

THE TRIPP-JONES FAMILY

STANDING RULES

Day-to-day operational rules of the Tripp-Jones Family

— subordinate to the Constitution and Bylaws

1. Purpose & Authority

These Standing Rules govern the day-to-day operations of the Tripp-Jones Family in matters not specifically addressed by the Constitution or Bylaws. In the event of any conflict, the Constitution and Bylaws take precedence. Standing Rules may be amended by a simple majority vote of the Executive Committee at any duly constituted meeting.

2. Communication Standards

2.1 Official Channels

Official family communications shall be distributed through the following channels:

- Family email distribution list (maintained by Secretary)
- Family website (maintained by Social Media Officer)
- Family social media platforms (Facebook, Instagram, and others as approved)

All official announcements must be approved by the President or Secretary before distribution.

2.2 Response Expectations

Officers are expected to respond to official communications from fellow officers within 5 business days. Communications from family members should receive a response within 10 business days.

2.3 Social Media Posting Policy

Anyone in the family may post to official Tripp-Jones Family social media accounts. Personal accounts may be used by members to share family news but should not represent official positions of the family organization. Photos of minors and sensitive personal information require permission before posting, per Article 21 of the Constitution.

2.4 Family Newsletter

The Social Media Officer shall publish a family newsletter every month. Each edition must include: (1) family birthdays for the month, (2) family anniversaries for the month, and (3) a section for information submitted by family members. The Social Media Officer must send an email to the full family list exactly seven days before each edition is published, requesting submissions for that month. The Social Media Officer may also include any additional content they see fit, such as historical information, recipes, officer updates, reunion news, and other items of family interest. The newsletter shall be distributed via the family email list, family website, and official social media platforms.

3. Reimbursement & Expense Requests

Any officer or committee member seeking reimbursement for a family-related expense must:

1. Submit a completed Expense Reimbursement Request Form (available from the Treasurer) within 30 days of the expense.
2. Attach original receipts or invoices for all expenses.
3. Obtain pre-approval from the President for any expense over \$100 before incurring it (Art. 12, Sec. 2).
4. For expenses over \$500, obtain written approval from both the President and the Finance Committee prior to the expense.

The Treasurer shall process approved reimbursements within 14 days of receiving a complete request.

4. Family Announcements & Recognitions

Family members are encouraged to share major life milestones with the Secretary or Social Media Officer for inclusion in newsletters, social media, and reunion programs. Milestones include:

- Births and adoptions
- Marriages and anniversaries
- Graduations and academic achievements
- Career promotions and professional achievements
- Significant birthdays (milestone years)
- Illnesses, hospitalizations, and bereavements (with family's consent)

Submissions may be made at any time by emailing or texting the Secretary or Social Media Officer. The family reserves the right to edit submissions for length and appropriateness.

5. Meeting Conduct

All meetings of the Executive Committee and Family Business Meetings shall be conducted in accordance with Robert's Rules of Order (Constitution, Article 36) and the Executive Committee Meeting Guide. Members are expected to:

- Arrive on time or notify the Secretary in advance if they will be late or absent.
- Silence or mute devices during formal sessions.
- Address all remarks through the Chair, not directly to other members.
- Limit debate contributions to the motion currently before the group.
- Treat all members with respect and dignity (Art. 25).

6. Record Retention

Record Type	Retention & Custodian
Meeting minutes	Permanent — stored by Secretary
Financial records and bank statements	Minimum 7 years — stored by Treasurer
Election ballots	Minimum 2 years (one full election cycle) stored by Secretary
Reunion planning files	Minimum 5 years — stored by Secretary / Historian
Historical archives and genealogical materials	Permanent — stored by Family Historian
Signed contracts and agreements	Minimum 7 years — stored by Secretary
Reimbursement requests and receipts	Minimum 5 years — stored by Treasurer

7. Amendments to Standing Rules

Any officer may propose an amendment to these Standing Rules by submitting a written proposal to the President. Amendments may be adopted by a simple majority vote of the Executive Committee at any duly constituted meeting, with no minimum advance notice required. The Secretary shall distribute the updated Standing Rules to all officers within 14 days of adoption.