

**STANDING RULES OF THE
SAN BERNARDINO COUNTY
GRAND JURORS ASSOCIATION**

MEETINGS

a. Membership Meeting: Regular meetings of the San Bernardino County Grand Jurors Association (Association) shall be held on the fourth Monday of January, March, and October, exception is for the June meeting, which shall be during the first week of June.

b. Board of Directors Meetings: Regular meetings of the Board of Directors may be held bi-monthly at the request of the President. Board of Directors meetings may be conducted prior to the regular Association meetings if required. The order of business shall be conducted in the following manner:

1. Reading and approval and/or amendment of the Minutes
2. Report of Officers
 - a. President
 - b. First Vice President
 - c. Second Vice President
 - d. Secretary
 - e. Treasurer
 - f. Committee Reports
3. Old Business
4. New Business
5. Adjournment

DUES

Annual dues are payable July 1 and delinquent October 31, the current amount is ten dollars (\$10) a member. The amount shall be determined by a vote of the membership at the June meeting. Those members, whose dues are not paid by October 31 of each respective year, shall lose voting privileges.

DUTIES OF THE BOARD OF DIRECTORS

- a. The President shall preside at all meetings and execute such contracts, checks or other instruments which may be authorized by the Board of Directors. The President shall cast a vote to break a tie. He or she shall appoint all committees except the nominating committee. The President shall abide by Robert's Rules of Order when conducting meetings.
- b. The First Vice-President shall, in the absence of the President, perform all duties of the President and when so acting shall have all the power and be subject to the restrictions, of the President. The First Vice-President shall be responsible for membership, maintain a roster of current members, send the notice of full membership meetings, and promote new membership in the Association.

- c. The Second Vice President shall Promote, Preserve and Support the Grand Jury system through Training, Education, and arrange for speakers at general meetings.
- d. The Secretary shall keep a record of all proceedings of the Association, including historical records. These records shall also be kept on a CD or an external drive for safety reasons. He or she shall have a current copy of the Bylaws available at each meeting and a list of all committees and their members. The Secretary shall retain all correspondence of the Association.
- e. The Treasurer shall be the custodian of funds of the Association, depositing them in a bank approved by the Board of Directors. He or She shall keep and maintain records of the business transactions. The Treasurer shall send notices of membership dues, collect dues and give receipts and provide written reports at the Board of Directors meetings as to the financial status of the Association. The Treasurer shall pay all bills at the direction of the Board of Directors. All checks shall be signed by two (2) officers. The Treasurer shall submit an annual report of the financial status to the Association at the end of the fiscal year. He or she shall provide all documents and materials necessary for an informal internal audited financial statement of the Association's financial condition to be completed at the end of the fiscal year 2020 and at the end of every two (2) fiscal years thereafter.
- f. The four (4) At-Large Members shall perform such duties, at the direction of the President or Committee Chair, in order to meet the goals of the Association.

TERMS OF OFFICE

The terms of office of all Officers shall be two (2) year terms beginning with the election of the complete Board of Directors in July of 2019. At-Large Members shall serve a one year term and he or she shall be eligible for additional term, as appointed. Upon expiration of their terms, all Board Directors and Committee Chairpersons shall surrender all property in their possession belonging to their respective office to the newly elected successors. In the event of a resignation from office all Association property shall be delivered as specified in the Association Bylaws.

AMENDMENT

These Standing Rules of the Association may be amended at any regular meeting of the Association by majority vote of the Board of Directors.

San Bernardino County Grand Jurors Association

Date: May 2, 2019
