



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-xxx-xxxx~~
 - ~~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.

These Standing Rules were adopted at the BCA General Meeting on March 22, 2017.

These Standing Rules were modified (see strikeout) at by the BCA Board via email to eliminate telephone service on September 30, 2020.