

San Gabriel Valley Hospitality Association
(SGVHA)

Board and Personnel Policy and Procedural Manual

Service is our Business

The work of the SGVHA is service to its members and the community. Therefore, the officers, board of directors and any staff will give top priority to the mission of the association.

Advertisement

Advertising by the chamber will generally be limited to economic development and special promotions. Institutional advertising in individual cities, etc., is not considered proper use of association funds.

Committee Activity

Committees shall not undertake projects involving expenditure of money, except those for which funds have been budgeted, without board approval, nor solicit funds for special activities without clearing it with the board.

Press Relations

All statements for publication released under the association's name shall receive prior clearance from either the President, Vice President who are responsible for ensuring that public statements accurately reflect association policy.

Policy matters are the responsibility of the board. Committee recommendations on issues should be referred to the board for approval. It is preferable that no publicity be given to committee action of controversial issues until acted upon by the board.

Conflict of Interest

At all times, prudent behavior should dictate actions taken or board appointments made where a potential conflict of interest is evident.

Board members must make any potential conflicts of interest known to the other members of the board. In the event of a situation where a conflict of interest could influence decision making, board members **must** excuse themselves from the situation. A board member's absence from a meeting due to conflict of interest issues should be noted in the minutes.

Contributions, Memberships, Etc. (other Organizations)

Contributions for philanthropic purposes or promotional events, not under the associations sponsorship, or to other civic organizations is not considered proper use of association funds. Payment of membership dues is generally limited to

such related organizations as the Asian American Hotel Owners Association (AAHOA); California Lodging Industry Association (CLIA) and other professional improvement groups from whose services the association directly benefits

Co-Sponsorship

The co-sponsorship of any activity not under the control of the association must have approval of the board of directors prior to any active association participation.

Endorsements and Recommendations

The SGVHA does not provide letters of endorsement to companies, products or services.

In response to inquiries seeking recommendation on various businesses or services, it shall be the practice to provide lists of members in the specific category without recommendations to companies that financially sponsor SGVHA events. The list shall be available to sponsor company at a nominal fee subject to be approved by Executive Committee.

Equipment

Association equipment and supplies are to be used only by the officers and the board members of the SGVHA for the purpose of the association.

Executive Committee

Among the duties assigned to the Executive Committee by the board of directors are the handling of personnel-related matter and the administration of any special funds.

Financial

Two months prior to the beginning of each year, the President and Vice President shall prepare a budget that shall be reviewed by the Executive Committee and the board of directors. Upon approval of the budget, the President is authorized to make disbursements on account of expenses provided for in the budget without additional approval.

All checks shall be signed with at least two signatures.

Selection of bank and other depositories of funds shall be upon the recommendation of the Treasurer and approval of the Executive Committee at the beginning of each year.

An income/expense report shall be furnished to directors each meeting. An annual audit shall be made by an auditing committee or an accounting firm.

The association shall use its funds only to accomplish the objectives and purposes specific in these by-laws. On dissolution of the association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the board of directors as defined in IRS Section 501(C)(6).

Fiscal Operations

The association shall operate fiscally as follows:

- A. The financial year shall be a calendar year from January 1 through December 31

Two months prior to the beginning of each business year, the President and Vice President shall prepare a budget of anticipated revenues and expenses which he/she shall submit to the Executive Committee for review and approval, then to the board of directors for review and adoption at the December meeting.

Upon the adoption of the budget, or budget items, the President is authorized to incur debts on account of expenses and have said expenses paid as provided for in the budget without additional approval by the board of directors (see Financial Policies).

Partisan Politics

Officers, directors and committee chairpersons shall not use the name of the association or any of its committees when making political or other endorsements.

This policy is not to be construed as an effort to limit or discourage political activity of any member in any way, but only to limit the use of the association name and the name of any committee. Neither is the policy construed to mean that political candidates are prohibited from using the association name as a part of civic activities or organization memberships in campaign literature, advertising or editorial matter.

Policy Requests (Persons appearing before the board of directors)

The association board of directors welcomes discussion and presentation of any subject within the organization's sphere of activity or operations. To permit unrestricted discussion, unbiased action and due consideration to all aspects of the association's board membership, it is suggested that on matters requiring a stand or policy vote, that a month be permitted for study or referral to committee.

It is requested that those making presentations to the board on matters of this type not be present during the final discussion and vote.

It is also requested that no steps be taken to obtain personal commitment from individual board members on any matter whatsoever during board sessions.

Inspection of Corporate Records

The accounting books and records, the record of members, and minutes of the proceedings of the members and the board of directors and committees of the board of the corporation shall be open to inspection upon the written request or notice, received at least 48 hours prior to request on the corporation by any member at any reasonable time during usual business hours, for a purpose reasonably related to such holder's interests as a member. Such inspection by a member may be made in person or by agent or attorney.

Check Policy

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the corporation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the board of directors. All disbursements shall be made by check. It shall be the Treasurers duty to present and ratify all such reimbursement during regular meeting, so as to have such reimbursements recorded in the minutes. Treasurer must reimburse, make all payments within 30 days of receipt of invoice or notice.

Inspection of Bylaws

The association shall keep in its principal executive office in the City, the original or a copy of the bylaws as amended or otherwise altered to date, certified by the President, which shall be open by appointment to inspection by any member in good standing at all reasonable times during office hours. The bylaws shall be reviewed annually by the Executive committee and any other member of the board who desires to serve

Parliamentary Rules

The proceedings of the association meetings shall be governed by and conducted according to the latest edition of Robert's Rules of Order. This is to be stressed and enforced during the board meetings.

Membership and Data

Three tiers of membership and data shall be created, archived and updated on a continuous basis by the board.

1. Members: Shall comprise of all stakeholders who live or whose properties are located within Southern California. All membership is fiscally annualized. A stakeholder is a person who holds interest, or manages a property, or a management company located within or manages a property within Southern California. Only members will be eligible to vote and serve of the Board of Directors of SGVHA.

2. Allied Members: Company or individual sponsors who financially or intangibly supports the mission of SGVHA. Not eligible to vote or serve on Board of Directors of SGVHA.

3. Friends of SGVHA: Comprised of all supporters who pay annual membership for the goodwill of the association. Not eligible to vote or serve on Board of Directors of SGVHA.

Miscellaneous

These policies shall be reviewed annually by the President and the board of directors. Suggestions for change should be approved by the full board of directors.

If applicable, a portion of the manual should describe several items relating to personnel matters that every employee needs to know; hours of work, sick leave, employment records, accidents on the job, salary policy, overtime, lunch periods, probationary period, etc.

If applicable, a part of the personnel policies section should also include a portion entitled “employee benefits.” this section would discuss benefits like vacations, group medical/dental insurance, paid holidays, life insurance, retirement benefits, workers compensation, etc.

If applicable, another section of the personnel policies and procedures manual would be job descriptions. This would include job descriptions for every individual employed by the association.