

# HOUSE OF PERU

## STANDING RULES



Created January 2019

# House of Peru

## Standing Rules

### 0-49 ORGANIZATION 0-19

**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 Bylaws 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. Policy Platform

The Policy Platform provides a broad framework that guides the Organization’s policy and work plan.

1. During January, February and/or March, initial input from all the Directors (including Officers) is sought. Seeking input from members of the board is the responsibility of the Officers. This includes the approval of all work plans for the year.

2. In March and/or April, a Policy Platform Committee (the Officers), meets to review initial input from all **board members** and prepare recommendations. A full report of all

input from the board members will be provided in the following meeting.

3. At the May meeting, the Officers present their recommendations to the Board of Directors.

4. In June and/or July, the Committee convenes to address any unresolved issues, and sends its revised recommendations to the Board of Directors.

5. In August and/or September, all the board of Directors submit comments to the Committee.

6. In September and/or October, the Committee prepares final recommendations for the next meeting. The recommendations are provided to the Board of Directors for information and discussion.

7. At the November/December meeting, the Committee presents its recommendations to the Board of Directors.

## **20 Vision and Mission**

Vision: To build a physical cottage where we can promote, nurture, display and enjoy our culture, traditions, values and heritage among the International Cottages in Balboa Park.

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

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## **50-55 OFFICERS AND BOARD OF DIRECTORS**

### **50 Authority**

The Officers 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.

### **51 Purpose**

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

## **52 Agendas**

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

## **53 Nomination and Election Procedures for Officers and Directors.**

The term of each board member is a 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 Officer's positions the candidates must have served at least one year (within the last 2 years) as a board member in order to be nominated.

Each member of the board of Directors shall nominate a candidate for all the positions available on the board of Directors (this includes the Officer positions). Those nominees must meet the requirements stated on the Operations Manual for each position. In order to be nominated as a candidate for Board Member (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 (50% plus 1) of the Board of Directors must vote in favor of the candidate.

All the candidates must be nominated before November (by October 31st) and asked by the current President if they want to participate in the elections for the next board of Directors.

The candidate with the highest number of votes (at least 50% plus 1) shall be considered pre-elected. If a tie occurs, the current President shall cast the tie-breaking vote.

Once all the nominees agreed to be a candidate, the board of Directors must vote on each nominee and have the majority of the votes (50% plus 1). This pre-election must be voted on the regular monthly meeting of the board of Directors.

Once all the candidates have been voted and pre-elected, the Secretary of the board of

House of Peru will call to a general meeting with all the members of the organization and general public as well. On this meeting all the board of Directors will validate the pre-elected new Director as well as the new Officers by “voting” again before the audience for each new board member. The secretary will conduct and document the election.

At the end of the election each new board member will receive their position’s “welcome kit” and the Operations Manual along with other pertinent documents.

The new board members shall be elected no later than November 15th.

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

#### **54 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 as a regular process of electing a new board member.

#### **55 Removal of a board member**

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 Officers. Upon such failure to attend the second consecutive meeting, the Director or board member 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 or Board Member of the Organization may be removed from office by a two-thirds vote at a duly called meeting of the Officers.

#### **56 Removal of Officers**

If the person who is going to be removed is part of the Officers, he/she will not have a vote. The person being considered for removal from office shall be given special written notice of the meeting and its purpose. All the rest of the Officers shall vote on the removal of the Officer who will be removed by a two-thirds vote at a duly called meeting of the Officers.

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## **100-149 COMMITTEES TASK AND PROCEDURES, ELECTIONS**

### **101 Committees**

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. Special committees and task forces 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 specific areas. The Associate Director will serve for at least sixth months on this position.

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

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## **200 - 203 EXPENSE AND FINANCE GUIDELINES**

### **201 Expenses**

A monthly stipend shall 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 \$2,500. Otherwise the purchase will need to be authorized by the majority of the board of Directors. **The money saved for the Construction will not be touched whatsoever.**

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. The original physical receipt 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 make withdrawals or sign checks from the Organization accounts.

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](mailto:president@houseofperu.org) and [presidenthouseofperu@gmail.com](mailto:presidenthouseofperu@gmail.com) email address each period.

## **202 Reimbursements**

All reimbursements shall be previously approved by the board of Directors prior to purchase if the amount exceeds \$500. If the amount is equal or under \$500, the President, Vice President or Treasurer of the organization can approve.

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

The Board member will submit the receipt to the Treasurer for the reimbursement. The board member submitting the reimbursement request will sign 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.

## **203 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 members 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 members.

#### **204 Bank Account Signatures**

The President shall effect the necessary signature changes on the bank accounts, lock 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 \$2,500, each check shall carry one authorized signature. For amounts above \$2,501, each check shall carry two authorized signatures, one for the President or Vice President as well as for the Treasurer.

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#### **300 - 301 RESEARCH, PUBLICATIONS AND COMMUNICATIONS**

##### **301 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.

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