

BOARD POLICIES AND PROCEDURES
OF
THE GOLD COAST - HAMBURG HISTORIC DISTRICT ASSOCIATION

Preamble – Authorization for Establishment of Board Policies and Procedures

Policy P.1. As provided in Article VI, Section 2, Article VII, Section 1, and Article VIII, Section 4, of the Bylaws of The Gold Coast - Hamburg Historic District Association (hereinafter “Association” or “the Association”), the Association Board of Directors (Board) hereby and herein adopts and publishes such policies, procedures and rules as may be necessary and consistent with the Association Bylaws, in order to exercise authority over all Association business and funds to carry out the purposes and objectives of the Association.

Policy P.2. The Policies and Procedures established herein may not conflict with the current Association Bylaws, or any other policies, procedures, rules or directives established or authorized by the Association Board of Directors.

Policy P.3. With the exception of this Preamble, all policies and procedures established herein shall be organized as Policies corresponding to the Articles in the Association Bylaws to which the policy or procedure pertains.

Policy P.4. The policies and procedures established herein may be amended by a majority vote of the Board during any duly called meeting of the Board, provided that said vote and meeting are in compliance with Article VI, Section 1 of the Chapter Bylaws.

POLICY I

NAME AND PRINCIPAL OFFICE OF ASSOCIATION

POLICY II

PURPOSES

POLICY III

MEMBERS

POLICY IV

MEETINGS OF MEMBERS

POLICY V

BOARD OF DIRECTORS

POLICY VI

MEETINGS OF THE BOARD OF DIRECTORS

POLICY VII

COMMITTEES

POLICY VIII

OFFICERS AND DIRECTORS

POLICY IX

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Policy 9.01 Occurring January of each year outgoing and incoming board members holding positions of President, Vice-President, Treasurer and Secretary will meet at current banking institution to sign new signature cards and verify proper access to accounts.

Policy 9.02 The President will appoint a financial review chair from GC-HHDA membership to conduct a financial review of the previous year's finances, the financial review to be performed during the first six months of a new year. The previous four year's treasurers may be called upon for input, but will not be part of the financial review committee.

Policy 9.03 Occurring at least every two years, in July, new quotes for insurance will be obtained and presented to membership at the next scheduled meeting to ensure the organization continues to receive competitive rates and services.

Policy 9.04 Maintenance contracts for mowing and snow removal of land cared for by the organization will be maintained by the Beautification Committee.

Policy 9.05 Association records of the GC-HHDA will be the responsibility of the current secretary.

POLICY X

DUES

Policy 10.01 The amount of annual dues payable to the Association by regular and associate members is ten dollars (\$10.00 USD) per individual member for first year members and fifteen dollars (\$15.00 USD) thereafter.

POLICY XI

LOGO AND NAME

POLICY XII

FISCAL YEAR

POLICY XIII

INUREMENT AND CONFLICT OF INTEREST

POLICY XIV

INDEMNIFICATION

**POLICY XV
AMENDMENTS**

**POLICY XVI
DISSOLUTION**