

# Mid-County Senior Center

## Consolidated List of Standing Rules

The following standing rules have been consolidated from all prior standing rules. This version was approved by the Board on 4-29-2022 and supersedes all prior versions. Prior Standing rules no longer found on this list have been archived and are no longer in use. Standing rules approved after 4-29-22 will have the date of approval notated on the standing rule.

1. The Annual membership dues of Mid-County Senior Center shall be \$45.00 Effective 1/1/24. Approved 11/17/23.
2. Garden plot fees are due January 1<sup>st</sup> of each year. The Garden plot rental fee for a year will be \$50.00 Effective 1/1/24. Approved 11/17/23.
3. Member Activity fees will be \$4.00 for all regular activities. Approved 11/18/22.
4. Non-Member Activity fees will be \$6.00 for all regular activities. Approved 11/18/22 to start 1/1/23.
5. Beginning in 2019 the admission price for Choraliers shows will be \$10 per person.
6. Beginning 1/1/23 the Exercise Class will no longer have the additional \$0.25 added to the class fee.
7. Members who have reached the age of 90 will not be required to pay their annual dues. However, they will continue to pay for activities at the member rate. Approved 8/16/2024
8. Non-Members can collect money at an MCS activity as long as it totals less than \$50.
9. Both Members and Employees are allowed to collect money for Mid-County Senior Center. Approved 8/16/24.
10. Mileage should be reimbursed at the standard rate per IRS Guidelines:  
<https://www.irs.gov/tax-professionals/standard-mileage-rates> . Approved 11/18/22.
11. Financials:
  - a. Money counters will be designated to count incoming cash, checks, credit cards & prepare weekly deposits. There will always be two money counters to prepare bank deposits.
  - b. Disposal of financial records will be completed annually in compliance with MCSC Records Retention policy.
  - c. A new position of Assistant Treasurer to be created.
  - d. The combination to the centers safe will be changed anytime there is a change in financial officers, president or anytime there is a concern for security.
  - e. Expenses for routine maintenance requests do not require board approval, but do need to be highlighted in written committee updates and communicated to the Treasurer.
  - f. The Publicity Committee Chair has a monthly budget of \$6989 for advertising. If additional funds are needed, a request to the board will be made. – passed 8/16/24.
  - g. Only board approved raffles are permitted at MCSC. (Passed 2-17-2023)
  - h. All bookkeeping, previously done externally, was brought in house. On 11-17-2023 board meeting, the use of QuickBooks to replace our external bookkeeper was approved.
  - i. Activity Expense: All Activity Leaders requiring any expense over \$50 must get prior approval from the Board. (Approved on July 15, 2022 Board Meeting).
  - j. Bid Requirement for Expenditures: Obtain three bids for all capital improvements/expenditures over \$1000. (Approved on July 15, 2022 board meeting.)
  - k. MCSC Advertising Rates & Sizes approved based on file Advertising Approved 9-20-24.pptx stored on the white box under advertising. (Approved Sept 20-2024)
  - l. Scholarships for Annual Dues are covered in our attached policy. Scholarships for activity fees will be done on an exception basis by the board, evaluating each case by case individually. (Approved 10-22-24)
12. Rental Agreements are based on the rental agreement approved February 16, 2024.
13. Board Members:

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- a. Attendance: To be excused from the Board meeting, the Board member must notify the President. Any Board member who misses more than 3 consecutive Board meetings unexcused shall be removed from the Board. If a Board member has a total of more than 3 unexcused absences during their term, he/she can be removed from the Board by a vote of the Board. A Board member who is more than 30 minutes late will be considered unexcused unless the president rules otherwise.
  - b. Only Board Members who are physically present at a meeting may have their vote counted per Sturgis rules. (Approved by board on 9/16/22).
  - c. No proxy votes are allowed for board votes. Board members must be present to vote. (Approved 9/16/22).
14. Elections:
- a. The Term “Incumbent” will be removed from the ballots for MCSC election process.
  - b. Under Election Rules, ballots will be provided to all members whose dues are due anytime in the month of November.
15. No original documents may be removed from the Center. Copies of original documents may be removed from the Center only with the approval of the Treasurer.
16. There will be no Gift Shop Refunds for Purchases – Board approved 6/15/2018.
17. A trip and fall incident during a performance involved a walker. Per ADA compliance, only the use of wheelchairs and canes will be permitted on the stage. The Center provides 2 wheelchairs for public use. Soloists insisting on use of walker, must perform only from the main floor in front of the stage. Approved August 19, 2022.
18. Grey Bears will be responsible for distributing bags. – Board approved 10/18/2019.
19. As per both Federal ADA laws and California Bill 462 emotional support animals do not meet the definition of trained service animals are not provided the same legal protections. The main criteria are that service animals are trained to perform specific duties whereas emotional support animals are not. Therefore, emotional support animals are not allowed on the premises of the Mid-County Senior Center or the Garden area. – Approved 8/16/24.
20. When we have a guest speaker for one of our arranged events, donations will not be allowed for their organization from the audience. Bands may request donations when they perform. – Passed 8/16/24.
21. Bingo – during Bingo Persons calling, selling pull tabs or running the Bingo machine cannot play. – Passed 8/16/24.
22. Activity Leaders who are teaching and not participating in the class are not required to pay class fees. Activity leaders who participate, and observers are required to pay class fees. Passed 8/16/24.

The following policies remain in place for MCSC

1. Board of Directors Standard of Conduct – Originally Approved 1/20/17
2. Mission and Goals statement – Originally Approved 8-16-2002
3. Alcohol Policy – Originally Approved 10/21/12
4. MCSC Established the attached Policy for Yearly Dues Scholarship Awards. – Originally Approved 8/16/13

Board approved 2/14/24

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5. MCSC Anti Bullying Policy
6. Records Retention Policy - Approval 4/29/2022