

Western Coventry Community Organization

Standing Rules 2019-2020

These rules support the bylaws by providing additional steps of conducting business accordingly.

- 1.)Executive Board meetings will be held at dates set by the executive board with consideration of business needs.
- 2.)General Membership meetings will be held monthly on a consistent day chosen by the executive board and voted on by the members.
- 3.)Special meetings of committee can take place at Western or other locations agreed upon by the committee. All committee members should be invited.
- 4.)We will follow an agenda. Please stay on topic.
- 5.One speaker at a time. If there is a hot topic speakers to be limited to 2 minutes each. No one speaks twice until all interested members have spoken. Avoid side conversations.
- 6.)Everyone can attend our meetings. Only members can vote. Membership is required to be updated annually.
- 7.)Be mindful- accept that there will be differences of opinion, show mutual respect, problem solve. Above all BE KIND.
- 8.)All Committee plans must be approved by the Executive board. Committee work will be subject to the following timeline:
 - *committee chair(s) will be appointed by the President.
 - *Submit an idea including short summary and approximate month to host.
 - *form a committee- invite all members to join.
 - *Collaborate with committee members to plan a timeline for event prep as required by the event.
 - *present a projected budget to the Treasurer before making any purchases.
 - *for on-site events present completed plans for the event 3 weeks prior. if flyers are permitted they must go out 2-3 weeks before the event.
 - *for off site events present completed plans for the event 6 weeks prior. If flyers are permitted they must go out 3-4 weeks prior.
 - *upon completion of an event a summary including committee members, event summary (details, attendees, vendors etc), budget, income/expenses shall be submitted with the committee binder to the president until the appointment of following years chair.
- 9.)Volunteers must behave in an appropriate manner. During school hours all volunteers must avoid disruptions such as but not limited to removing students from their scheduled activities. Volunteers should only be in areas required as part of their tasks and follow required check in/check out processes in the office. During set up or non school hours event expectations of volunteers should be considerate of staff that is working. Students/ children that are brought along must be supervised at all times.
- 10.)Minutes will be prepared with-in 3 days and posted to our website with-in 7 days.

11.)Emails to the board will be returned in a timely manner not to exceed 48 hours. Should more time be needed for a thorough response please engage the sender to notify them.

12.)Standing rules may be adjusted at any Executive board meeting. Adjustments will be announced to the members during general meetings.

Committee Chair acknowledge and acceptance.

Initial

and date