**Organizational 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 improve and enhance seniors' quality of life by offering physical, mental and social wellness programs as following:

a. Enriching and enhancing the experience of all members through exposure to Chinese culture and American traditions,

b. Promoting the health and social well-being of members and enhance their quality of life,

c. Facilitating resource information sharing among members,

d. Developing friendships among the members,

e. Engaging in charitable, educational, and community activities.

The Center welcomes seniors (age 50 and over) of all nationalities to participate in the curriculum of the Center.

3. To become a member of the Center, each participant must complete a registration form with all entries legibly filled in and the annual registration fee submitted.

* 1. Renewal registration is to be completed before the end of first quarter by March 31 annually.
  2. New member’s annual registration fee is to be prorated quarterly based on the registration date.
  3. Members who are 85 years and older and have been registered members for more than one year or members whose income level meet with federal poverty income guidelines are to be exempted from registration fee pending on Finance Committee’s approval on the application.
  4. Honorary memberships are offered to those instructors and board members who are not participants of any classes.
  5. The Board reserves the right to make any changes to the registration fee when it is deemed necessary.

4. Class fees for material and/or class activities determined by the instructors and class leaders are to be collected by each class leader. The non-registered participants (i.e., occasional dropins) 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 class fee when it is deemed necessary.

5. The revenue of the Center comes from the following sources

a. Registration fees;

b. Member’s donations;

c. Donations from Individual, business, and foundation;

d. Grants;

e. Others.

6. The Board shall appoint the Director of Center ( Director). The term of the Director shall be one year and may be extended for one additional term pending on the approval of the Board. To avoid having the issue on conflict of interests, Board members can not be appointed as the Director.

7. The responsibilities of the Director include but not limited:

a. The Director shall oversee the execution and operation of the Center.

b. The Director shall appoint Deputy Director(s) 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(s) and the Committee Chairpersons are set for one year and can be reappointed for additional terms.

c. The Director shall provide the budget of new fiscal year and the projected budget of year after for the Board’s approval prior to the end of the year board meeting.

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 over $100 up to $300 should get prior approval from the Center Director, and request of fund over $300 should be submitted to the Treasurer of the Board 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, birthday celebrations, field trips, etc. and the associated planning and execution including food, facility decoration and arrangement.

d. Front Desk Committee: Responsible to collaborate with class leaders for the assignment of front desk attendant(s) to carry out duties including :

1). Preparation of the facility for opening, maintaining, closing, and monitoring equipments and supplies.

2). Provide the registration form to new member(s), collect the registration fees, and inform the Participant Committee and Communication Committee of new member(s).

3). Provide & display activity class sign-up sheets and collect fees for the activities.

4). Submit the collected fees to Finance Committee daily unless otherwise designated.

e. Communication Committee: Responsible for maintaining and updating the website of the Center accessible to all members. GCSC website works as the document repository including bylaws, guidelines, policies, rosters, finance statements, and video and photography records from class activities and special events. The website also works as the communication tool for news and activity announcement. Non member’s access to the website is limited to only news and announcement. Preparing posters for special event announcement.

f**.**  Fundraising Committee:Responsible for planning and execution of various annual fund raising activities. Soliciting external fundings from government, business, and foundations,.. etc.

g.Participant and Caring Committee:Responsible for welcoming new members, inviting each member on the month of their birthday to the birthday celebration luncheon, conducting new member orientation once every quarter, and visiting and caring for members in cases of sickness, death, and festive events.

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. Standard of Conduct

All members shall adhere to a standard of conduct that is respectful and courteous to all members. Conduct by any member which disturbs the well-being of GCSC or tends to injure the good name of other member, committee officers, directors, and board members in the performance of their designated duties by abusive language, threatening, or offensive gestures are not to be tolerated. Other improper conducts such as vandalism to the property, civil or sexual harassment, and discrimination to race, age, and physical conditions are unacceptable. GCSC reserves the right to abolish the membership and/or other legal remedies to those who violate the standard of conduct.

10. Declaration

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 prior to their offering the class (es)/lecture(s).

The Guidelines herein are approved by the Board of Directors on March 18 , 2019 and effective April 1, 2019