

Standing Rules – The Southeast Action Forum, Inc.

1. Officers and Duties

- All officers of the board shall work at building relationships with other organizations, businesses and city officials in a professional manner to promote the Forum.
- The Forum Board, by consensus, shall be allowed to enter into informal working partnerships with other organizations, and businesses to achieve the goals of the Forum as needed. Formal partnership shall be entered after approval of the Forum membership.

a. President

- i. Shall preside at all meetings of the Forum and the Board of Directors (and/or Executive Committee).
- ii. Shall serve as an ex-officio member of all task forces and committee except the Nominating Committee.
- iii. Shall call special meetings of the Forum in accordance with the provisions of the Forum By-laws.
- iv. Shall appoint, with the consent of the Board of Directors, representatives of areas of interest, all task forces and committees, except the Nominating Committee, and those provided for by election, and any additional officers authorized by the Forum By-laws and Standing Rules.

b. Vice-President of Program

- i. Shall preside at meetings of the Forum in the absence or disability of the President and is first in-line to replace the President if s/he resigns, is removed, or can no longer perform the duties of office elected.
- ii. Shall be responsible for planning and communicating the programs to the membership and can form a committee as its chair to assist her/him with programs.
- iii. This Vice-President, in consultation with the Board of Directors, approves appropriate recognition for guest speakers or programs.
- iv. Perform such other duties as are requested by the President or the Board of Directors.

b. Vice President of Membership

- i. Shall preside at meetings in the absence or disability of the president and Vice President of Program and is second in-line to replace the President if the Vice-President of Program declines or is vacant.
- ii. Shall serve as the Chair of the Committee on Membership if the committee is deemed necessary.
- iii. Shall be responsible for overseeing membership renewals, membership development programs and the Forum's Roster.
- iv. Collect membership dues in collaboration with the Treasurer.
- v. Perform such other duties as requested by the President or Board of Directors.

b. Secretary

- i. Shall record and keep in custody the minutes of all meetings of the Forum and Board of Directors. The minutes shall summarized and distributed within two-weeks after the adjournment of the meeting.
- ii. Shall have available for reference at all meetings a copy of the Forum's Constitution, Bylaws and Standing Rules, and a list of officers, representatives of areas of interest, task forces and committee chairs and members.
- iii. Shall maintain a file of all the Forum's correspondence from printed or electronic form, as well as all reports from appointed and elected committees and any other report officially submitted to the Board. For review or use of the Board as required.
- iv. Shall perform such other duties as are requested by the President or Board of Directors.

b. Treasurer

- i. Shall receive all monies due the Forum and maintain its checking and/or savings or market accounts.
- ii. Shall upon proper documentation, pay all expenses as provided for in the current or revised fiscal year's budget or upon approval by the President and Board of Directors. Expenses to State or National Neighborhood Meeting through neighborhood grants can be paid in advance of the event for the elected representatives, if they cannot afford to pay them in advance. Cost of meals is not included. Receipts for payment or reimbursement should be submitted to the Treasurer by the next general meeting after the event. Late requests for reimbursement shall be considered a contribution to the Forum. However, in extenuating circumstances, a request for review of a denied late reimbursement may be made in writing, with appropriate documentation, to the Board of Directors at the next regularly-scheduled meeting.
- iii. Shall make all payments by check or cash with receipt.

- iv. Shall keep a proper set of books.
- v. Shall present a financial report at the Board meetings of the Forum and report the balance of all accounts at general meetings and at such other times as are requested by the Board .
- vi. Shall serve on the Committee of Finance appointed by the Board.
- vii. Shall review and reconcile, with the Vice President of Membership, all dues, contributions and associated reports. All membership dues paid shall tracked in a duplicate receipt book that records the member(s) name(s), and date paid.
- viii. Shall present the books to an outside firm or qualified individual for an annual financial review when necessary.

2. Committees

- a. Nominating Committee (See Article V. of Bylaws)
 - i. Shall convene no later than one month after assuming office by March to:
 - 1. Select the chair.
 - 2. Develop and maintain a notebook history on terms of elected officers and Nominating Committee members – plan for alternating terms, when terms expire (a tracking system) and identify potential officers for vacancies and future elections. This notebook shall be property of the Forum and shall be turned over to the Secretary for safekeeping at the end of their term until the next Nominating Committee is formed.
 - 3. Serve as a resource to the Board of Directors on term lengths for offices and vacancies as they occur.
 - 4. Establish a calendar/timeline/plan of work for Offices to be filled.
 - 5. Notify membership of the plan and purpose of soliciting nominees for elected positions.
- b. Other special interest/project related committees
 - i. May be created consent of the Board of Directors
 - 1. Reports and status updates should be delivered by any formed committees in the general monthly meetings

3. Meetings

- a. General monthly meetings shall be held on the second Tuesday each month at the Jackson Park Public Library, except for when this location is unavailable in which case an alternate location is selected and communicated out to members.
 - i. The Order of Business may include, but not be limited to the following items:
 - 1. Call to Order
 - 2. Welcome and Introductions
 - 3. Treasurer's Report
 - 4. Minutes of the Last Meeting
 - 5. Reports of Officers and Standing Committees
 - 6. Reports of Special Committees and Affiliate Organizations
 - 7. Unfinished Business
 - 8. New Business
 - 9. The Program/Guest Speakers (if there is to be one)
 - 10. Adjournment – Announcements
 - 11. Finance
 - 12. Annual Dues

4. Membership and Dues

- a. Membership in Southeast Action Forum, Inc. is a fiscal year membership (July 1 – June 30 each year).
- b. Checks should be made payable to The Southeast Action Forum, Inc.
- c. Dues for new members shall be prorated per the [attached table](#) beginning in the month of August:
- d. Previous members are responsible for the full due amount to prevent members from waiting until later in the year to pay a lesser amount.

- e. Members can start paying their dues for the following year in June.
- f. Dues are not tax deductible as a charity.

5. Finance Administration

- a. The Forum may consider a liability policy to cover Forum meetings and events, if determined to be needed.
- b. Three officers (Treasurer, President and Vice President of Membership) shall be signatories on each account in a financial institution.
- c. All receipts for approved expenditures must be attached to the form for reimbursement (provided by the Treasurer) and returned to the Treasurer no later than next general meeting after the event.
- d. Expenses in excess of \$100 may be paid by the Treasurer, in consultation with the Board, provided funds are available. Two signatures are not required as long as the entire Board approves the measure unanimously. If the full Board is unavailable, the Treasurer is advised to obtain a second signature and notify the Board as to the action taken.
- e. Checks for Forum fee based programs or activities are to be made payable to The Southeast Action Forum, Inc., or if made out to the event planner, the check is to be endorsed to the Forum.

6. Guidelines for Forum Communications and Privacy

- a. The Southeast Action Forum, Inc. may publish for information purposes, an annual roster listing member information as defined below. This may be distributed to the membership in printed form and may be published via electronic means.
- b. Information to be included in the roster will include, but not be limited to, the name, address, telephone number, and email address (if available). The Vice President of Membership shall maintain a list of email addresses, telephone numbers and street addresses to be used in contacting the membership. This information will not be sold or distributed to anyone but active members of the Forum.

7. Newsletter/Blog

- a. The Forum will maintain a newsletter/blog, for the purpose of distributing information to the Forum members and other interested parties, as frequently as possible.
- b. The information may be published online and distributed to the membership via electronic means.
- c. Birthdays and Anniversaries of members may be published in the newsletter/blog.
- d. For publications, supporting Business and Organizational members may be allowed to list a business card size ad in the for free. Larger ads can be placed at the following costs per issue: \$10 for 1/8 page ad; \$20 for a 1/4 page ad; \$40 for a 1/2 page ad; and \$80 for a full page ad.

8. Other Media

- a. The Forum will maintain the www.SoutheastRoanokeVA.com website in order to promote the Forum and its activities. Maintenance of the web page will be the responsibility of the Board unless a Communication and Social Media Committee is formed.
- b. The Forum shall maintain a presence on Facebook and/or such other media as the board deems appropriate for the purpose of distributing information about the Forum. This may include but is not limited to online networking sites, such as Twitter, a Club blog, YouTube or other websites available to the general public. These will be administered by the Board unless a Communication and Social Media Committee is formed.

9. Privacy of Members

- a. Members who wish to withhold any contact information (phone, address, email, etc.) from any of the above (except the annual roster), should submit a request to the president(s). In the event that the person making such a request has a responsibility, such as, but not limited to, chairing an event, hosting a meeting or chairing a community activity, this member may request to have a substitute contact person designated by the president(s) who will receive pertinent information.
- b. New members not wishing to have their contact information printed in the newsletter may request to have it withheld.

10. Amendments to the Standing Rules

- a. Adopted by Southeast Action Forum, Inc. Board of Directors: Date: August, 2017
- b. These Standing Rules may be amended by the Board of Directors upon majority vote of those present and voting.
 - 1. Changes in dues will require a vote of the general membership for approval.