

MATES Community Network
Standing Rules 2023 / 2024

1. MCN has a fiscal year dating July 1 – June 30.
 - a. Deposit fees for one time events that have been approved by the Executive Board may be made prior to the fiscal year in which the event will occur.
2. Meeting agendas will be posted on Slack, the MCN Website, and school bulletin board 48 hours prior to Executive Board Meetings.
3. Meeting agendas will be posted on Slack, the MCN website, and school bulletin board 72 hours prior to General Membership Meetings.
4. Financial Secretary will take the deposit directly from the school to the bank.
5. The following people have the combination to the MCN depository safe
 - a. President(s)
 - b. Financial Secretary
 - c. MATES Office staff
6. MCN depository safe combinations will be updated annually.
7. Meeting minutes from each MCN meeting will be posted on the MCN bulletin board within 2 weeks of the meeting and on the MCN Website and Slack.
8. Event expenses should first be approved by programs or fundraising chairpersons
9. Executive Board Meetings shall be held during the school year, and are typically the second Wednesday of the month at 6:30PM.
10. Any individual who has given a check to MCN, which is subsequently returned to MCN by reason of insufficient funds, shall be responsible for paying the full amount of the funds owed in cash. In addition, that individual will also be required to reimburse MCN for the amount of the return check fee that is charged to MCN.
11. All announcements or items of business for an Executive Board meeting agenda must be given in verbally or in writing to the President and Secretary at least 24 hours in advance of an agenda's distribution.
12. Quorum for the Executive Board is 8 (1 representative from each voting position).
13. At the beginning of his or her term of office, each member of the Executive Board shall be given a copy of these bylaws and standing rules and shall be responsible for making a thorough study of them. A copy of these bylaws and standing rules shall be made available to any member of this membership.
14. Each Executive Board member shall be responsible for keeping an up-to-date procedure and for turning it over to the incoming Board member at the end of term of office.
15. MCN will respect the privacy of its membership, and no personal or financial information of any member shall be available for distribution or solicitation by any other organization or commercial entity.
16. General Membership meetings will typically be held in September, January, March and May.
17. Any budget line item that goes over the approved budget by 10% or \$150 must be

approved by the Treasurer and Co-President prior to spending.

18. Any budget line item that goes over the approved budget by \$250 will require the Executive Board to review prior to spending.

These standing rules shall continue in force until temporarily suspended, amended or rescinded by the Executive Board. They must be reviewed every two years and revised as needed. Revisions may be approved without previous notice by a majority vote at an Executive Board meeting. No standing rule is in order that conflicts with the bylaws of the MCN.