

Standing Rules 2013-2014

1. Standing Rules will be reviewed annually, revised and adopted by the new Board of Directors at its first meeting.
2. All monies are to be deposited in the name of Ikebana International San Francisco Bay Area Chapter.
3. Regular general meetings are held on the 3rd Friday of each month at the San Francisco County Fair Building at 12:00 noon. The exception is the December meeting, held on the 2nd Friday, at 12 noon. Changes of location or date to be approved by the Board of Directors. Vacation months are June, July and August.
4. Dues for 2013-2014 are \$85.00 for Regular members, \$95.00 for Sponsors and \$120.00 for Patrons. Sponsors may invite two free guests per year to the general meetings. Patrons may invite four guests.
5. The Chapter's membership year runs from July 1st through June 30. Annual dues are payable in April and May. They are delinquent after May 31st. A \$15.00 late fee will be added to dues received June 1st or later.
6. A new member may join anytime during the membership year by paying the full amount of the annual dues. New membership dues received after March 1st will be applied to the following membership year. The new member may attend March, April and May general meetings without paying guest fees.
7. A member in good standing of another chapter may become an associate (non-voting) member of this chapter for \$15.00 annually. Dues to I.I. Headquarters are to be paid by the associate members' home chapter. A former International Life Member may be a voting member of this Chapter by paying \$15.00 annually.
8. The fee for a guest at general meetings is \$5.00. This fee does not apply to members of I.I. chapters. Guest fees are subject to change if the Board of Directors deems it necessary. No one may come as a guest more than twice in a membership year. There is no charge for spouses or caregivers.
9. All members working on any I.I. sponsored event must pay the event fee.
10. There will be no refund of any reservation after the specified deadline.
11. The President will reserve the flower show date. The date to be approved by the Board of Directors.
12. Exhibitors at general meetings and the flower show must be Ikebana International members. Flower show exhibitors must be members as of December 31 of the preceding year.
13. Should any voting board member be absent without excuse at two successive board meetings, the office will be declared vacant. The vacancy may be filled by the President with Board of Directors' approval. Only elected officers and standing committee chairs have voting privileges. Co-chairs do not have voting privileges unless they are voting in place of the chair. Special committee chairs do not have voting privileges.
14. At the May board meeting, each officer and chairperson will submit to the 1st VP an annual report and any recommendations for job improvements.
15. The chapter's fiscal year runs from July 1st through June 30th. The Treasurer will complete his/her financial report by July 15th.

16. The general membership will be notified of the annual budget no later than the October newsletter.
17. The President may establish special committees and appoint chairpersons as needed.
18. An I.I. employee or independent contractor may not serve on the Board of Directors.
19. **The names/contact information of our membership may not be furnished to any person or organization or be used by members unless authorized by the Board of Directors.**