

Historical Society of Temple City, Inc.

Standing Rules

1. Field trips, fundraising events, special meetings, and evening/weekend meetings may be scheduled at any time, with Board approval and notification to the Society members.
2. Expenses related to a field trip or the meeting speaker, require prior Board approval.
3. Borrowing items from the Society **must** have prior Board approval.
4. Membership Dues/renewals:
 - \$25 Individual
 - \$50 Family
 - \$100 Business
5. Facility Rental Fees – Due to COVID 19, rental fees are currently on hold while we wait for Health Directive guidelines on the new cleaning measures that need to be followed. Fees will be voted on by the Board and any rental discounts given must get full Board approval. No one Board member can set or change rental fees.
6. Chairmen positions have voting rights and all privileges.
 - Budget Committee - consists of the President, Treasurer and one other Board member or Society member. Responsibilities include reviewing membership dues prior to September 1st, and preparing a budget for the next fiscal year.
 - Membership Coordinator - processes membership applications and keeps an up-to-date list.
 - Parliamentarian - advises on parliamentary procedure, maintains the database for Bylaws and Standing Rules and chairs the Bylaws Review Committee.
 - Reflections Editor - prepares the Reflections newsletter, obtains approval of the President and then distributes it via email or US Postal Service.
 - Rentals/Facility Use Coordinator - is responsible for all rentals; President or the designee must approve all rentals.
 - Woman's Club Representative - is appointed by the Woman's Club of Temple City to the Society. See Bylaw Article X, Section 4, paragraph b).

7. Standing Rule changes require a 2/3rds Board approval. Society members must be notified in the Reflections newsletter, via email or US Postal Service.
8. Board members will work together to provide programs/events.
9. Food and Safety Codes must be followed. California Civic Code 1741, California Senate Bill SB602 and Temple City Municipal Code 107. All individuals handling food in the kitchen or serving food **MUST** have and turn in a copy of the Certificate of Training for California Food Handlers. The **only** exception is a private party rental.

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Adopted by the Society

Delora Brown _____
Society Secretary

January 11, 2021
Date