

WKCA Standing Rules – Adopted February 13, 2008

1. The treasurer and president will each keep one key to the post office box, however, it will be the responsibility of the treasurer to visit the post office box at least once a week to collect mail and distribute as appropriate to other board members. The president will collect mail from the post office box and distribute as needed in the absence of the treasurer or at the treasurer's request.
2. The treasurer is responsible for making all bank deposits. The president may make a deposit only if called upon to do so by the treasurer, and the bank deposit slip must be immediately (within 48 hours) provided to the treasurer to be included in the financial records.
3. Bank deposits, particularly during the membership drive, will be made within 10 days of receipt of any checks. The only exception to this is when we are approaching our 150 check deposit limit/month and checks are held to the following month so as not to incur a per check processing fee.
4. A voucher system will be used to track all deposits to, and all checks written from, the association account. An invoice or receipt will be attached to the voucher, along with a description of the reason for the payment. If no receipt is available, an explanation will be provided on the voucher and the voucher will serve as backup for purposes of audit. The member name and check number of all membership checks will be noted on the deposit voucher. The vouchers shall be kept in a binder, organized by voucher number and by month, to help facilitate the annual audit.
5. All expenditures under Miscellaneous Administrative Expenses in excess of \$25 should be brought to the board for a vote before making the expenditure. If an emergency or unexpected expense comes up that cannot wait for the next meeting, the treasurer may bring the request to the attention of at least 2 other officers and, with their approval, receive emergency approval of an expenditure up to \$75.
6. Membership/Directory forms will be provided to the Directory Chairman within 14 days of receipt by the treasurer. The Directory Chairman will provide the Neighborhood Watch Chairman with regular updates to the database and distribute volunteer information to the appropriate committee chair within 14 days of receipt.
7. The bylaws make no provision for voting by email, however, drafts of minutes, reports and other documents may be distributed by email for review by the board before or after meetings. All board actions will take place at a duly called meeting.
8. The minutes of each board meeting will be made available via email to the board in advance of the next monthly meeting for their review. The draft will also be posted to the association website if time permits. The approval of minutes will take place at a duly called meeting and an opportunity will be provided for all board members to offer edits as needed. The minutes may be read aloud if time permits and the board members wish the secretary to do so.
9. All board meetings are open to the membership. No member may be denied access to a board, general or special meeting. There is no provision for closed meetings.
10. The *Knolls News*, distributed quarterly, will advertise the dates and locations of the board meetings to be held until the next newsletter is printed, to the extent known. The dates and locations of the meetings will also be posted on the association website.

11. The association website will be used as a link to the membership to share information about the activities of the association, links to other related sites, minutes and reports from board meetings, and other information deemed appropriate by the board. All committees may establish pages on the website with information helpful to the community. Committee chairs may establish email accounts on the website so that members may contact them directly for more information.
12. Members may submit articles or news items for the *Knolls News* or to be posted on the association website. If the newsletter editor considers any article unfit for publication it shall be 1) reviewed by the board before being denied publication, and 2) the author will be informed of the reasons for denial of publication and provided the opportunity to revise the article to be in conformity with editorial standards.
13. The newsletter editor will establish and advertise deadlines for articles to meet the publication dates. Any articles submitted will be included as written by the author. If, in the opinion of the editor, edits are needed, those edits will be discussed with, and approved by, the author before publication.
14. Any association purchase in excess of \$500 shall be done through the use of competitive bidding. If a contractor or vendor has been used by the association in the past with good results, the board may opt to forego the competitive bidding in favor of awarding the contract after negotiating the best possible price.
15. The annual meeting for adoption of budget and elections should be held before the end of November, according to the bylaws. December will be the transition month between outgoing and incoming officers, with all records and property of the association being turned over to the incoming officer(s) as early as is practicable to effect a smooth transition, and, in no case, later than December 31.
16. All records, documents, and physical property of the association held by officers and committee chairs during their tenure in their position should be considered the property of the association, and turned back to the association promptly at the completion of their term of service.