

Health Service Association California Community Colleges  
**STANDING RULES**

1. The membership fee for Regular Membership is \$75.00 per year.
2. The regular renewal membership dues not paid by November 1<sup>st</sup> shall incur a \$25.00 late fee.
3. Should a voting member be unable to vote, he/she may deliver an official proxy to the appropriate secretary.
4. Official notification to members shall be made by e-mail with return receipt; follow up to be conducted by fax/phone/mail as appropriate.
5. The official method of communication for HSACCC shall be the HSACCC web site ([www.hsaccc.org](http://www.hsaccc.org))
6. The organization will conduct an Executive Planning Retreat annually. The budget for said retreat shall be determined by the approval of the Executive Board in accordance with the approved budget.
7. Official contracts shall be signed by the President or his/her official written designee.
8. All checks from the organization over \$500 shall require two official signatures.
9. All travel expenses must be authorized by the President in order to be reimbursed.

Approved by membership at State meeting 03/03/06