

# Standing Rules of The Glendora Community Coordinating Council

## GENERAL

1. Only announcements for non-profit and community service organizations may be made at council meetings. Literature applying to commercial ventures and of a political nature should not be circulated at the meeting.
2. No member shall obligate the Council in any indebtedness or liability not expressly authorized by the Board or the general membership.
3. All newspaper publicity must be cleared through the publicity chairperson.
4. Coordinating Council will pay for the lunches of: guest speakers, award recipients and one guest each, the award presenter, and the person giving the Invocation.
5. Minutes of the meeting (along with the announcement of the next meeting) shall be sent out immediately following the Board meeting.
6. The monthly mailing includes the minutes of the membership meeting, the notice of the next meeting, and the community calendar. Committee reports may also be included. All materials are due by the time of the Board Meeting (3<sup>rd</sup> Monday of the month). For any other enclosures the following policies apply:
  - A. Only non-profit organizations may submit material.
  - B. Persons/organizations who would like to include enclosures should fill out an application request for each mailing and submit it to the mailing secretary at least a week prior to the 15<sup>th</sup> of the month.
  - C. A check for \$25 for service costs should accompany the application for each mailing.
  - D. The mailing secretary, in cooperation with council officers, will approve or disapprove the request and notify the applicant.
  - E. If the request is approved, the applicant must furnish and deliver the required number of copies of the material, folded, to the mailing secretary by the 15<sup>th</sup> of the month.

## COMMITTEES AND CHAIRPERSONS

7. The Humanitarian Service Awards Committee is a standing committee.
  - A. The committee is composed of members of the Board.
  - B. The committee selects the (person) or group(s) in the community to be recognized for the exceptional community service, whether done quietly or prominently. Sometimes the award is given to those who have accomplished much in spite of adversity and who would probably not be recognized elsewhere.

- C. Awards are usually given monthly, but not necessarily.
  - D. In June, the award is given in memory of Gene Beckwith.
  - E. Nominations for the Humanitarian Award are to be presented for selection at a Board of Directors meeting on the authorized nomination form with attached supportive written criteria.
  - F. The chairperson is responsible for security, notifying and inviting the recipient and for the framing and presentation of the award.
  - G. The Council pays for the lunch of the recipient(s) and one guest.
8. The Youth Recognition Awards Committee is a standing committee.
- A. The Committee is comprised of members of the board and the Youth Liaison chairperson.
  - B. The committee selects the student(s) or group(s) to be recognized for outstanding humanitarian efforts.
  - C. Awards may be given monthly.
  - D. In October, the award is given in memory of Lt. Tim Crowther.
  - E. The chairperson is responsible for notifying the recipient, inviting the youth's parents, and for securing and presenting the certificate of recognition.
  - F. The Council pays for the lunch of the recipient and one guest.
  - G. If an organization is recognized for its service, only one individual represents the organization to receive the award and have lunch provided.
9. Each chairperson shall take care of any correspondence necessary for his/her own committee.
10. Each officer and committee chairperson will write a report to be given to the President and Historian at the June meeting. Each committee chairperson shall keep a procedure book containing bylaws, standing rules, copy of report for June meeting, description of responsibilities, and other helpful information to turn over to his/her successor.

Amended November 8, 1993  
June 16, 1997, and November 17, 2003