

Organizational and Operational Guidelines for the Golden Crane Senior Center A Resolution of the Golden Crane Senior Center Board of Directors

1. The Golden Crane Senior Center Board of Directors (the Board) establishes this resolution in order to provide guidelines for the organization and operation of the Golden Crane Senior Center (the Center). The Board has fiduciary responsibility to oversee the operation of the Center.
2. The mission of the Center is to provide a healthy facility with a variety of cultural, educational and physical fitness programs and activities to stimulate and improve the mental and physical conditions of the participants.
3. The Center welcomes seniors (ages 50 and over) of all nationalities to participate in the curriculum of the Center. Each participant must complete a registration form with all entries legibly filled in.
4. The annual registration fee is \$50.00, and no prorated payment honored. Classes are free of charge with the exception of material fees, which is to be determined by the instructors, and collected by each class leader. The non-registered participants (i.e., occasional drop-ins) shall pay a class fee of \$5.00 per class or a daily fee of \$10.00 per day. The Board reserves the right to make any changes to the registration fee and/or class fees when it is deemed necessary.
5. The revenue of the Center comes from the following sources:
 - a) Grants;
 - b) Foundations, corporations, businesses and individuals;
 - c) Participants' Donations;
 - d) Registration Fees; and
 - e) Others.
6. The Board shall appoint the Director for the Center (Director). The term of the Director shall be one year but the Director can be reappointed for additional terms. The Director shall oversee the execution and operation of the Center. To avoid having the issue on conflict of interests, Officers of the Board (i.e., Chair, Vice-Chair, Secretary and Treasurer) cannot be appointed as the Director of the Center. Other members of the Board can be appointed as "Acting Director" for a maximum of one year when the special circumstance warrants.
7. The Director shall appoint a Deputy Director to represent the Director, as delegated by the Director, in addition to being the chief assistant of the Director. The Director shall appoint the committee chairpersons for the various committees to carry out the affairs of the Center. Committee chairperson may have assistant(s) as needed. The terms of the Deputy Director and the Committee Chairpersons are set for one year and can be reappointed for additional terms. Members of the Board of Directors may also serve as the Deputy Director and the chairperson or assistant of each committee.

8. The various committees are listed below:

- a. Finance Committee: Responsible for depositing the received funds to the bank and dispensing petty cash for supplies, programs and other activities as needed to facilitate the daily operation of the Center. Any dispensation of fund(s) over \$100 should get prior approval from the Center Director, and request(s) of fund(s) over \$300 should be submitted to the Treasurer on a requisition form for pre-approval by the Center Director. The Committee Chairpersons shall keep all the records and receipts, and submit the following items to the Treasurer: 1. Monthly summary of all deposits made. 2. Quarterly Petty Cash report. 3. Timely submission of expense receipts and all receipts must be submitted within 3 months for reimbursements. The Chairperson shall assure that any expenditure is optimally economical and justifiable, and the records are open for review and examination.
- b. Curriculum Committee: Responsible for the curriculum, lectures and special programs' selection, recruiting of instructors and obtaining the signed Statement of Consent forms from the instructors and/or lecturers.
- c. Activity Committee: Responsible for yearly special events, monthly birthday celebrations, field trips, etc. and the associated planning and execution including food, facility decoration and arrangement.
- d. Caring Committee: Responsible for visiting and caring for participants in cases of sickness, death, and festive events.
- e. Front Desk Committee: Responsible for the assignment of front desk attendant(s) to carry out duties such as preparation of the facility for opening, maintaining, closing, and monitoring equipments and supplies. Provide & display activity class sign-up sheets. Collect funds for all activities unless otherwise designated. Provide the registration form to new participants and inform the Participant Committee of name(s) and telephone number(s) of the new participant(s).
- f. Fund Raising Committee: Responsible for planning and execution of various annual fund raising activities.
- g. Participant Committee: Responsible for welcoming new participants, communicating with each participant on the month of their birthday for the monthly potluck luncheon.
- h. Publicity Committee: Responsible for announcing special activities and programs to the general public through local news media, including community newspaper(s) and/or TV station(s).

9. Others:

- a. The Center shall not engage in any business, political and religious related activities. All instructors, lecturers and guest speakers are required to sign the "Statement of Consent" form (attachment 1) prior to their offering the class (es)/lecture(s).

The Guidelines herein are approved by the Board of Directors on November 20, 2013 and effective as of January 1, 2014.

