



## Table of Contents

Article I. Name .....	2
N/A .....	2
Article II. Mission.....	2
House of Mexico Member Code of Conduct.....	2
Article III. Membership .....	5
Section 1. Categories.....	5
Section 2. Good Standing.....	5
Section 3. Annual Dues .....	6
Section 4. Voting .....	6
Article IV. Officers .....	7
N/A .....	7
Article V. Elections .....	8
Article VI. Meetings .....	10
Article VII. Executive Board .....	11

# 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 Chair, 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 paid members 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 at least eighteen (18) years of age.
- For MIGS purposes, 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 MIGS purposes, 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

## Article IV. OFFICERS

N/A





## Article V. ELECTIONS

### Section 1. Process

- House of Mexico will follow HPR Standing Rules and/or HPR Bylaws regarding national health/and or social emergencies
- Amendments to the Election Process will be decided upon by the HOM executive board based on the type and severity of the emergency.
- The amendments will be shared via website, social media and email and be communicated with as much advance notice as possible.
- The safety of our members will be the deciding factor of election procedures.

### Section 2. Eligibility

- Attendees and members who are not MIGS will be put in “waiting room” status during the case of electronic video voting

### Section 3. Only Members in Good Standing (MIGS) may participate in the following activities and processes:

- MIGS names only (no contact information or any other personal information) will be shared at the October General meeting. Example of posting is on an easel or on a video screen.
- Nominating/Election committee will work with Membership Chair to identify MIGS without email, then notify them by USPS of upcoming elections.
- There are no additional Duties and Privileges for MIGS at this time.

## Section 5. Voting by Absentee Ballot

- Allowable hardship circumstances may include, but are not limited to:
  - Personal health issues
  - Lack of transportation
  - Family issues
- Decision to allow for absentee ballot and voting will be made by the Nominating/Election Committee. The Nominating/Election committee will determine the best voting process option for MIGS approved for an absentee ballot.
- If MIGS is unable to utilize Zoom, Facetime or other digital options and we can't confirm their identity, their ballot/vote will not be accepted and/or counted. MIGS voting online give up their right to secret ballot.
- Requests for paper absentee ballots and voting by a member needs to be made no later than 8 business days prior to the scheduled election. The request must be made to the House of Mexico by calling 619-300-5149 or emailing [info@houseofmexico.net](mailto:info@houseofmexico.net). Requests made to other members or to the executive board will not be recognized.
- For voting during elections when Zoom is an option, members must have video turned on during the entire voting process to ensure the actual MIGS is present.

## Section 6. Installation

- The Installation Ceremony can take place during the January General Membership meeting or as a separate event.
- If the Installation Ceremony is a separate event with a ticket price, each incoming board members ticket will be complimentary; 1 complimentary ticket per board member.

## Section 7. Vacancies

- In cases of resignation(s), MIGS are the only members eligible to vote for the replacement, which was the original intent of the Bylaws.
- The board will decide if the cause or reason of meeting absences is subject to resignation.
- Vacancies due to impeachment, etc. will be decided upon by a 2/3 vote of MIGS, which was the original intent of the Bylaws.
- In addition to items in Section 7b, “misrepresentation” includes behavior, not limited to, conflict of the HOM Mission Statement and/or the HOM Code of Conduct.
- See Article III, Section 2 MIGS in the Bylaws for further clarification.

## Other

- No self-promoting of a member or non-members business can be done without prior board approval. For tracking purposes, the approval must be notated in writing, i.e. email, text or meeting minutes.
- The ticket cost for the HOM President for the annual HPR Installation Ceremony, the annual Queen’s Coronation Ceremony and Knight’s Coronation (if there is one) will be paid by the HOM. 1 ticket only.
- The HOM will pay for the Queen and princesses’ tickets for the annual Queen’s Coronation Ceremony. 1 ticket each.

## Article VI. MEETINGS

### Section 1.2 General Meetings of Members

- Refer to the HOM Code of Conduct and Roberts Rules of Order for acceptable meeting behavior.
- This section of the Bylaws refers to emergency situations.

- For occasions when electronic video conferencing is required, the Zoom platform will be utilized.

### Section 3. Parliamentary Authority

- HOM will pay for a Roberts Rules of Order training class for incoming parliamentarians and presidents on an annual basis.

### Section 4. Notices and Minutes

- Mailed meeting notices to members without email addresses must be posted via USPS a minimum of 8 days prior to a meeting.
- Membership Chair and Secretary will work together to maintain an accurate member contact/address database.

## Article VII. EXECUTIVE BOARD

### Section 1. Function

- Correspondence, including email, from any member to organizations and/or individuals outside of the HOM requires prior approval by the Executive Board before speaking on behalf of HOM.
- Additional functions include, but are not limited to, community outreach, organizational outreach, setting membership goals and grant research.



## Article VIII. STANDING COMMITTEES

- Chairpersons and committee lead persons are responsible for notifying the House of Mexico Membership chair of their respective committee members and event participants/volunteers to ensure MIGS tally is updated.
- Membership Committee- When member contact information is shared with other HOM members, that information is to be used for solely HOM business purposes.
- Finance and Auditing Committee- In the absence of a Finance and Auditing Committee, the HOM accountant is to produce a financial audit report, to be submitted within the timeframe specified by the HOM Bylaws. If no accountant is available, the HOM Executive Board shall appoint a Finance and Auditing chair, as outlined in the HOM Bylaws, to oversee the audit process.
- Other standing and ad-hoc committees can be established by the HOM Executive Board as needed.
- Refer to Article III Membership, Section 2 regarding MIGS qualifications.
- In reference to “active participants on these committees”, the intent of the Bylaws is that committee members must actively participate, not just attend the meetings or the event. The chair and/or co-chair will determine participation credit.
- Newsletter/Public Relations & Marketing Committee includes preparing and distribution of newsletters, updating brochures, sponsor outreach, public relations activities, social media oversight, collaboration with other entities for cross promotion benefits to promote growth of HOM.
- MIGS status for most committee participation is not required. However, a MIGS status will be required for committee members working with confidential and/or sensitive situations, i.e. Grievance Committee.

Past Chairpersons are responsible for informing/training new Chairpersons of their responsibilities.

- Chairperson's expectations:
  - Create agendas for all meetings, type meeting notes for record keeping purposes, communicate with Executive Board, as needed
  - Creating flyers, videos, photos and/or all communication pieces for email distribution and social media. All of these items must be shared with the Marketing Committee Chairperson prior to distribution or sharing with the members or the public.
  - Keeping a list of committee members for MIGS purposes
  - Set goals for the current year.
  - End of year report to the Executive Board no later than January 31st of the following year. A template for this report will be given to each committee chairperson at the start of their assignment as chair. This report would include at minimum;
    - A description of the committee's purpose as understood by the chair.
    - Goals set at the start of the year.
    - What was accomplished.
    - A list of who was on the committee and if they were "active", which would go towards each member's MIGS credits.
    - What problems or challenges they encountered and how they dealt or overcame them.
    - Suggestions for the next chairperson.
    - A list of contacts that were helpful during the year and the future, if applicable based on committee. This would apply to some committees more than others.

## Article IX. FINANCES

### Section 1. Fiscal Year (FY) and Expenditures

- HOM Treasurer is responsible for ensuring all financial records are accurate and submitted to government agencies as required. In the event a CPA (Certified Public Accountant) is hired by HOM, the Treasurer oversees the work of said CPA.
- Physical assets owned by HOM may be sold for any reason. Those items must be sold at market price or comparable value. Per HOM bylaws, monies must be deposited back to our bank account or donated to a non-profit.

## Article X. AFFILIATION

N/A

## Article XI. GRIEVANCE PROCEDURES

### Section 1. Procedure

- A grievance manual of procedures will be completed and added to these Standing Rules no later than 12/31/2025.

## Article XII. AMENDMENTS

- It is understood that the intent of the HOM By Laws is “voting members” means MIGS.

