

STANDING RULES of THE SHADE COMMUNITY CENTER ASSOCIATION

APPROVED 12/14/2016

MEMBERSHIP DUES

Lifetime \$500.00, family annual \$20.00, individual annual \$15.00, affiliate lifetime \$500.00, and affiliate annual \$20.00. Residents of Lodi Township will be required to pay 50% of applicable dues while the levy is in place, excluding lifetime memberships.

COMMITTEES

There are two (2) kinds of Committees: 1) Volunteer; 2) Appointed.

All activities, fundraising (FR) and community not for profit (CNFP) will have a committee, (the committee for the CNFP can consist of only the chairperson, but if the chairperson is not available to attend their activity, they must designate another member to fill in) chairperson of this committee is responsible for handling questions. All inquiries about any activity should be directed to the chairperson, if answers are still needed the questioner can then address the body at the next regularly scheduled meeting. Every CNFP activity will have a sign in sheet to allow accurate participation to be evaluated by the board.

The chairperson of each CNFP event will post a schedule of the event at the Shade General Store. (With Pam's permission of course) and an open invitation to all members of the community to attend.

FINANCIAL REVIEW

The Financial Review Committee shall be volunteer or appointed by the President. Term of service is for the calendar year and is ended when review is completed.

COMPUTER

This committee can be volunteer and/or appointed by the President. Each member must be knowledgeable of computer, both working and some teaching skills.

FUNDRAISERS

These committees can be volunteer and/or appointed by the President. The chairperson of each committee shall keep a log of all activities to be referred to the next year. In the case of more complex events such as the Jerseyville Festival, it is highly recommended that subcommittees be formed for different areas of the vent, such as music, vendors and kitchen, etc. FR events include but are not limited to Bazaars, Valentine's Day Dinner, Fish Fries, and the Jerseyville Festival.

LIBRARY

The library will be considered a CNFP activity. The committee chairperson shall be a volunteer position. Duties include maintaining order in the area designated as the library, eliminating the overstock or unused books and/or videos and providing a sign in sheet for each person using the library so accurate usage records can be maintained.

FACILITY USE COMMITTEE

Committee: four members nominated by the president.

1. Chair of committee must be an officer familiar with all aspects of the building
2. A member of the former maintenance committee on this committee as well
3. A representative of the senior's on this committee who is also a member of the SCCA
4. A member who is also aware of code and other items involving maintenance, and fire codes
5. Responsibilities:
 - a. Establish the viable use of the center; individual rooms, exterior, exterior structures, building overall, etc.
 - b. Oversee the maintenance of the center

- c. The security of the center will be a primary concern.
 1. Change locks and reissue keys.
 2. Prepare plan and cost for access monitoring.
 3. Prepare plan and cost for video surveillance of the center.
- d. Repairs and minor construction will be coordinated by this committee.

Directives

1. The committee will be responsible for determining the need for repair or other maintenance issues and will have the ability to act upon these issues, up to the amount of \$500, after contacting the president to notify chair of the need and the treasurer, to be sure funds are available to affect the repairs. Both board members being in agreement: upon completion the action will be reported at the first meeting of the board or assembly (whichever comes first). Following current practice, the facility use committee report will contain reference to these repairs.

MEMBER COMMUNICATION BY EMAIL

The person responsible for Member Communication can be a volunteer or appointed by the President, and must have experience with and access to a computer with and internet connection and email. Email notices will be sent to all members who provide email addresses, notifying the membership of upcoming events, need for volunteers, and other information pertaining to Center activities. These messages are not intended to replace the Newsletter, but are not to provide specific information in a timely manner.

NEWSLETTER

The SCCA newsletter Editor can a volunteer or appointed by the President. The Editor should have experience with writing and/or editing articles, editing pictures, etc. The Editor will submit the current draft of the newsletter to two other officers for review and proofreading prior to printing. The editor will also maintain an updated mailing list to all current members in conjunction with Corresponding Secretary. The newsletter is for disseminating information pertaining to eh SCCA to the current membership as well as information of interest to the members and reaching out to potential new members and community by mailing to all registered voters in the township. Members and the community by mailing to all registered voters in the township at least once a year. Members should be encouraged to submit articles for the newsletter. As per our Articles of Association, the newsletter cannot be used for religious and/or political purposes.

NOMINATING/ELECTIONS (AUGUST TO DECEMBER)

The President shall appoint members to serve on this committee. This committee is responsible for seeking a slate of officers, accepting candidates, creating ballots and counting ballots in the December election. The committee will follow the SCCA By-Law procedures for nomination and election.

FINANCIAL DIRECTIVES

No member may spend more than \$50 needing reimbursement without approval of one board member and the treasurer. Exempt from this is the provision for the facilities use committee, purchase of general supplies by said committee and any purchase for other areas of the facility such as computer room or kitchen, or purchases made directly related to fundraising or publishing of the newsletter.

FACILITY USE AND LIABILITY

For any CFNP activity children under the age of 18 who are not accompanied by an adult must present a permission slip signed by their parents. The slip will include the child's name, age, parents name and a contact number. Only one

permission slip will be required of families with more than one child attending, as long as all children are listed. This slip will be valid for one calendar year.

RENTALS

All long term rental enquiries must be referred to the rental coordinator. The facilities committee may offer input to the coordinator regarding any necessary work to facilitate the rental and the rental will be voted on by the body before agreement is given to the potential renter. Director of recreation and usage shall handle all short term rentals and submit the calendar for the newsletter.

DISRUPTING THE HARMONY OF THE CENTER

The use of all aspects of the center are determined by the majority of the members. No, individual or group owns or has rights to anything at the center unless specifically stated in the standing rules or by laws, with the exception of long term rentals.

All communications to and from the center must go through the president's office or via his/her selected representative. Government agencies that have interaction with the center should be advised to communicate solely with the president's office. All communications must be available for review by all members.

There will be no "understandings" or "the way we always have done something". All decisions, other than those specifically stated in the standing rules and by laws, will be approved by the majority and voted on as needed.

Failure to follow these rules will result in the person or group losing their right to use the center.

Inappropriate, belligerent and/or disrespectful behavior during meetings or functions will not be tolerated, such actions will be addressed by the officer or chairperson in charge of said function, up to expulsion from the function, and this applies to members and the public equally.

Approved by majority vote, December 14, 2016

_____ Pat Davidson, President

_____ Fran Moxley, Vice President

_____ Alex Couladis, Treasurer

_____ Teresa Winning, Corresponding Secretary

_____ Gail Jordan, Secretary