

DREAM VALLEY RANCH AUXILIARY GUIDELINES

(Revised January, 2022)

AUXILIARY: serving to assist; supplementary, something to assist, or supplement.

All persons of DVR are eligible to become members of this association. A Membership card shall be issued. Dues will be \$1.00 per year that can be paid during the current calendar year. Only paid members may vote.

The purpose of the auxiliary shall be to organize projects for the purpose of raising money to assist in park improvements. Also to plan, **organize** and schedule activities in the park.

Auxiliary meetings shall be held on the first Tuesday of November, December, January, February, March, and April, normally at the Recreational Hall.

The affairs of the Auxiliary shall be managed by its Auxiliary Officers. The number of officers shall consist of a President, Vice President, Secretary and Treasurer. No one person shall hold more than one office.

The Auxiliary Members shall vote and approve its officers each year.

A nominating committee shall be appointed at the April Auxiliary meeting for acquiring a slate of officers for the coming year. The nominating committee shall introduce their slate of officers at the November Auxiliary meeting, to be voted on **at** the December Auxiliary meeting and take office in January.

Any vacancies **occurring** in the offices of the Auxiliary shall be approved by **the** affirmative vote of **a** majority of the remaining Officers. An Officer **elected** to **fill a vacancy** shall serve **the unexpired** time of her/his predecessor in office.

The Auxiliary Board of Officers is **authorized** to **spend** \$500.00 a year without **a** vote; over this amount needs to be voted on at the monthly Auxiliary meetings and approved by the DVR Board of Directors.

DUTIES OF THE PRESIDENT: The president **shall** be the principal officer **of the** auxiliary Board and shall preside over meetings and all business **affairs of the** Auxiliary. **The** president **shall** give the synopsis of the monthly Auxiliary meetings at the monthly meeting of **the** Board of directors of DVR and **a** yearly synopsis at the shareholders annual meeting. The President shall request an audit of the treasurer's books at the end of the year. Duties also include the authority to sign **checks** with the treasurer.

DUTIES OF THE VICE PRESIDENT: In the absence of the President **or** in the **event** of the President's inability to preside, the Vice-President shall perform the duties of the President. The Vice President shall perform such other duties as may be assigned by **the** President. Additional duties may include the authority to sign checks with the Treasurer. When the office of President **becomes** vacant **the** Vice-President shall take over the Office **of** President. An accurate list of members shall be maintained by the Vice President.

DUTIES OF THE SECRETARY: The Secretary shall take and keep the minutes of the Auxiliary meetings. Minutes shall include items proposed, voted on and any and all discussions that are delayed until the next meeting for further actions. The Secretary shall be responsible for posting notices of the monthly meetings and in general, all correspondence regarding the Auxiliary. The Secretary shall perform all duties as may be assigned by the President. The Secretary shall give a copy of the minutes to the other officers of the Auxiliary. Additional duties may include the authority to sign checks with the Treasurer.

DUTIES OF THE TREASURER: The Treasurer shall be responsible for all funds of the Auxiliary. The Treasurer shall keep complete and accurate accounts of all receipts and distribution of monies. All expenses shall be paid by check from the Auxiliary bank account or in cash with a signed cash receipt. The Treasurer shall keep a journal of all projects such as dinners, coffee, etc. A monthly and yearly report shall be given in writing by the Treasurer for the Auxiliary officers and the Board of Directors of DVR. The Treasurer shall be responsible for the authorization at the bank of those who are authorized to sign checks. There shall be two authorized signatures on each check.

DUTIES OF THE ACTIVITY DIRECTOR: Organize activities at the DVR. The Activity Director shall be responsible for providing for the setup, cleanup, and collection of fees for such entertainments as scheduled. Such responsibilities may be passed on to the group sponsoring the event; i.e. breakfasts, lunches, dinners, holiday dinners, etc. They will also verify all activities and have a person in charge, i.e. cards, line dancing, woodcarving, etc. A list of regularly scheduled activities as well as their leaders shall be posted on the bulletin board.

PRIZES: Prizes to be determined by the Host of the event and approved at an Auxiliary Meeting prior to the event. A maximum limit of \$100 per event is recommended, and can be changed with approval at an Auxiliary meeting.

MONEY COLLECTED: All receipts and expenses shall be turned into the Treasurer on or before the next regular meeting.

DUTIES OF THE SCHEDULING DIRECTOR: Have control of scheduling all activities held at the recreation hall. Dates and times for all DVR meals shall be cleared through the Scheduling Director. The Scheduling Director will put these dates and times on the monthly calendar. The Scheduling Director will proofread monthly calendars to be sure all activities and programs are listed as scheduled. All committees have to go thru the Scheduling Director.

DUTIES OF THE ENTERTAINMENT DIRECTOR: Provide entertainment for DVR residents. Any scheduled performance at the Hall shall have a charge at the door. All monies collected shall be given to the Auxiliary Treasurer less any money paid to the performer(s). A representative from the performer(s) will sign a receipt for the amount paid for the performance.

DUTIES OF THE KITCHEN CHAIRPERSON: There shall be a chairperson appointed to the kitchen. This chairperson shall choose a co-chairperson. They shall be responsible for keeping the cupboards and closets in order, for buying kitchen equipment as needed, and for restocking items used from existing supplies, or adding new items as requested. They shall approve all donations of equipment, etc. There shall be a chairperson appointed for the summer months.

KITCHEN GUIDELINES FOR ALL EVENTS:

1. Each meal planned shall have a head chairperson who will choose a committee for planning, shopping, meal preparation, setup, and cleanup.
2. A list of food items shall be purchased for the event and shall be approved by the chairperson and committee of the event.
3. All receipts for the expenses shall be given to the chairperson. These receipts shall be turned over to the Treasurer as soon as possible.
4. The receipts shall be marked for the event and signed by the purchaser/chairperson.
5. When purchasing items for the event, purchaser may not add his/her own personal items to the receipt.
6. All receipts are to be added up and checked by the Treasurer before issuing a check to the purchaser.
7. No checks shall be issued to any purchaser without a correct receipt.
8. All equipment needed for the kitchen shall be approved at the Auxiliary meeting or by the Auxiliary Board.
9. No money shall be spent for cleaning of the kitchen unless it is approved by the Auxiliary Board prior to cleaning.

SPECIAL PARTIES: Special parties such as birthdays, anniversaries, etc., shall be scheduled with the master calendar through the Scheduling Director. Scheduled events will have precedence over these parties. The host shall act as chairperson as listed in

the Kitchen Guidelines, i.e., planning, meal preparation, setup, and cleanup. Etc. Please follow the Guidelines for Kitchen Cleanup that is posted. The special parties shall furnish all food, drinks, paper products, flatware, that will be used for the event. Donations to the Auxiliary for the use of the facility will be accepted.

AUXILIARY QUORUM VOTING: Fifty-one percent (51%) of the Auxiliary members present at a meeting for the transaction of business shall constitute a majority quorum. When a decision is to be made on any issue that is to be voted on by the Auxiliary membership, it shall be discussed, tabled or voted on at that meeting. Everyone who is a member shall be eligible to vote.

COMMITTEES

Sunshine Committee: The purpose of this committee is to send cards to those who are ill and that are in bereavement.

Decorating Committee: The purpose of this committee shall be to see to the seasonal decorations.

Tour Committee: The purpose of this committee is to schedule tours, give reports as to what is available that would be of interest to the residents, post upcoming tours/events on the bulletin board for sign up, ask residents for new ideas, etc.

Nominating Committee: The purpose of this committee shall be to get a slate of Auxiliary Officers for the coming year. Officers serve for two years. They shall contact the present Officers to see if anyone would serve for another term and contact Auxiliary members to fill any existing vacancies.

Audit Committee: The purpose of this committee is to audit the records of the Auxiliary Treasurer in January of each year for the previous year. The report is to be given at the February Auxiliary meeting.