

BAYA Standing Rules
Last Update: 10/14/2001

Please note that "Standing Rules" refers to rules established by a majority of a quorum of the officers for the administration of the group (per the Bylaws). Any of these can be changed at any officers meeting by a quorum of officers (25% of elected officers, minimum of 5). The BAYA Facilitator shall be responsible for keeping and updating these rules.

For convenience, the standing rules are divided into the following categories.

- Elections (E): Items governing the election process
- Email List (L): Items concerning e-mail
- Membership (M): Items pertaining to the membership at large
- Officers (O): Items relating to officers and officer business
- Spirituality (S): Items pertaining to spiritual activities
- Treasury (T): Items governing group expenses
- Committee (C): Committees with open business

#	Description	Date	Notes
	Elections		
E1	At or before the December and June Calendar planning meetings, officers shall designate an election committee of at least two persons. Both the committee members and the election meeting shall be posted on the January and July calendars and on e-mail.	5/5/01	
E2	The election committee shall assemble and inform the BAYA membership of the ballot, gather and count absentee ballots, run the election, count ballots, and inform the BAYA membership of the results (both at the election meeting and at by e-mail).	5/5/01	
E3	No one shall be privy to know of vacant positions until the membership at large is informed.	5/5/01	
E4	Voting shall be by secret ballot.	5/5/01	
E5	The election committee shall distribute a ballot to the BAYA members via e-mail and call for absentee ballots by e-mail no less than three weeks before the election meeting.	5/5/01	
E6	Absentee ballots shall be due before the election meeting, as determined by the election committee, but not sooner than one week before the election meeting.	5/5/01	
E7	Nominations for BAYA offices shall only be recognized when the nominee accepts it. The election committee shall receive nominations and ensure that the potential nominees have the opportunity to accept or decline.	5/5/01	
E8	The floor shall be closed for nominations when, during the election meeting, the ballots are distributed for voting.	5/5/01	
E9	Neither a Facilitator nor a Facilitator candidate may be a member of the election committee.	9/20/01	
E10	All ballots, including absentee ballots, shall be retained by the election committee for 30 days after the election. All ballots shall remain secret.	9/20/01	
E11	A motion to contest an election may be made by a candidate in the election. The motion shall be voted upon by the current steering committee in office at the time of the election. If the motion passes, this same group of officers shall provide a remedy.	9/20/01	

#	Description	Date	Notes
	Email List		
L1	The below elected positions are responsible for the following topics. IT may add additional topics as needed. ALL: IT admin use only OFFICERSINFO: Facilitator EVENT: Calendar Coordinator in charge of distribution PRAY: Spiritual Coordinator SPORTS: Sports coordinator	10/1999	TALK and JOKE topics, originally on this list, were removed on 1/25/01 OFFICERSINFO moderator changed 10/14/01
L2	The TALK topic will not be brought back. This subject may not be called up for vote again for a minimum of 6 months.	1/25/01	
L3	The ALL topic is strictly for the Listserv administrator. Misc. requests may be e-mailed to the administrator to be distributed at the IT Admin discretion to the ALL topic.	1/25/01	
L4	Membership in the BAYA Email List is equivalent to membership in BAYA. Therefore, removal from the List is equal to revocation of membership in BAYA.	10/14/01	
L5	In cases of flagrant violations of BAYA Standing Rules and/or the institutional rules of the provider of the Email List (currently Rice), the IT Administrator may temporarily remove a person from the Email List. The IT Admin shall immediately contact the BAYA Facilitator to call an officer meeting to further discuss disciplinary actions for this person.	10/14/01	
L6	Limited discussion will be allowed on the OFFICERSINFO topic, on the condition that if only one officer objects to the discussion, the Facilitator/OFFICERSINFO topic moderator will end the discussion over the Email List and move it to a separate distribution list and/or officers meeting. This is to prevent email discussions from getting too heated, while still facilitating the decision-making process.	10/14/01	
	Membership		
M1	If a member has an observed behavioral problem and five officers concur, sponsors of events in their home may ask for said individual not to attend. This shall also apply to asking said individuals to not participate in carpools.	1/25/01	
M2	The BAYA phone list will only be made available to the calendar, social, and membership coordinators. The same shall hold for the sponsorship matrix. The membership coordinator is responsible for keeping both these lists.	4/14/01	
M3	BAYA harassment policy in Appendix A	10/14/01	

#	Description	Date	Notes
	Officers		
O1	Calling of Officer meetings (From officer meeting concerning calendar coordinators March, 2000) Any officer may call a meeting on e-mail or otherwise providing another officer seconds the motion and there is no dissent. If there is dissent, a majority of officers, or not less than 5, must approve the calling of the meeting.	3/2000	
O2	E-mail votes on motions raised by officers shall be confidential. The Facilitator, or their designate, shall tally votes and inform the officers.	9/20/01	
O3	The group affirmed that in voting, persons holding multiple offices shall only have one vote. Also, it was reaffirmed that the IT administrator and two calendar coordinators shall have votes.	1/25/01	Rule added to bylaws 7/6/01
O4	The Facilitator shall provide an agenda one week prior to the officers meeting with proposed standing rules and agenda items. Any standing rules or agenda items disclosed after that deadline, or outside of an officer meeting, may be tabled and/or suspended by 25% of the officers, or not less than three (either at or after the meeting). Items not tabled (deferred until the next officer meeting) shall be binding for the remainder of the elected term unless new information is brought forward.	11/18/01	
O5	Proxy votes in officer meetings are only permitted when a notice is given in writing/e-mail prior to the meeting. The Facilitator shall verify all proxy votes.	11/18/01	
O6	Proxy votes shall not be used to constitute a quorum.	11/18/01	
O7	The duties for vacant positions shall not be fulfilled by exiting officers or assistants. This is to encourage individuals to serve the group as officers.	12/11/01	

	Spirituality		
S1	BAYA officers shall be responsible for ensuring that grace is said at every meal during a BAYA event.	1/25/01	
S2	Once per month, the group will attend Mass together. This will be a standard item on the BAYA calendar.	1/25/01	
	Treasury		
T1	The treasurer may only distribute funds for expenses relating to the distribution of the calendar (stamps, paper, etc.) or for film development costs incurred by the historian. The majority of the officers, or not less than 5 must approve other requests.	4/2000	
T2	Membership drive and voluntary contributions shall continue to be the means to support group activities and any Listserv expenses.	1/25/01	
	Committees		
C1	Listsrv: Bill Summa, Ivan Cardenas, and Jim Keck to research free and paid options for the Listsrv. Officers shall review in two months.	1/25/01	
C2	Bylaws: Bill Summa, Andy Rivero, and Michelle Stumpenhous shall review bylaws concerning details on mission statement, harassment policy, age concerns, and member churches.	9/20/01	
C3	Mission Statement: Anne Vrolyk and Bylaws Committee members are pursuing a mission statement for use on the monthly calendar.	5/5/01	Closed 10/14/01

Appendix A:

Standing Rule M3: Harassment Policy

BAYA is committed to providing an environment free of harassment in any form. Therefore, it is the policy of this group to prohibit any conduct that constitutes harassment against any other member at or outside any BAYA events.

Definition

For purposes of this policy, harassment is defined as unwanted or unwelcome advances, or conduct has the effect of creating an intimidating, hostile, uncomfortable, or offensive environment (intentional and unintentional). Unwelcome behavior becomes harassment when it is repeated. Examples of harassment include:

- Unwanted letters, emails, or telephone calls.
- Deliberate touching, cornering, or pinching.
- Pressure for sexual favors or dates.
- Sexual teasing, jokes, remarks, or questions.
- Hostility, ridicule, insult, intimidation, and stereotyping.

Steps you should take if you are harassed:

- Tell the harasser to stop and that the behavior is not welcome.
 - Describe the unwelcome behavior to the harasser.
 - Explain how the behavior impacts you.
 - Tell harasser what you would prefer he/she do instead.
- Document all instances of the unwelcome behavior.
- If needed, ask a third party to assist in confronting the harasser.
- Talk to the BAYA Spiritual Advisor.
- If all else fails, let the BAYA Facilitator know.

Disciplinary action

Each incident is resolved on a case-by-case basis and will be kept confidential. Punishment can include restriction from specific events and carpools at the request of the sponsor, or removal from BAYA and removal from the BAYA email list. If this occurs, every officer would be responsible to make sure the harasser does not attend BAYA events.