

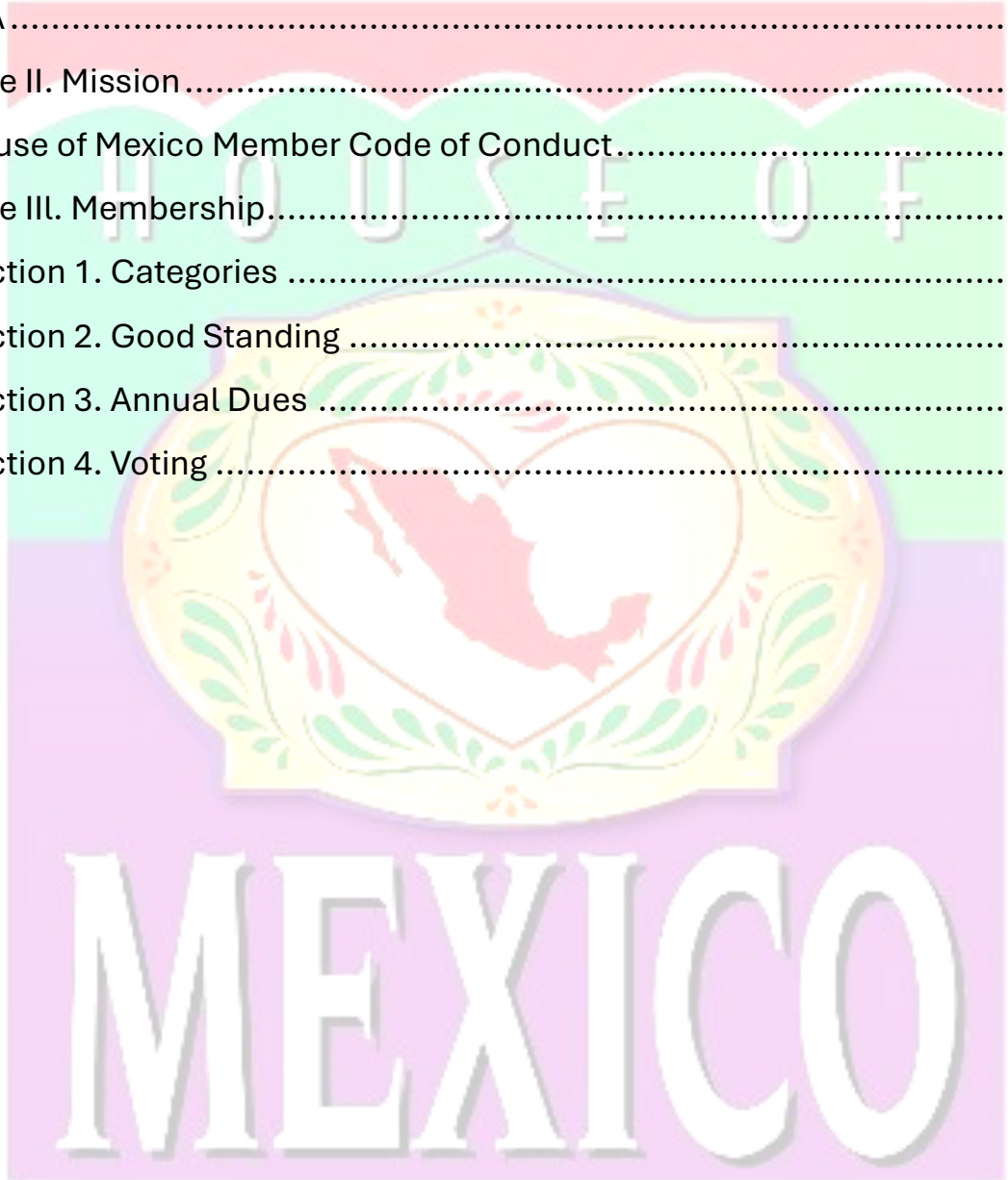
Standing Rules Committee  
12-17-2024



BALBOA PARK • SAN DIEGO, CA

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# House of Mexico Standing Rules (S/R's)

(aka Policies and Procedures)

## Article I. Name

N/A

## Article II. Mission

### House of Mexico Member Code of Conduct

The House of Mexico (HOM) strives to create and maintain an environment in which people are treated with dignity, decency and respect. The environment of this organization should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. This Code of Conduct is designed to provide all House of Mexico members a set of principles and expectations for appropriate conduct and behavior.

The House of Mexico will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy, The House of Mexico will apply discipline to behavior that violates this policy.

All members, volunteers and guests, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any member who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal reprimand, written reprimand, suspension, or revocation and/or denial of membership.

Members who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to the Executive Board or Grievance Committee Chair, are in violation of this policy and subject to discipline.

All members shall abide by and conform to these professional standards:

1. Members will listen to and respect other members, guests and other stakeholders. They will promote relationships that are based on openness,

honesty, trust and respect. They will treat everyone fairly and without prejudice or discrimination and will ensure language is appropriate and not offensive or discriminatory.

2. Members shall act honestly and ethically while in the performance of their duties and shall treat other members, volunteers, and visitors with respect, courtesy, and dignity.
3. Members shall act honestly and ethically while in performance of their volunteer duties.
4. Members shall treat all HOM members and community members with respect, courtesy and dignity.
5. Members shall not discriminate and shall be respectful of ethnic, national and cultural differences.
6. Members shall not harass, bully, or mistreat other members.
7. During organizational functions where alcohol is served, members are expected to conduct themselves in a professional and respectful manner.
8. Members shall obey all applicable local, state, and federal laws, while acting on behalf of the HOM, including all laws and regulations that govern appropriate conduct in the workplace. Members shall obey HPR Bylaws and Standing Rules, and City of San Diego guidelines
9. Members shall deter wrongdoing and ensure accountability for adherence to the Code of Conduct.
10. Members shall assist and cooperate with all investigations.
11. Members shall report violations or suspected violations of the Code of Conduct to a board member, or grievance Committee Char, preferably in writing.
12. Members shall seek assistance if they have questions about any guidelines, including the Code of Conduct. If a member has any questions or concerns about the Code of Conduct or wishes to file a formal



complaint, they may contact the HOM President or the Chair of the Grievance Committee.

13. The following items are prohibited under this Code of Conduct. The House of Mexico in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

- Discrimination of any kind may also be strictly prohibited by a variety of additional federal, state and local laws.
- House of Mexico requires a Hostile Free Work Environment and prohibits harassment of any kind, including sexual impropriety or harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce a member employee, guest or any person working for or on behalf of House of Mexico.
- Sexual impropriety or harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Retaliation - No hardship, loss, benefit or penalty may be imposed on a member in response to 1) Filing or responding to a bona fide complaint of discrimination or harassment. 2) Appearing as a witness in the investigation of a complaint. 3) Serving as an investigator of a complaint. All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. See Standing Rules for Complaint Procedure.

## Article III. Membership

### Section 1. Categories

- *Charter Membership:* Charter Memberships were sold to raise funds for cottage construction. There was a cost of \$100 per Charter Membership and 100 maximum memberships were sold. All 100 Charter Members were promised recognition in the new cottage. This

membership does not include annual membership fee or automatic voting rights or automatic MIGS.

- *Benefactor Membership*: This membership was created for large donors. This membership option has never been used.
- *Regular Membership*: Annual, January 1<sup>st</sup> – December 31<sup>st</sup>. If new or renewal memberships are paid 9/1 – 12/31, their membership will be extended through the end of the following year. See MIGS requirements.
- *Student Membership*: Includes any student, any age. See MIGS requirements.
- *Family Membership*: Must be in same household. See MIGS requirements.
- *Entity Membership*: No voting rights. Members will receive, at minimum, their logo on our website and social media promotion on an annual basis.
- *Lifetime Memberships*: See MIGS requirements

## Section 2. Good Standing

- Voting members must be a paid member on or before the July General Meeting of each year to vote in the November Elections of that same year.
- Voting members include paid members who meet MIGS requirements and are minimum eighteen (18) years of age.
- For purposes of MIGS, a cottage hosting is considered an entire 5-hour shift while fulfilling all hosting responsibilities, such as welcoming guests, engaging with visitors, ensuring checklists are complete, etc.
- For purposes of MIGS, a special project participation is a minimum of 2 hours. This includes tasks such as cleaning out the storage room, last minute requests for cottage hosting, Fellowship Chairperson and other tasks assigned by the Executive Board.
- Volunteering at events, including cottage hosting, prior to becoming a paid member will count towards MIGS if said volunteering is completed

within the membership period i.e. hosted 5 hours in May and became a paid member in September of the same calendar year.

- Membership period annual promotion includes new members and renewals paying between September 1<sup>st</sup> – December 31<sup>st</sup> will extend their membership through the following year. Example: Renew or become a new member on September 16<sup>th</sup>. Their membership period will be September 16<sup>th</sup> current year through December 31<sup>st</sup> of the following year (a little over 14 months in this example).
- Attendance of General Meetings can be substituted with 2 additional cottage hostings. Example – Attending a minimum of 2 General Meetings and 2 additional hostings will satisfy the 4 General Meeting attendance requirement.
- For voting purposes, MIGS rights are extended through the first quarter of the following year.

### Section 3. Annual Dues

- Membership period annual promotion includes new members and renewals paying between September 1<sup>st</sup>–December 31<sup>st</sup> will extend their membership through the following year. Example: Renew or become a new member on September 16<sup>th</sup>, the membership period will be September 16<sup>th</sup> current through December 31<sup>st</sup> of the following year (a little over 14 months in this example).

### Section 4. Voting

- See Standing Rules supporting Article V, Elections, Section 1 - Process