for the monthly general membership meeting in electronic format to the Web Administrator/Information Officer for posting onto the website. As soon as possible after receipt of the agenda, the Web Administrator/Information Officer shall post the agenda on the website for the general membership to view.

Section C. SUBMISSION OF CITY HALL NEWS

The Club's liaison to City government shall email relevant notes in electronic format, after attending city council, to the Web Administrator/Information Officer for posting on the website not later than five (5) days after each City Council meeting that is attended.

Section D. SUBMISSION OF MONTHLY FINANCIAL REPORT

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The Treasurer shall forward the complete monthly Financial report to the Secretary within three (3) days after each monthly Board meeting, and also email it to the Web Administrator/Information Officer for posting on the website.

IV DUES and EXEMPTIONS [ref. Bylaws Article III]

Dues are currently established at \$15.00 per membership year. Annual membership dues shall be waived for any member who has attained the age of ninety (90). Dues will be reviewed annually.

V MEETING SCHEDULES

Section A. BOARD MEETINGS

At least one Board meeting shall be held during each month and must be held at least seven (7) days prior to the monthly general membership meeting, when possible. The Board may, at its own discretion, opt to deem one month of the year “dark” and not meet formally for that month (possibly a summer month).

Section B. GENERAL MEMBERSHIP MEETINGS

The general membership meeting shall usually be held on the fourth Friday of each month at Chino Hills Community Center. If Chino Hills Community Center is unavailable, the meeting shall be held virtually or at a designated location.

Section C. SCHEDULING EXCEPTIONS

Thanksgiving and Christmas may cause scheduling conflicts. Therefore, alternative dates may be required for the Board meetings and the general membership meetings during the months of November and December.

VI TREASURY

Section A. COMPONENTS OF THE MONTHLY FINANCIAL REPORT

The Treasurer shall present a written monthly financial report during each Board meeting. The report shall include: the beginning balance, the income itemized, the expenses itemized, and the ending balance. This same report shall also be presented at least quarterly during the general membership meeting. The Treasurer shall present the monthly financial reports to the Secretary within three (3) days after the monthly Board

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meeting and email it to the Web Administrator/Information Officer in electronic format for publication on the Club's website.

Section B. POST OFFICE BOX

1. The Club shall maintain a Post Office Box to receive Club mail.
2. The signature on file at the Post Office should be that of the President, the Treasurer, and/or the Web Administrator/Information Officer.
3. The keys shall be in the possession of the Treasurer and one other officer, as determined by the President.
4. The Post Office Box shall be checked at least once weekly for mail.
5. The bank statement for the Club account must be mailed to the Club's Post Office Box and/or be available for review electronically.

Section C. BANK SIGNATURE CARD

The bank signature card for the Club account shall bear the signatures of the President, the Vice President, and the Treasurer or "Other Board Member" to satisfy bank requirements. The card must be updated when a new designated check signer takes office.

Section D. AUDITS OF FINANCIAL RECORDS

The Club's Financial records shall be audited at the end of each fiscal year by The Finance Committee. This is in addition to their standard monthly review.

VII VOTING

SECTION A. MAJORITY

The Officers of the Executive Board are elected by a simple majority (50%+one) of the quorum present during the general membership meeting.

SECTION B. VOTER VERIFICATION

Voting for the election of Officers shall be conducted via written or electronic ballot. When members arrive for the February general membership meeting, the Membership Committee confirms each member's eligibility to vote. After checking the names on the most current membership roster, the Membership Committee shall issue a single ballot to each eligible member.

SECTION C. SELF-NOMINATIONS

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During the February general membership meeting, the Presiding Officer shall briefly open nominations for additional candidates to be nominated or members to self-nominate for any open Board position. Once nominations have been closed, no other nominations will be accepted. A member may accept a nomination for only one position during any one election. For any member to be added to the ballot at the February meeting, the member must be present at that meeting to accept the nomination.

SECTION D. BALLOT DESIGN

The Election Committee will design ballots that easily allow voters to write-in an additional candidate for each Board position on the ballot.

SECTION E. BALLOT SECURITY

One ballot box shall be positioned in the meeting room in plain sight for most members in attendance. Voting by ballot is understood to be a secret ballot. The Presiding Officer announces the voting window's exact start time and exact stop time. All ballots, whether written or electronic, shall be retained for 30 days and then destroyed or deleted.

SECTION F. COUNTING AND WITNESSING BALLOTS

If the incumbent President is competing for election that day, a designated non-running Board member will oversee the election process. The Elections chairperson, or designee, will read and call out the ballot designations. Candidates will not be eligible to assist with the ballot counting nor will their spouses or significant others. Ballots that contain more than one candidate for the same position will not be counted.

SECTION G. BOARD MEMBER TRANSITION

Newly-elected Officers will assume the responsibilities/role of the office to which they were elected at the conclusion of the general membership meeting at which they were elected. In case of a virtual election, the newly-elected Officers will assume the responsibilities within three (3) days. Outgoing officers must turn over all club documents, social media files, passwords and procedures as soon as possible or no later than 30 calendar days following the election. This is property that belongs to the Club.

VIII AMENDMENTS

SECTION A. PROCEDURAL REQUIREMENTS

These Standing Rules may be amended as necessary to best satisfy the Club's needs.

SECTION B. REVIEWING PROPOSED AMENDMENTS

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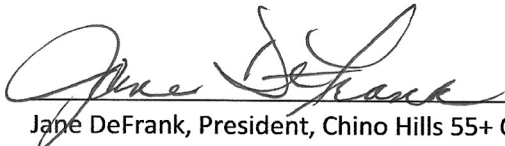
The proposed amendment(s) to the Standing Rules must be reviewed at a general membership meeting. After the review, the President shall call for any discussion from the floor, then for the vote.

SECTION C. VOTING FOR AMENDMENTS

If the requirements for a voting quorum have been established, the Amendment(s) may be voted upon. A simple majority (50% + one) of those voting is required to adopt the motion(s). If so carried, the motion(s) shall become amended into the Standing Rules, either immediately, or at a specified date in the immediate future.

CERTIFICATION STATEMENT

The undersigned hereby certify that the Standing Rules of the Chino Hills 55+ Club, were AMENDED by majority vote of the general membership during the meeting held on May 26, 2023.



Jane DeFrank, President, Chino Hills 55+ Club

Date 5/26/2023



Attested to by Judy MacDonald, Secretary, Chino Hills 55+ Club

Date 05-26-2023