**SIMI VALLEY COMMUNITY COUNCIL (SVCC)**

**STANDING RULES**

1. The regular General Membership meeting of is a luncheon meeting held at 12:00 noon on the second Thursday of each month, July through May, with the December gathering as a holiday party with entertainment.

2. Membership shall be notified of each upcoming meeting as to date, time, location, guest speaker and topic, as well as any other matters of significance that will be coming before the membership.

3. The guest speaker’s lunch at each General Meeting will be paid out of the SVCC General Funds.

4. The Executive Board will meet before the meeting of the General Membership, if necessary, at a time and place to be determined by the Board.

5. It is the responsibility of each member to pay in May for the reservations to the President’s Breakfast (held on the second Saturday in June, unless another date is selected by the board) for every person attending the event from their organization. It is also the responsibility of each member to submit the nomination script for their honoree, which may be edited.

6. Community Service Award certificates are presented at the President’s Breakfast to the outstanding volunteer for each organization during the past year. Nominations for the Community Service Award may be made by SVCC members.

7. At the President’s Breakfast complimentary tickets may be given to the guest speaker, the one offering the invocation, the photographer, and invited dignitaries or their representatives.

8. A copy of the By-Laws and Standing Rules shall be given to each Board nominee, by the nominating committee, prior to their election to office in May, to be certain that the nominee understands the duties of that office and is willing to perform them. The By-Laws and Standing Rules shall be made available to any member of the General Membership upon request.

9. The first summer Board meeting shall be a joint meeting of the incoming and outgoing boards. A portion of the meeting will be devoted to an orientation by the outgoing officer to the successor as well as passing on the records of that office. The remainder of the meeting will be devoted to planning the following year’s calendar of events and activities.

10. The Post Office box of the SVCC is Box 146 at the Neil Havens Post Office on Galena. The fee for maintaining this box is paid by September 1 of each year. There are two keys for this box, one of which is held by the Treasurer, and the other by the President.

11. Only SVCC members (one representative from each member organization) are allowed a “commercial” for announcements regarding their organization. Members will be given additional time if they donate a gift for an Opportunity Drawing.

12. By-Laws Review Committee

 a. The By-Laws shall be reviewed at least every two years by a standing committee appointed by the

 President. The Parliamentarian shall serve as Chairman of this Committee. Proposed changes to the

 By-Laws must be presented in writing to the membership at any meeting, or by email and voted upon

 the following month.

 b. Standing Rules may be adopted from time to time, as needed to supplement the By-Laws of the

 SVCC as proposed by this Review Committee. Standing

 Rules may be adopted without previous notice by a majority vote at any General Meeting.

13. New Membership dues are payable at the time the application is submitted. If a new member joins SVCC

in April or May, the membership will be covered through June of the next year. Renewing membership dues are payable in July (the beginning of the fiscal year), unless membership was paid in April or May.