

STANDING RULES

Coding for a Change

These Standing Rules govern the day-to-day operations of Coding for a Change. They may be changed by a majority vote of the Board at any meeting without advance notice. In the event of a conflict, the Constitution and Bylaws take priority over these rules.

RULE 1: FUND DISBURSEMENT

Financial assistance shall be provided to any individual affected by Alzheimer's disease. Assistance may cover medical treatment, medication, and quality-of-life experiences for patients and their families.

Applicants are not required to identify themselves. Applications shall be reviewed using a case number only. The reviewer shall confirm only that the applicant meets the criteria for assistance; no further personal information is needed or collected.

All disbursements require approval from at least two Board members. The Treasurer shall record every disbursement with the date, amount, purpose, and case number.

RULE 2: ANONYMITY

Both donors and recipients may remain fully anonymous. No person shall be required to disclose their identity to give or receive help from this organization.

Donor names and amounts shall be known only to the Treasurer and President unless the donor gives written permission to share. Recipient identities, if known at all, shall not be recorded in any official report. All public and internal records shall refer to recipients by case number only.

No applicant shall be checked against a list of officers, directors, or insiders. The organization serves all qualifying individuals on equal terms, as stated in the Constitution.

RULE 3: REIMBURSEMENT

Board members may be reimbursed for travel expenses to attend Board meetings. Requests must include receipts and be submitted within thirty days of the expense. The Treasurer shall approve reimbursements, except for the Treasurer's own expenses, which require approval from the President.

RULE 4: FINANCIAL ACCOUNTS

The organization shall maintain its funds in accounts held at a reputable financial institution. The Treasurer shall manage these accounts and provide a written summary of all account balances and activity at each annual meeting.

Any single expense over \$500 requires approval from at least two Board members. Any single expense over \$5,000 requires a majority vote of the full Board.

RULE 5: RECORD KEEPING

The Secretary shall maintain the following records: the Constitution, Bylaws, Standing Rules, meeting minutes, financial reports, tax filings, and all written agreements. Records shall be kept for a minimum of seven years.

RULE 6: COMMUNICATION

Official notices to Board members may be delivered by email, text, or mail. A notice is considered received on the day it is sent by email or text, or three days after mailing.

Adopted: May 2026