

Board of Directors Standing Rules

1. In the event of the death of a past president of the Association, a \$100.00 memorial contribution to the Desk and Derrick Educational Trust or the ADDC Foundation or a combination of both shall be submitted on behalf of the Board.
2. Each year members of the Board will contribute \$10.00 to the Board's Benevolence Fund to be used for flowers, cards or similar items for ill or bereaved Board members. The Executive Assistant shall administer the Fund. Funds remaining at year-end shall be distributed as designated by the Board.
3. The Executive Assistant shall be responsible for ordering the President's pin for presentation on behalf of the Association's membership at the Association Convention held during the year of presidency.
4. The President-Elect and the Executive Assistant shall select a gift for the President with the expense to be borne by the Board members.
5. As provided in the ADDC Bylaws, Article XI, Section 3, the Board may transact business by mail, facsimile transmission (fax), or e-mail. Voting in this manner shall follow these procedures:
 - a. All requests for approval by the board shall be sent to the President.
 - b. The President shall submit the request to the board for approval with a time limit for the voting process.
 - c. Board members shall send their "yes" votes to the President, Secretary and President-Elect. Board members shall send their "no" votes to all board members with an explanation.
 - d. The Secretary shall tally the votes, and send the official results to the President and President-Elect. The President or the Secretary (when directed by the President) shall announce the results of the vote.
 - e. Official results of all voting items shall be ratified at the next scheduled Board meeting.
6. The first meeting of the Board of Directors each year shall be known as the "Budget and Planning Meeting."
7. All discussions held, and actions taken during a Board of Directors meeting shall be released to the committees and/or parties to which the discussion and/or action is relative unless otherwise specified during the session.
8. A Minutes Approval Committee consisting of three members of the Board shall be appointed by the President.
 - a. The Secretary shall submit the minutes of the meeting to each member of the committee within fifteen (15) days of the Budget and Planning Meeting and the

Pre-Convention Board Meeting. A draft of the minutes shall be provided to all other members of the Board for informational purposes and comments.

- b. Within thirty (30) days of a meeting, by a majority vote of the committee, the minutes shall be approved, and submitted to the Secretary for preparation of the final draft and signature of the President. The final draft of the minutes shall be distributed to the Board within fifteen (15) days after the signature of the President has been obtained.
 - c. Under direction of the President, the minutes shall be submitted to the Association Distribution Office. The President shall assign the responsibility to amend all documents affected by actions taken by the Board at the meeting to a member of the board. Changes affecting a committee shall be submitted to the current chairman for update of files and guidelines. All updated documents shall be sent to the President for posting to the ADDC website.
 - d. Minutes may be amended by a two-thirds vote of the Board at any time.
9. Highlights of Board Meetings shall be prepared by the President and Secretary, and shall be distributed to the Clubs within thirty (30) days of the meeting.
10. A Bylaws Approval Committee, composed of the President, Secretary, Parliamentarian, and the Rules Committee Chairman shall review all adopted changes to the Bylaws, Standing Rules, Code of Ethics, General Information Section, and Club General Information Section. The Parliamentarian shall be responsible for updating the documents and submitting to the Committee for final review before submitting to the President for posting to the ADDC website.
11. The Immediate Past President shall be responsible for recommendations regarding salary or other compensation for the ADO employee(s), if applicable.
12. A blanket fidelity bond shall be purchased for coverage of the ADO Manager (if applicable), ADDC Officers, Regional Directors, Convention General Arrangements Chairmen and Convention Finance Chairman.

An officer's bond shall be purchased each year covering all Association officers and the Association Distribution Office employee if applicable.

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13. The Financial Review Committee shall review the Associations accounting records, prior to them being sent to an independent certified public accounting firm which shall perform a review of the Association's accounting records. Expenses for the review, if any, shall be the responsibility of the Association. The annual review shall be done in Tulsa, Oklahoma or as designated by the Board of Directors.
14. **The Financial Review Committee may/shall assist the Treasurer and Board with the yearly budget.**

15. The method of presenting nominees for Association Officers shall be at the discretion of the President. A maximum of thirty minutes will be allotted for presentation of the nominees with the time being divided equally among all candidates.
16. A permanent Treasurer's file containing past years' budgets, worksheets and financial reports shall be maintained by the Treasurer and shall be given to the Treasurer-Elect by the end of the current fiscal year.
17. The Treasurer shall follow up with the Accounting Firm to ensure the prior year's tax return is filed.
18. The Board shall review the financial status of the Convention Fund at the Budget and Planning Meeting. After review, the Board may approve payment of a convention administration fee. If approved, the Association Convention host club shall be given an annual convention administration payment in the amount of \$1,000.00. The payment shall commence the year after the club wins the bid through the three years until the convention is held for a total of \$3,000.00. If multiple clubs host a convention, the annual payment shall be divided equally between each club.
19. Interest from the Convention Fund's interest bearing account can be transferred to the General Fund at the discretion of the President and Treasurer.
20. The Board of Directors Standing Rules and Procedures Manual shall be reviewed annually by the Parliamentarian and the Immediate Past President.
21. The President-Elect shall lead a training session for Regional Directors-Elect. The training session shall be offered at the ADDC Convention just prior to the year that they assume office. The session shall provide the Regional Directors-Elect a briefing of their various responsibilities to their Regions and the Association. If the President-Elect is unable to present this training session, the President shall designate a Past Regional Director(s) (or should this be past President) to fulfill this duty.
22. The President, President-Elect and the Treasurer of the Association shall consult with the ADO, the independent certified public accounting firm, and any Investment Firms retained by the Association prior to the Budget and Planning Meeting to review Association goals for the year in regard to Association investments. All investments shall be made in accounts insured by FDIC except as approved by vote of the Board. Any costs associated are paid by the Association.
23. The President and Treasurer shall have the right to open accounts and/or transfer money as they deem necessary within and between the approved financial institutions.
24. The President, President-Elect, and the Treasurer shall be the signatory parties on all U. S. Bank Accounts, all U. S. Certificates of Deposit and other investments, and all Canadian Banks. A Canadian member(s) shall be appointed by the President (when required), with the approval of the Board of Directors, to have signature rights to only transfer monies from the Canadian account to the ADDC U. S. accounts.
25. The President and Treasurer shall consult with ADO, to establish the current year's expectations and goals. A performance appraisal evaluating the results shall be presented at the Pre-Convention Board Meeting.

26. Recommendations for potential ADDC committee chairmen or representatives shall be forwarded to the President-Elect upon assumption of that office and throughout the year.
27. The Association shall pay the expenses for the Executive Assistant and Parliamentarian for attendance at the Budget and Planning, and Board Meetings.
28. Regional Directors are responsible for notifying the Association Distribution Office and the Board of the illness, death or other important events involving past Association officers. ADO or the Board shall distribute such notices to all interested parties.
29. The mileage allowance for Board members attending the Budget and Planning and Convention Board meetings shall be set at the approved IRS rate each year.
30. Requests for expense reimbursements by Board Members shall be submitted within thirty days of incurring accumulated expenses of \$50.00. The final report for all remaining expenses shall be submitted no later than December 1 unless otherwise approved by the President.
31. At the time the Board submits proposed amendments to the ADDC Bylaws or Standing Rules to the Rules Committee, a rationale comment shall be included.
32. Contest guidelines shall be approved at the Pre-Convention Meeting.
33. As provided in the ADDC Bylaws, Article V – Association Membership, Section 2, a Member-At-Large Membership may be conveyed to an individual who lives more than one hundred (100) miles from the closest club by a two-thirds vote of the Board of Directors.
34. These Standing Rules may be amended without prior notice at any Board of Directors Meeting by a two-thirds vote or a majority vote with a ten-day prior notice.

Written: January 1991
Last Amended: January 2019