

Escrow Associates of San Gabriel Valley
Standing Rules

(Updated 2018 Copy)

Board Meetings

The Officers and Directors (collectively “Board of Directors” or “BOD”) of Escrow Associates of San Gabriel Valley (EASGV), the “Association” shall hold their meeting on the first Tuesday of every month, unless otherwise designated by the President.

All members of the BOD are required to attend this meeting and to make their reports for the committees they are assigned to, if they are a chair.

Issues relating to the management of the BOD and the Association shall be discussed at the meeting and, if required, a motion shall be presented to be voted on.

Motions brought forward to the BOD shall be memorialized in writing for the Secretary on a Motion Form, which shall have a title, the full motion, person making the motion, and the person making the second. It shall also state whether the motion passed or not. This Motion Form shall be made a part of the Minutes by the Secretary.

According to the Bylaws, two unexcused absences from BOD or General Meetings will be considered grounds for removal as a member of the BOD, to be voted on by the remaining BOD.

General Meeting(s)

The regularly scheduled General Meetings of the Association (“General Meetings” or “General Meeting”) shall be on the third Thursday of each calendar month, except for the following as designated by the BOD (“dark” months):

- One summer month (usually August), and
- December.

The Site and Reservations committee shall be responsible for the procurement of a site for all General Meetings which will be within the cost as determined by the Association Budget and said amount and location to be reported to the BOD and voted on at the beginning of the year.

If a joint meeting is planned with another Association or an Affiliated Industry, the meeting night and location shall be on a date, time and place convenient to both Associations and can be considered as one of the regularly scheduled monthly meeting.

Notification to the membership of all General Meetings shall be made pursuant to the Bylaws of the Association.

Standing Reservations – Any member may submit a Standing Reservation form to the Sites and Reservations Committee which will be used to acknowledge the attendance of that member at every General Meeting, without the need of a further reservation. Unless prior notice is given that said member (with the Standing Reservation form) will not be able to attend a meeting, it will be deemed that the member will pay for this attendance at this meeting, whether they come or not.

Meeting Reservations - There will be a deadline for submitting meeting reservations and an extra cost if the reservation is submitted after this deadline. There will be a Member price (extended to all CEA members, regardless of region) and a Non-Member price for all meetings, unless otherwise agreed upon by the BOD. The cost and the late reservation penalty shall be determined by the Sites and Reservations committee and voted on by the BOD at the beginning of the year or as deemed necessary.

Unless cancelled before the deadline, reservations sent in for meeting shall be deemed owed and to be paid, whether prior to the meeting or at the meeting. The Sites and Reservations Committee shall make every effort to ensure all reservations made are paid.

Family members or relatives of members may attend General Meetings (or any EASGV function) at the member's cost, at the discretion of the Sites and Reservations Committee Chair.

Nomination Committee

The President shall appoint 3 members to this committee, one of which will be the Chair.

The Nomination Committee shall seek to fill the Officer and Director positions on a slate of nominees by August of the current year. The slate shall be made public according to the Bylaws 30 days before the general membership will vote on the slate. The vote shall take place at the September General Meeting, unless otherwise decided by the Nomination Committee, with the approval of the current BOD.

The Nomination Committee Chair shall be responsible for: (a) submitting the nominations to the BOD for approval as required by the Bylaws, (b) presentation of the ballot/slate of nominations, and (c) conducting the election at the September General Meeting.

Installation

The President shall appoint a Chair to the Installation Committee and the Chair shall have the discretion of appointing other members to this committee.

The installation of the upcoming new BOD shall be held on the 3rd Thursday of November. Any change to this date shall be approved by the BOD.

The Association shall secure a President's plaque for the outgoing President and a President's pin for the incoming President, each at a cost to be included with the current year's approved Budget. Both shall be presented as part of the Installation event.

Past President Advisor and Parliamentarian

The Immediate Past President shall serve as the Advisor and as Parliamentarian to the new BOD. If the Immediate Past President cannot serve, the President has the discretion to ask another Past President to act in his or her stead, with the approval of the BOD.

PAGES 1-3 APPROVED THROUGH THIS SECTION

CEA Directors

All active and voting members in good standing of the Association are eligible to submit their Willingness to Serve as a California Escrow Association (CEA) State level Directors. Those interested shall submit their names to the BOD no later than August 31st for the following year, and the BOD shall vote at the September BOD meeting or as designated by the President. CEA Director names are due to CEA Headquarters by October 1st. The number of Directors allowed shall be established by the CEA Bylaws.

CEA Directors represent their regional association and should consider their regional association goals in all matters. They shall provide a report (to the BOD and the general membership) of the CEA committees that they are a part of after each CEA Directors' meeting.

The Association will reimburse its CEA Directors for attendance at regularly scheduled CEA Board of Directors meetings for lodging at the CEA negotiated room rate (sharing of rooms is encouraged where feasible) and transportation (air, train or other means, including mileage at the standard federal rate per mile and parking), within the budgeted amount determined by the BOD at the beginning of the year. Transportation shall only be reimbursed for travel more than 100 miles from the Directors' home. The Association shall agree to a \$25 per day meal stipend only for actual day of meeting(s) and not travel days. The Association will not reimburse for tips, entertainment, or other personal luxuries or hotel room upgrades.

All reimbursement requests shall be submitted within 30 days after the date the expense was incurred. Any amounts over the budgeted amount shall be borne personally by the Director submitting the reimbursement.

AEA Delegates

All active and voting members in good standing of the Association are eligible to submit their Willingness to Serve as an American Escrow Association (AEA) Delegate or Alternate. Those interested shall submit their names to the BOD no later than January 31st for the upcoming year, and the BOD shall vote at the Board meeting at the February BOD meeting or as designated by the President. AEA

Delegate/Alternate names are due to CEA Headquarters by March 1st. The number of AEA Delegates allowed shall be established by the CEA Bylaws.

The Association's AEA Delegates represent the Regional (EASGV) as well as the State (CEA) associations and should consider their regional and State goals in all matters. They shall provide a report (to the BOD and the general membership) after their attendance of the AEA Annual Business Meeting and Educational Conference.

The Association will reimburse its AEA Delegates for attendance to AEA Annual Business Meeting and Educational Conference (registration costs), lodging at the AEA negotiated room rate (sharing of rooms is encouraged where feasible) and transportation (air, train or other means, including mileage at the standard federal rate per mile and parking), within the budgeted amount determined by the BOD at the beginning of the year. Transportation shall only be reimbursed for travel more than 100 miles from the Directors' home. The Association shall agree to a \$25 per day meal stipend only for actual day of meeting(s) and not travel days. The Association will not reimburse for tips, entertainment or other personal luxuries or hotel room upgrades. All reimbursement requests shall be submitted within 30 days after the date the expense was incurred. Any amounts over the budgeted amount shall be borne personally by the Delegate submitting the reimbursement.

Income/Expense Reports

Special Educational seminars, and other events shall be reported to the BOD with a projected Income and Expense report, as well as a final report prepared by the event/committee chair and due at the BOD meeting that immediately follows the event.

Reimbursement for expenses incurred for any event shall be completed and presented on a signed Check Request form, with copies of invoices/receipts attached, and provided to the Committee Chair (if any) and Treasurer. All incoming funds associated with an event hosted or produced by the Association shall be tendered to the Treasurer, together with a signed Cash Receipts form and no later than 5 business days prior to the last day of the month of the event, for deposit into the Association bank account.

Association Committees

The Committees for the following year shall be decided by the President and discussed at the Planning Meeting. Committee Chairs shall be appointed by the incoming President, as allowed by the Bylaws and subject to ratification by the BOD at the beginning of the year.

[END]

Updates: July 2018 version approved:

Pages 1-3 @ July 10, 2018 - BOD meeting by majority vote.

Page 4 @ August 7, 2018 – BOD meeting by majority vote