



THE CANARY ISLANDS DESCENDANTS ASSOCIATION

Adopted 21 July 2018

Revised 10/17/18 (President Duties)

Revised 4/22/19 (Loan Policy/Custodian Duties)

Rev 7/21/19 – speaker stipend & dues

Rev 9/21/19 Board member responsibility updates; loans

Rev 2.2.20 –added Honorary Members

Revised – November 20, 2021

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Standing rules relate to the administration of the Canary Islands Descendants Association (CIDA), hereby known as the Association and are subject to change by membership vote so long as they do not conflict with the currently adopted BYLAWS.

STANDING RULES

1. Monthly Association meetings will be held at a predetermined time and place; meeting information will be advertised on the CIDA website, on social media, and a reminder will be sent to members via email approximately 5 days prior to a regularly scheduled meeting. Meetings are historically suspended in April (Fiesta), March (Arrival Luncheon), and August (Cabildo Luncheon). In addition, the regular Association meeting is cancelled in December in lieu of a holiday party.
2. Executive Board meetings will be held as required and may be held in person, electronically (virtual) or telephonically. Special meetings may be called to facilitate Association business, committee reporting, etc., as deemed by the President or Executive Board members.
3. Five members of the Executive Board must be present to constitute a quorum at any Board meeting. If there are less than five Executive Board members present, then a quorum is not established, therefore, Association business requiring voting cannot be conducted.
4. A quorum consists of eleven active, paid Direct-Descendant members at regular membership meetings. A minimum of eleven active, paid Direct -Descendant members must be present to conduct Association business. If less than 11 active, paid Direct-Descendants members are present, then a quorum is not established, therefore, Association business cannot be conducted and should be rescheduled for a subsequent meeting. Planned presentations and information dissemination may proceed. No proxy voting is allowed.
5. A majority of the active, paid Direct-Descendant members present at an election meeting or meeting where an Amendment is presented, shall approve election and/or amendment changes.
6. Board of Officers, Appointed Officers and Standing Committees

A. President

The President shall:

1. Serve as principal executive officer responsible for the administration of the Association.
2. Preside at official monthly meetings of the Association and inform membership on progress being made on CIDA activities.
3. Serve as the official representative of the Association at local celebrations and meetings of local, state, and federal governments.
4. Serve as chairperson of the Executive Board and ensure that the mission of the association is being adhere to.
5. Establish ad-hoc committees to accomplish specific, extraordinary tasks for the Association.
6. Assign duties and provide guidance to all Board chairpersons for purposes of maintaining the association in good standing.
7. Serve as the primary contact for the Canary Islands government and other Canary Islands visitors, as well as the Canary Islands publications and media.
8. Service as the primary contact to the Descendants Associations of Louisiana and Florida.
9. Lead members during telephonic meetings.
10. Serve as primary contact with San Fernando Cathedral
11. Respond to Request For Proposals when necessary
12. Fundraising

B. First Vice President

The First Vice President shall:

1. Serve the Association in the discharge of his/her duties as well as oversee the Merchandising committee for the benefit of the Association.
2. Carryout various duties or special projects at the request of the President.
3. Serve as the chair for all fundraising projects conducted in the name of the Association.
4. In the absence, incapacity, resignation, or removal of the President, assume, with full authority, the duties of that officer-

5. 5. Maintain all records of meetings, functions, and events in which he/she participated during the year until the termination of his/her tenure, at which time he/she will transfer them to either the Custodian or to his/her successor first vice president, as befits the data being transferred; and
6. Submit a written inventory report to the membership at the January meeting each year.

C. Second Vice President

The Second Vice President shall:

1. Serve the Association in the discharge of his/her duties as pertain to Membership matters.
2. Conduct membership drives such as annual picnics and sign-up booths at civic functions that the Association takes part in.
3. Reply to emails about membership and family lineage inquiries received via the CIDA email.
4. Accept and process applications from all individuals requesting membership in the Association.
5. Verify applications and genealogical documentation submitted by membership applicants, present it to the Executive Board for final approval and sign applications and membership certificates, along with the President,
6. In cases where the applicant is disapproved for membership by the Executive Board, advise the applicant, by email or letter, as what the individual lacks for full qualification, and will reconsider the amended application when resubmitted.
7. When the applicant is officially declined membership, advise the applicant by email or letter, of his/her right to appeal to the Executive Board, and will attend any resultant appeal hearings to advise both the Association and the individual in the matter to ensure a successful resolution.
8. Introduce and host all new members at the new member's first monthly meeting.
9. Establish and maintain a current register of all Direct-Descendant, Junior, Provisional, Associate, Honorary, Affiliate, Posthumous, and Friends of Canary Island Descendants Association members.

10. Create a CIDA directory of all current active, paid Direct-Descendant, Associate, Junior, Honorary, Affiliate, and Friends of Canary Islands Descendants Association members.
11. Process requests from Provisional members for extensions beyond the two-year provisional period, and address the Executive Board for approval on such matters; and
12. Give oral reports on membership matters and on the genealogy status of applicants at monthly meetings.
13. Maintain all records of meetings, functions, and events in which he/she participated during the year until the termination of his/her tenure, at which time he/she will transfer them to either the Custodian or to his/her successor second vice president, as befits the data being transferred.
14. Submit a written report to the membership at the January meeting each year, and.
15. Be responsible for the safekeeping and security of all applications and accompanying genealogical data submitted by applicants with their applications.
16. Be responsible for picking up the CIDA mail from the Post Office on a weekly basis and distributing such mail to the addressed parties. If application checks, membership dues checks, etc are retrieved from the Post Office they should be deposited appropriately on a timely basis. Once monies are deposited a written report shall be distributed to the Treasurer and President with the pertinent information.

D. Third Vice President

The Third Vice President shall:

1. Serve the Association in the discharge of his/her duties in conducting all recurring Social Events of the Association and its members:
2. Plan, coordinate (with others outside the Association), organize, schedule, and supervise the execution of all commemorations, masses, and luncheons designed to observe the dates cited in Article II, Paragraph D of the BYLAWS; and

3. Plan and oversee social gatherings for other special occasions pertinent to the Association. (i.e., Christmas Party)
4. Responsible for second storage unit key to select and organize items needed for events.
5. Maintain all records of meetings, functions, and events in which he/she participated during the year until the termination of his/her tenure, at which time he/she will transfer them to either the Custodian or to his/her successor third vice president, as befits the data being transferred; and
6. Submit a comprehensive written report to the membership, to include the entire previous fiscal year, at the January meeting each year.

E. Recording Secretary

The Recording Secretary shall:

1. Serve the Association in the discharge of his/her duties in recording for permanent record the proceedings of the CIDA.
2. Draft, seek approval for, and keep the minutes of all monthly and special meetings of the Association in an organized manner.
3. Ensure minutes are approved by Board members on a timely basis.
4. Keep a copy of by-laws and standing rules to be kept in CIDA binder and on a thumb drive until passed on to the next Recording Secretary.
5. Maintain a spreadsheet with decisions of votes made by the board. The spreadsheet is to include the topic, and any costs and the final vote of the Board.
6. Maintain all records of meetings in written format until the termination of his/her tenure, at which time he/she will transfer them to either the Custodian for filing or to his/her successor recording secretary, as befits the data being transferred.
7. Serve as recording secretary to the Executive Board; and
8. At the President's request, set up and host all virtual meetings.

F. Communications Manager

The Communication Manager shall:

1. Serve the Association in all efforts of media communication
2. Stay abreast of and solicit information from Board members to ensure complete and concise information is being released to Association members and the public.
3. Publish the monthly (or as needed) Association newsletter via Constant Contact.
4. Write press releases for all events and occurrences of interest to the public of which will foster the good standing and favorable publicity of the CIDA on Facebook or other acceptable social media platforms ensuring members and the public both are provided detailed information.
5. Collaborate with and procure the approval of the President, personally or telephonically, before releasing said articles.
6. Make whatever effort necessary to ensure that, when relevant, a photograph is taken and processed for inclusion with news releases.
7. When prudent, follow up with a telephone call to the appropriate editor, news director, etc., to enhance the chances of publication by that media entity.
8. Establish media contacts for submission of news articles at newspapers and magazines television stations radio stations web page government information officials
9. Serve the Association in the discharge of his/her duties which concern official correspondence of the Association.
10. Compose on behalf of the President, outgoing official letters, professional missives and formal memorandums to persons and organizations outside the Association, which shall be prepared for that officer's signature.
11. Assist the President with purchasing and/or organizing gifts for guest speakers or special guests.
12. Promote the Association with other lineage societies, genealogical societies, and historical associations whenever possible.
13. Maintain all records of meetings, functions, and events in which he/she participated during the year until the termination of his/her tenure, at which time he/she will

transfer them to either the Custodian or to his/her successor as befits the data being transferred.

G. Treasurer

Note: The CIDA fiscal year shall extend from *January 1st* to *December 31st* of each year.

The Treasurer shall:

1. Serve the Association in the discharge of his/her duties as pertain to the Treasury of the Association by being responsible for the safekeeping of the association funds, for maintaining accurate financial records, and for depositing all monies with a reliable banking facility in the Association's name.
2. Collect all monies from dues, donations, and revenues from fund-raising events.
3. Have fiscal and accounting responsibility for funds received by the Association as grants and donations made toward the CIDA Scholarship Program and any other fundraising project spearheaded by CIDA.
4. Have fiscal and accounting responsibility for operating funds, storage expenses, and treasury.
5. Prepare, sign, and attain the approval of the President on, all checks and electronic transactions, made on behalf of the Association.
6. Render a detailed report of receipts and expenditures to the membership at monthly meetings.
7. Submit monthly, written, financial reports at all Executive Board monthly meetings and an annual written report each January.
8. Have a biannual audit report based on the two-year fiscal period concurrent with the Treasurer's term conducted by an independent review and present it to the membership at the second January meeting, before the installation of the new treasurer.
9. Each year, in coordination with the Second Vice President (Membership), compile a roster of all active Direct-Descendant, Associate, Junior, Honorary, Affiliate, and Provisional members in the Association as well of Friends of Canary Islands Descendants Association; and

10. Maintain all records of meetings, functions, and events in which he/she participated during the year until the termination of his/her tenure, at which time he/she will transfer them to either the Custodian or to his/her successor treasurer, as befits the data being transferred.
11. Deposit all funds received within 7 days.
12. Complete annual IRS reporting as prescribed for 501(c)(3) non-profit organizations.
13. Complete and submit an annual 990 form, and other
14. State form filings in compliance with state law/sales tax
15. Maintain and secure all Online Banking and Online QuickBooks access.
16. Supply merchandising with a “register” of \$150 in small bills for events from the General funds account.

H. Custodian

The Custodian shall:

1. Serve the Association in the discharge of his/her duties in managing the Association Property and possessions.
2. Ensure the security of all Association property while displayed, or in a storage unit.
3. Index and secure in a central location determined by the Executive Board all the paperwork and documents surrendered by Direct-Descendant Members upon application and insure their confidentiality.
4. Establish and maintain current:
 - a.** an inventory of all other Association property including location of such.
 - b.** a current listing and accountability record of all properties on loan to or loan from, the Association.
5. Oversee the transporting of Association property when used at special functions, to and from the event site.
6. Submit a written inventory report to the membership at the January meeting each year.
7. Maintain a sign-out system for items removed from the Association’s storage facility.
8. Maintain all Association property in good working order including replacement or refurbishment with the approval of the Executive Board for expenditures.

9. Maintain all records of meetings, functions, and events in which he/she participated during the year to either the custodial files or to his/her successor custodian, as befits the data being transferred.

Duties of Appointed Officers and Standing Committees

The President shall appoint the following officers and committee chairpersons for the full duration of the President's term in office. The chairpersons will select their committee members and announce them at the next regular monthly meeting after their selections. The appointed officers and committee chairpersons shall serve as advisors to the Executive Board.

Appointed Officers

a. Merchandising

1. The Executive Board shall be responsible for acquisition of resale merchandise. All acquisitions require Executive Board approval.
2. Responsible for inventory of resale merchandise. A written inventory report shall be submitted to the First Vice-President at each membership meeting.
3. Additionally, a report to the Membership shall be given each January.
4. Funds collected for sales at various events are to be passed to the Treasurer for deposit without delay. Funds must be counted/verified and given to the Treasurer with both the Treasurer and Merchandising Officer retaining a copy of the receipt.
5. Items removed from Inventory to be gifted to guests, etc. must be notated in the monthly/annual inventory list as presented to the Executive Board.
6. The Merchandising Officer shall be present and prepared to sell at all meetings and events. If unable to be present, sufficient notice must be given to the 1st Vice President to make other arrangements.

a) **Chaplain**

The Chaplain is responsible for delivering the opening prayer at each membership meeting as well as the celebratory luncheons.

b) **Parliamentarian**

The Parliamentarian will be versed in the rules and parliamentary law procedures and shall function as advisor to the presiding officer on questions of procedure in conducting the monthly meeting legally, efficiently, and impartially, adherent to the rules contained in Robert's Rules of order, except in such cases as the matter in question is governed by the constitution or the by-laws of the Association.

c) **Sergeant-at-Arms**

The Sergeant-at-Arms shall maintain order during the monthly meetings.

Standing Committees

1. **Telephone Committee**

when requested by the President, will oversee contacting all active members to notify them of special events or disseminate urgent information.

2. **Historical/Library Committee**

shall record the Association's activities by compiling them in a scrapbook of photographs, clippings, event programs and audio and video tapes made available by members.

3. **Courtesy/Hospitality Committee**

shall assist the President and the Correspondence Secretary in sending minor correspondence such as greeting cards to the ill, congratulation cards for weddings, births, special anniversaries, and sympathy cards and memorials and may greet members upon arrival to meetings or events.

4. **Education/Scholarship Committee**

shall manage the Scholarship program and assist in developing educational materials for use in public presentations to groups wanting to know more about the Association and for use in school classrooms.

Speakers will be presented with a stipend or gift card not to exceed \$50 as appreciation for speaking at meetings or other events. The same will be presented to members who are asked to speak at meetings or other events. If a speaker is selected requiring a stipend higher than \$50, Executive Board approval will be required. Executive Board members will not be compensated by CIDA for speaking at monthly meetings.

The **CIDA logo** will be used for official correspondence including meeting notes, agendas, memos and letters, website(s) and other uses deemed appropriate. Use of the logo for sales items or unofficial business must be approved by the Executive Board. Members may NOT use the logo for personal use including business cards or other promotional items.

Categories of Membership

Full membership category descriptions are found in the By-Laws of the Association. There shall be seven (7) categories of membership in the Association:

Direct-Descendant Member

Junior Member

Associate

Provisional

Honorary

Affiliate Member

**Friends of the Canary Islands Descendants
Association**

5. Dues are payable 1 January and are in effect for the full calendar year. Reminders will be sent out in January and members may be removed from the member roll at the discretion of CIDA at the end of the first quarter of the calendar year.
6. If the President's position becomes vacant, the 1st Vice-President shall assume the position of President for the remainder of the term. If the 1st Vice President is unable or unwilling to accept the President's position, a special election must occur. Other officer vacancies may be filled by Presidential appointment approved by the membership.
7. The term of the Executive Board shall be two (2) years. Candidates may run for the same office no more than two (2) consecutive terms for a total of four years served per office.
8. These Standing Rules shall be reviewed between May and August of odd years (opposite of election years) and any suggested changes may be amended by majority vote of the Direct-Descendant Membership in attendance at the November meeting of the same year. Any approved changes to be effective 1 January of even numbered years. Suggested changes must be presented to the membership at the October meeting (30 days prior to a vote). Members must be notified at the regular meeting in October or by email reminder that there are Standing Rule amendments up for vote in November.

HONORARY MEMBERS

Fitzgerald, Ms. Tom (Trini)..... April 12, 1983
Chiscano, Alfonso M. D. October 13, 1984 - March 10, 2020
Martinello, Prof. Marian L. March 5, 1989
Robinson, Thomas H. March 5, 1989
Thonhoff, Robert H...... March 6, 1994
Garcia, Father David 2013