



Burbank Community Association STANDING RULES

Preserving and Enhancing the Quality of Life in the Burbank Area – Since 1983

- Chair is responsible for / or specifically delegating
 - Returning calls including voice mail calls
 - Receiving and following up on emails from website
 - Preparation and submission of UNSCC Meeting & Event Insurance Request forms

- Treasurer is required to make regular payments for
 - UNSCC dues (due before June 30 each year)
 - Insurance is included in membership
 - Voicemail for 408-904-7496
 - Currently eVoice billed for one year each May
 - Post Office Box 28652, San Jose CA 95159 [Treasurer & Chair have keys]
 - Bill placed in post office box each August
 - Website and email hosting
 - Currently Dream Host billed monthly

- Dues schedule is as follows
 - Senior Citizen \$ 15
 - Household (up to two persons) \$ 30
 - Businesses \$ 100

- These Standing Rules may be amended or set aside at any time upon the recommendation of the BCA Board and ratification of a majority of the membership voting at a General Meeting.