

HOUSE OF PERU

STANDING RULES



Last revision - August 2020

House of Peru

Standing Rules

Article I - Organization

Section 1.01

Definitions

The following definitions will prevail for purposes of interpretation in enactments and consideration of the **Officers** (President, Vice President, Treasurer and Secretary) and in the motions of the **Board of Directors** and of all House of Peru committees or task forces.

A. HOP or the Association

The initials “HOP” or the word “Organization” shall, unless the latter be otherwise identified, mean the House of Peru.

B. Bylaws

HOP shall be governed by its [Bylaws](#) which may be changed only as provided therein. No resolution, policy or directive or Standing Rule of the Organization may be in conflict with the Bylaws, but if found to be in conflict, the Standing Rules shall govern.

C. Officers

The term “Officers” refers to formally convened sessions of that body composed of Officers according to the Bylaws.

D. Board of Directors

The term “Board of Directors” or “Board” refers to the body of duly elected board members when meeting as a **Board of Directors** of the House of Peru.

E. Annual Plan

The Annual Plan provides a broad framework that guides the Organization’s policy and work plan. The House of Peru Board of Directors shall meet twelve times each calendar year. In these meetings the Members of the Board of Directors will review organizational updates, discuss proposals and approve/decline them.

Article II - Vision and Mission

Section 2.01

Vision: Foster a safe environment where Peruvian culture and traditions are kept alive.

Mission: To promote and celebrate Peruvian culture with the community at large.

Article III - Officers and Board of Directors

Section 3.01

Authority

The Officers and Board of Directors shall function under the authority granted to them by the Organization Bylaws and Standing Rules. The President shall conduct its meetings under the provisions of the most recent edition of Robert’s Rules of Order when the latter is not in conflict with the Bylaws or these Standing Rules.

Section 3.02

Purpose

The purpose and responsibilities of the Officers are defined in Article V, Section 5 of the Bylaws of House of Peru. The purpose and responsibilities of the Board of Directors are defined in Article IV, Section 4 of the Bylaws of House of Peru.

Section 3.03

Agendas

Agendas for the Officers and Board of Directors shall be prepared by the President of the Organization. Agenda items shall include Annual work, Budgets, reports from the President and Officers. Agenda items shall be submitted to the Board of Directors for consideration at least 7 days in advance of the scheduled meeting for review.

During election times, the agenda shall include provisions for election of Directors and officers and the time and location for interaction between candidates prior to the election

Section 3.04

Nomination and Election Procedures for Officers and Directors.

The term of each Officer and member of the Board of Directors is one year period, starting from January to December.

For the **President** position, the candidate has the opportunity to select his/her own Vice president. For all of the Officers' positions (President, Vice President, Secretary and Treasurer) the candidates must have served at least one year (within the last 2 years) as a Board of Director and have attended at least 1 HPR meeting during the year in order to be nominated.

Each member of the Board of Directors may nominate a candidate for all the positions available on the Board of Directors (this includes the Officer positions). These nominees must meet the requirements stated on the Operations Manual for each position. In order to be nominated as a candidate for Board of Directors (except Officers) , the nominee must have served for at least 6 consecutive months in any committee as an Associate Director within the last two years before the election (see Operations Manual of House of Peru for each position). In order to be nominated, the majority of the Board of Directors must vote in favor of the candidate.

All candidates must be nominated by October 31st and asked by the current President to confirm if they accept to participate in the elections for the next Board of Directors.

Once all the nominees agreed to be a candidate, the Secretary of the Board of House of Peru will call an election meeting with all Members and Friends of HOP of the organization and general public as well. In this meeting only Voting Members (Board of Directors and Members) present will vote and elect the new Board of Directors and Officers. The secretary will conduct and document the election.

Prior to elections, all candidates may present a short description of their work and why they are the best for the position through any channel that will be determined by the Board of Directors.

At the end of the election each new Board of Director will receive their position's "welcome kit" and the Operations Manual along with other pertinent documents.

The new Board of Director shall be elected no later than November 15th and communicated to HPR at its December meeting.

Names of newly elected Board of Directors may be released to the public immediately.

Voting by Acclamation: In the event of the lack of alternative candidates for officers of the organization being considered for election in parliamentary procedure, acclamation is a form of unanimous consent.

Section 3.05

Filling Vacancies

Directors shall immediately notify the President when a vacancy occurs. All the Board of Directors shall appoint the name of a possible candidate to fulfill the vacant position and shall be voted by the majority of votes of the Board of Directors.

Section 3.06

Removal of a Board of Director

Any member of the Board of Directors who fails to attend **two consecutive meetings** of the Board of Directors without reasonable cause may be removed from office by a majority vote of the Board of Directors. Upon such failure to attend the second consecutive meeting, the Director shall be notified by the President that he/she may be subject to removal from office under this rule.

When in the judgment of the Officers (President, Vice President, Treasurer and Secretary) the best interests of the Organization would be served, any Director of the Organization may be removed from office by a majority of votes at a duly called meeting of the Officers.

Section 3.07

Meetings

The President constructs and seeks approval of the Board meetings, and notifies the Board of Directors and Members of the upcoming meeting dates. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. Depending upon the circumstance, the Secretary may perform these duties for Member meetings (e.g. Annual General Meeting) and/or for an executive committee.

Article IV - Standing Committees Tasks and Procedures, Elections

Section 4.01

Standing Committees and sub-committees

Standing Committees, sub-committees and special committees tasks and procedures, shall be created by the Board of Directors to fulfill specific responsibilities as assigned. They are appointed each year to address and help the Directors with ongoing organizational needs. Sub-committee and special committees will be created to address specific, short-term concerns or to produce specific outcomes and are terminated when assigned responsibilities are completed. The nominees for these sub-committees will be called "Associate Directors" and they will work alongside the Director of Standing Committees. The Associate Director will serve for at least sixth months in this position.

The Director of each committee shall be responsible to appoint the candidates for each position of their sub-committees and elect the Associate Director in coordination with the President.

Section 4.02

Expenses

A monthly stipend may be provided to officers of the Organization in an amount to be determined by the Board of Directors in the annual budget. This budget will include all the fixed expenses for the organization to maintain the business. This budget needs to be approved at the annual budget approval meeting.

The opportunity for officers to participate in leadership training or developmental courses may be provided as part of the budgetary process.

At the annual budget approval meeting the Board of Directors will approve the budget for the events and projects that will be held during the year. Once the budget is approved for the specific event or project, the Director responsible for the event or project will manage the expenses as well as the purchasing process, and will report directly to the President and the Treasurer of the Organization. If the budget exceeds the amount that was originally approved by the Board of Directors, the Officers will approve or disapprove the extension of the budget (if needed) and the Officers will let the Board of Directors know about the extension of the Budget and the reasons why it was approved.

If the Organization needs to make any additional purchases that were not approved by the Board of Directors, the President and the Treasurer will authorize such purchase as long as the amount of the purchase does not exceed the amount of \$1,000. Otherwise the purchase will need to be authorized by the majority of the Board of Directors.

Every purchase made (either authorized by the President and Treasurer or the Board of Directors) will need to be recorded and sent via email by the President to all board members with an explanation of the purchase. All original receipts must be sent to the Treasurer to keep records for accounting purposes within ten business days of purchase.

These Organization funds shall list the President or Vice President as well as the Treasurer as authorized signatures. Any two of the authorized signatures are required to sign checks from the Organization accounts for amounts exceeding \$2,000.

The President will need to order and print his/her business cards with his/her Full Name as well as the emails: president@houseofperu.org and presidenthouseofperu@gmail.com email address each period.

Section 4.03

Reimbursements

All reimbursements exceeding \$500 shall be previously approved by the Board of Directors prior to purchase. If the amount is equal or less than \$500, the President, Vice President or Treasurer of the organization can approve but not for him/herself.

The reimbursement will only be made to members of the Board of Directors, no other individual is allowed to claim reimbursement by the organization.

The Board member will submit the receipt to the Treasurer for reimbursement. The board member submitting the reimbursement request will sign it once payment is received. The board member will provide a written explanation of what the reimbursement is for and why the purchase was made. All reimbursements will need to be via check and indicating the reimbursement reason under memo. It also needs to show the receipt numbers or any other specific information.

Section 4.04

Collection of Money (after an event or project)

After an event/project has been held and the proceeds have been collected, the Treasurer will collect and count the money. In the event of their absence, any two board members may collect and count the money. There must be two board members (Preferably the President and the Treasurer) collecting and counting the money.

Once the money has been counted, both (President and treasurer or any two board members) shall sign the Report with all the details of the collected money. This report will be sent via email to all Board of Directors the next day. This report will show the money collected and the details of the collection.

The Treasurer or the President will deposit the money into the bank account of the organization (the money needs to be deposited within 2-3 business days). They will deposit the proceeds in their individual category (e.g. one slip for sales, one slip for membership). Once the deposit has been made, the receipt will need to be sent out to all Board of Directors.

Section 4.04

Bank Account Signatures

The President shall effect the necessary signature changes on the bank accounts, PO box and related matters each time there is a change in the personnel among the officers which require changes in signatures. Bank accounts shall list the President, Vice president, and the Treasurer as authorized signatories. For amounts under \$2,000, each check shall carry one authorized signature. For amounts above \$2,000, each check shall carry two authorized signatures, one for the President or Vice President as well as for the Treasurer.

The President, The Vice President and the Treasurer shall go to the bank and make all the necessary changes into the bank accounts. The access to the bank account must be the same for ALL THREE (President, Vice President, Treasurer) and they all shall share the login information for accounting purposes.

Both the President and Treasurer shall request a debit card and will be used and managed by them.

Article V - Memberships and Communications

Section 5.01

Memberships

House of Peru has two types of membership:

Members:

The House of Peru shall have a minimum of 25 Members each year in order to comply and remain as a member of the House of Pacific Relations (HPR). All Members of HOP shall have voting rights at the HOP election for Board of Directors.

Members of House of Peru shall meet the following criteria:

- Pay their membership dues every year
- Must be an active volunteer and participate at a minimum of 2 events per calendar year
- Must be an active host of the Organization by hosting events at House of Peru's cottage in Balboa Park at least 4 times per calendar year
- Must attend at least 2 HOP Board meetings per calendar year

Friends of House of Peru:

Friends of HOP will be considered any person joining the Organization by paying the membership dues.

For both (Members and Friends of HoP) the membership enrollment or renewal must be submitted via our website: www.houseofperu.org. The Director of Membership shall register and update the list of

Members and Friends of HOP, follow up with all the members in regards to renewal of membership and keep track of member's attendance to volunteering, hosting and meetings.

Any decision on making any changes on the membership levels, prices and others must be approved by the majority of the Board of Directors.

Section 5.02

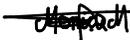
Communications

All formal communications and official letters shall be revised, approved and signed by the President of the organization. No formal communication shall be released without being reviewed and authorized by the President of the organization.

Approved by the Board of Directors:

Carlos Mozombite, President 
Carlos Mozombite (Sep 5, 2020 14:23 PDT)

Julio Cedillo, Vice President 
Julio Cedillo (Sep 6, 2020 06:58 PDT)

Monica Miyasato, Secretary 
monica miyasato (Sep 8, 2020 10:47 PDT)

Diana Lecca, Treasurer 
Diana Lecca (Sep 5, 2020 15:11 PDT)

Daniel Urdanivia, Director of Fundraising 
Daniel Urdanivia (Sep 6, 2020 10:32 PDT)

Giuliana Monterroza, Director of Membership 
Giuliana Monterroza (Sep 5, 2020 16:44 PDT)

Adelaida Mogrovejo, Director of Events 
Adelaida Mogrovejo (Sep 6, 2020 10:34 PDT)

Patricia Swallow, Director of Social Responsibility 
Patricia Swallow (Sep 5, 2020 14:26 PDT)

Gayle Miñano, Director of Cultural Programs 
Gayle Minano (Sep 5, 2020 14:18 PDT)

Silvana Carranza, Director of Marketing 
Silvana Carranza (Sep 6, 2020 21:57 PDT)

Created: January 23, 2019
Revised: August 29, 2020

2021 StandingRules

Final Audit Report

2020-09-08

Created:	2020-09-05
By:	Carlos Mozombite (carlos.mozombite@piercanusa.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA20JpVTWmv8kwT0TmK8LPHAutGu-HCOVG

"2021 StandingRules" History

-  Document created by Carlos Mozombite (carlos.mozombite@piercanusa.com)
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2020-09-05 - 9:16:39 PM GMT
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2020-09-05 - 9:16:40 PM GMT
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2020-09-05 - 9:16:40 PM GMT
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2020-09-05 - 9:16:40 PM GMT

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 Document e-signed by Adelaida Mogrovejo (ade_m_l@hotmail.com)

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2020-09-07 - 4:56:29 AM GMT- IP address: 66.249.80.143

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Signature Date: 2020-09-08 - 5:47:56 PM GMT - Time Source: server- IP address: 207.207.163.8

 Signed document emailed to Silvana Carranza (silvanapastrychef@gmail.com), Carlos Mozombite (carlosmozombite@gmail.com), Diana Lecca (dslecca@gmail.com), Carlos Mozombite (carlos.mozombite@piercanusa.com), and 7 more

2020-09-08 - 5:47:56 PM GMT