

Procedures for CARCD Area IX

February 22, 1995

No known official policy statements have been adopted by Area IX. These procedures are compiled from past actions, statements from previous officers and gleaned from prior minutes. An official policy statement adopted by Area IX would be preferable, but until such action, these guidelines may help new officers and hosting RCDs.

ELECTION OF OFFICERS

- Elections for 2 year terms in odd numbered years at the fall meeting. Election of Chairman, Vice Chairman and Secretary/Treasurer (1995 – 1997 – 1999, etc.)

CHAIRMAN'S DUTIES:

- Chair all Area IX spring and fall meetings.
- Arrange for volunteer host for spring and fall meetings. Work with hosting RCD to set agenda. Oversee mailings of agenda to RCD office's, individual directors and associates.
- Board member of the California Association of RCDs representing Area IX.

VICE CHAIRMAN'S DUTIES:

- Assume the duties of the Chairman when the Chairman is not available.

SECRETARY/TREASURER'S DUTIES:

- Establish a bank account for Area IX and deposit funds turned over by former treasurer.
- Arrange for a volunteer to take the minutes of all Area meetings. (It is difficult to attend to registration and financial matters and take minutes at the same time. It would be preferable to separate the offices of Secretary and Treasurer, electing two people.)
- Type and mail the minutes to each RCD office within two weeks after the meeting date.
- Give a verbal and written copy of treasurer's report at spring and fall meetings. Have copies available at the meetings for attendees.
- Call the roll at all Area IX meetings.
- Mail dues' statements for \$30.00 to all Area RCDs in January for the current years' dues.
- When dues are received, deposit in bank.
- Mail second notice in June or July to RCDs who have not paid their dues. Third notice optional.

- When speak-off winners are announced at the fall meeting, buy the winner a \$100.00 savings bond and the runner-up a \$50.00 savings bond. Write a congratulatory letter to each and explain that the bonds will arrive in three to four weeks.
- Collect payment from attendees for luncheon at spring and fall meetings and provide a sign-in sheet for them to register. Provide name tags for attendees. Provide receipts for those requesting receipts. Deposit proceeds from luncheon and pay the bills incurred for the luncheon. Pay for coffee and donuts if billed separately.
- Collect moneys from the conduct of the raffle and deposit in bank. Raffle has been conducted by Vera Mesquita of Los Banos RCD in the past, however she has retired. If Vera is not available, raffle tickets will be furnished by Area IX, and the tickets will be sold by a volunteer from the hosting RCD and proceeds turned over to the treasurer of Area IX.
- Pay a flat fee of \$600 of the expense of the Chairman to attend the annual CARCD meeting. (Minutes of fall meeting of October 12, 2001).
- Will reimburse for compensation for mileage and lunch fee to the Secretary/Treasurer and an hourly fee not to exceed \$15/hr. (Minutes of fall meeting October 4, 2002).

AREA IX MEETINGS AND DUTIES OF HOSTING RCD

- Fall and spring meetings are hosted by a volunteering RCD from Area IX.
- Agenda and date of the meeting are usually set by hosting RCD and Area IX Chairman.
- Copies of agenda should be mailed to all RCD offices, directors, and associates in the area at least 6 weeks prior to the scheduled meeting.
- Place of meeting, luncheon menu and map to location of meeting to be provided by hosting RCD. Arrange for coffee and donuts. Reimbursement will be made by Area IX.
- Hosting RCD will conduct raffle (tickets to be furnished by Area IX) and turn over receipts to Area treasurer.

SPEAKOFF CONTEST

- California wide speak off contest is organized by the CARCD Auxiliary President.
- Vera Mesquita has organized the Area IX contest in the past.
- Each RCD in Area IX can sponsor a contestant to the Area IX contest. The sponsoring RCD usually gives certificates to all local contestants (optional) and may give a plaque to the winner (optional), who advances to the Area IX contest. The sponsoring RCD is responsible for the winners' expenses in getting to the Area "Speak off".

- At the Area IX “Speak Off”, all local RCD winners compete. Area IX gives all contestants a certificate and the winner is given a \$100.00 savings bond and the runner-up is given a \$50.00 savings bond. **Winner’s names and social security numbers** will be given to the treasurer to buy the savings bonds. Area IX is responsible for actual expenses, not to exceed \$600.00 for the Area IX winner and his/her chaperone to the State contest. (Minutes September 28, 1990).
- All Area “Speak off” winners advance to the State contest. At the State level, cash awards are presented as follows: 1st place \$300.00, 2nd place \$200.00 and 3rd place \$100.00. (Minutes April 10, 1992).
- **Social security numbers of each contestant must be obtained.** Social security numbers are required for purchase of savings bonds.