

**Apple Valley Senior Citizens Club, Inc.**  
**Standing Rules**

**Article I**  
**Introduction**

Standing Rules are subservient to the By-laws and other governing documents, and provide more detail for operating procedures, directives, and restrictions. These standing rules are organized with Article titles and subject matter matching those in the Bylaws, making it easier to find related comments in the two documents.

**Article II**  
**Use of Facilities**

Section 1: Use of the club facilities shall be restricted to members in good standing and their guests except for activities that are announced as open to the public:

- A. Bingo games and Saturday night dances are always open to the public.
- B. The Board of Directors may approve other fund-raising, educational, and public-service events to be open to the public at its discretion.

Section 2: Use of Club facilities by member groups may be authorized by the President or by another Board Member who is appointed as Event Manager, or by the entire Board. The approval of such meetings may be for a specific period of time, or may be open-ended. All approved activities shall be posted on the Club's master calendar.

**Article III**  
**Membership**

Section 1: Regular membership in the AVSCC is limited to individuals 55 years of age or older.

Section 2: Individuals between ages 50 and 55, and Regular Members' spouses of any age, may apply for Associate Membership. Associate Members may not vote or hold elective office in the AVSCC, but otherwise have all of the rights and privileges of Regular Members including attending all Club events and serving on Club Committees.

Section 3: Any member who is delinquent in dues on March 1 shall be dropped from the Active Membership roster. The Board, through the Grievance Committee, may also terminate any member's membership for cause. The Board may require a reinstatement fee from any members who renew on or after March 1.

Section 4: Guests

- A. Applicants for Regular or Associate Membership shall have all of the rights and privileges of Associate Members while their membership application is pending. A membership application is considered pending from the time the application has been submitted, with the application fee and first year's dues, until the applicant has been approved for membership or the application is rejected.
- B. House Guests of members who do not live in the Victor Valley/Lucerne Valley area are welcome to join the member in Club activities up to two times each year for a period of 30 days from their first visit. The Club member must request a guest pass on or before their house guest's first visit.
- C. Residents of the AVSCC area who are considering membership are welcome to attend the clubhouse for an introductory tour and for a 30-day period following the tour. They will be given a 30-day guest pass upon completion of the tour if desired.
- D. Caregivers of Regular or Associate Members are welcome as guests at any event attended by the member.
- E. Non-members are required to sign in at the front office.

**Article IV**  
**Board of Directors**

Section 1: Board of Directors meetings:

- A. The Board of Directors regular meeting shall be held in the Apple Valley Senior Citizens Club building on the second Tuesday of each month at 9:30 am.
- B. Special meetings of the Board of Directors may be called by the President or by any two members of the Board when necessary to transact important business. Notice of such called meetings must be given to all board members at least three (3) days in advance by personal contact (including telephone) or five (5) days by mail (by date of postmark). In the event of an emergency, the advance notice requirement may be waived by a two-thirds (2/3) vote of the entire Board.
- C. Should the Clubhouse not be accessible due to structural damage, loss of utilities or similar events, Board of Directors meetings may be held at a public site deemed suitable by the Executive Committee. Board of Directors meetings may not be held in a private home.

**Article V**  
**Officers & Directors**

Section 1. General

- A. Any candidate nominated must be a Regular Member and have been a Regular member for at least one full year prior to being nominated, and must have been previously contacted and be willing to accept the office.
- B. No officer or director shall serve more than two consecutive terms on the Board of Directors, except that an officer or director may be elected as President for a third consecutive term, provided that person has not served more than one of the previous consecutive terms as President. Appointments to complete unexpired terms of less than one year shall not be counted as a term in office under the provisions of

this paragraph. There shall be no other limitation as to the total number of years of service.

- C. In the event that an elective office is not filled in an election or by Board action, the present elected official may continue to perform the duties of that office as pro-tem until the Board of Directors can fill the vacancy.

## Section 2. Officers

- A. In addition to the duties outlined in the Bylaws, the President shall:
  - a. Preside at all executive and/or Board of Directors meetings, and all General Membership meetings.
  - b. Approve the monthly newsletter
- B. In addition to the duties outlined in the Bylaws, the First Vice-President shall:
  - a. Serve as liaison to the Building and Maintenance Committee (except that by mutual consent, this duty may be assumed by the Second Vice-President).
- C. In addition to the duties outlined in the Bylaws, the Recording Secretary shall:
  - a. notify all Board members of any special meetings duly called.
  - b. Maintain records of all grievances.
- D. In addition to the duties outlined in the Bylaws, the Treasurer shall:
  - a. Insure no final payments shall be made on any bill until the person in charge has signed off as completed.

## Section 3. Club Funds/ Petty Cash

- A. The President may commit club funds up to \$1,000 per non-budgeted transaction or total of related transactions.
- B. Board Members may commit club funds up to \$500 per non-budgeted transaction. Club expenditures in excess of that amount need prior approval by the Board of Directors

- C. Any expenditures made under the preceding terms must be reported at the next regular board meeting. Club Expenditures in excess of the above limits need prior approval of the Board of Directors.

Section 4. Payables. No final payments shall be made on any bill until the person in charge has signed off as completed.

Section 5. Budget

- A. The Budget shall be developed by the budget committee by November of each calendar year, and presented to the General Membership for approval during the December General Meeting.
- B. The Budget shall be review by July of each calendar year by Special Budget Review Committee and results reported to the General Membership by August General Meeting.

**Article VI**  
**Membership Meetings**

Section 1. Meeting Formats:

- A. General Membership meetings shall include officer and committee reports, any business to be transacted, and any programs desired.
- B. All meetings shall be conducted in accord with the club's Parliamentary Authority.

Section 2. Emergencies:

- A. Should the AVSCC clubhouse become impossible for use due to structural damage or any similar event meetings shall be held at a site deemed suitable to conduct club business. To be suitable, a site must be large enough to accommodate the number of members who normally participate in a meeting.
- B. The acting President, in the event of an emergency as stated above, shall choose the sites to be used.
- C. Notice of emergency meetings at an alternate location that meeting shall be given 72 hours in advance of that meeting by telephone, e-mail, in person or local news media.

- D. Special meetings of the Club may be called by the President when necessary to transact important business. Notice of such meetings must be given, as noted in Section 7. The object of the meeting shall be incorporated in the notice and no other business shall be presented.

## **Article VII Committees**

Section 1. Committees will be appointed to direct and perform the ongoing functions of the club's operations. Any funds generated by the activities under the control of a committee will be accounted for by the Chairperson and submitted to the treasurer in a mutually agreed upon manner. Necessary expenses will be drawn from the treasurer in any agreed upon manner which may include a petty cash fund. Receipts and other general accounting practices will be required.

Section 2. The Board shall appoint a liaison to each Standing Administrative Committee. Unless stated below, this need not be any particular officer position

Section 3. Types of Committee:

- A. Standing Administrative Committees (or "Administrative Committees") control the functions necessary for the ongoing operation of the club according to the By-laws or various public licenses. The Administrative Committees and their duties are:
- a. Ways and Means – Plan and manage fund raising activities.
  - b. Membership – Responsible for the financial accounting, ratification and general communications with AVSCC Members
  - c. Thrift Shoppe Management – Manage inventory and profit/loss of the AVSCC Club Thrift Store
  - d. Bingo Management – Manages/facilitates Bingo Games and revenue flow of said games

- e. Kitchen – oversee the financial and managerial operations of the kitchen. Having knowledge of food handling is a plus, but not required, of members of this committee.
  - f. Budget – Meet annually to prepare the Center’s budget, and as needed to review and propose changes to the budget. This committee needs to consist primarily of Board Members, including the Treasurer and Financial Secretary (one of whom should chair the committee), but also shall have at least two (2) members from the general Club Membership.
  - g. By-Laws and Standing rules – Reviews Bylaws and Standing Rules for clarity, compliance, changes and general communication to the Board and General Membership on a timely basis. This committee is to be chaired by the Club Parliamentarian.
  - h. Grievance and Investigation – Promptly and actively investigates and grievance or investigation and reports on findings
  - i. Saturday Night Dance – Schedule bands and operate Saturday Night Dances. Collect and disburse funds as appropriate.
  - j. Publicity – Plan and oversee publicity for the Club, and preparation and distribution of the Club newsletter.
  - k. Major Projects – Plan and oversee major projects for maintenance of the Club’s real property
  - l. Front Office – Set office procedures, and recruit, schedule, and oversee office volunteers.
  - m. Hospitality – Oversee and assist in General Meeting preparation and entertainment, and specified social activities.
  - n. Historian – capture, maintain, and organize historic documents and information regarding the Club.
- B. Standing Social Committees (or “Social Committees”) oversee the Club’s social activities. These committees shall be appointed as needed to meet the changing needs of the Club
- C. Special Committees may be established from time to time by the Board of Directors to perform specific functions for a limited time.

- D. Unless otherwise stated in the Bylaws, Committee Chairpersons are appointed by the President, subject to approval by the Board of Directors, and Committee member may be appointed by the President or the Committee's Chairperson.
- E. All Chairpersons and Committee members must be members in good standing of the AVSCC. Duties of the committees will be stated by the Board of Directors, and may vary as needs change. The Chairperson or his proxy will document each Standing Committee Meeting and member attendance. The chairperson, or proxy, of standing committees shall attend board meetings and general membership meetings to advise or report on matters of concern to that committee.
- F. More detailed duties and functions of the various committees will be maintained in a file controlled by the Recording Secretary. The chairperson of each committee will furnish the Secretary with a description of the committee's activities and rules and the members of their groups.

### **Article VIII Authority**

The Apple Valley Senior Citizen Club Standing Rules are subservient to the Club's Charter and By-laws. In the event of a conflict in provisions of the Standing Rules with either of these other documents, or with state or federal law, the provisions of the other document will over-rule the provisions of the Standing Rules.

### **Article IX Amendments**

Amendments to the Standing Rules must be approved by a simple majority vote of the Club's General Membership at a regular or special meeting of the Membership. Proposed amendments shall be announced at a General Meeting prior to the meeting at which it is to be debated and voted upon, and published in the Club's newsletter and/or on the Club's internet site, at least 21 days prior to the vote.