

# Woodland Hills Rock Chippers Standing Rules and Policies

Date of latest adoption 6/20-2015

## 1) GENERAL POLICY

- a) The Board of Directors shall be responsible for any activity when no separate chairmanship is appointed.
- b) The “Job Descriptions for the Woodland Hills Rock Chippers Elective and Appointive Offices” as defined as of 8/18/2007 shall become part of these standing rules. Future revisions of these descriptions by the Board of Directors are permitted.
- c) Officers and Board members shall return all position-related corporate paperwork and possessions to the board when leaving positions. The Corporate Administrator shall collect all society assets held by members who leave the society.
- d) The President shall have responsibility for the keys to all locks related to society activities. Duplicates shall be made and distributed to authorized members when duplication is not restricted.
- e) The annual Calendar is to be approved by the Board.
- f) Duplicate sets of all important records will be given to the Corporate Administrator for archive by each officer or chairman. These will be placed in the club’s trailer for archive.
- g) The Corporate Administrator shall file the required Domestic Non-Profit Corporate Information forms as required by the Secretary of State of California. Currently in July of each even numbered year.
- h) The Corporate Administrator shall maintain a complete list of society assets and real property and their locations and provide copies to the President and Treasurer.
- i) The requirement for membership states attendance at two meetings. Those meetings refer to two general meetings.
- j) The Membership Chair shall keep the Secretary and the Newsletter Editor advised of any discontinued memberships.
- k) Life Membership is awarded to individuals based on their years of membership and participation and on their service to the society as officer/s or chairmen.
- l) An anti-discrimination policy wording is to be included on the Membership Application: “It is our policy to be non-discriminating on the basis of race, religion, color, national origin, sex, age or disability.”
- m) No personal address and/or phone numbers of members shall be published in our newsletter or on our web site without the approval of the member.
- n) Business meeting minutes are not to be published but are available from the Secretary upon request.
- o) The society calendar in the monthly newsletter will include 3-4 months of future activities.
- p) The FRA may have separate meetings for projects at times and locations determined by the FRA advisor(s).

## 2) FINANCIAL POLICIES

- a) Changes to the location of any of society’s fiduciary accounts are to be approved by Board.
- b) No reimbursements shall be issued without the completion of a voucher which includes information on amount spent, item purchased and budget item which the item applies. The voucher must be accompanied by a receipt.
- c) The Board of Directors may approve all non-budgeted expenditures up to \$100 without membership approval. All non-budgeted expenses over \$100 must be approved by the membership.

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- d) The President shall appoint a Budget Committee in September, with the Treasurer as Chairman. The Budget Committee shall present the proposed budget for the next year at the October general society meeting for member approval.
- e) Membership is to approve all fees imposed on members.
- f) The sale of items by individual society members at society functions will only be permitted when that sale does not jeopardize the society's non-profit status.
- g) The sale of items by individual society members at authorized society functions may be permitted provided the individual is subject to fees as would any outside vendor or participant.
- h) Library rental fees are approved by the membership.
- i) Library rentals shall be established for video rental at \$1.00 per Video or DVD per month.
- j) A CFMS insurance assessment is due and payable with CFMS membership dues in the month of November. The amount is determined by the Board of Directors, based on the CFMS premium and fee. These are included in the WHRC Membership dues.
- k) Members are to approve membership of society in CFMS, and any fees involved in doing so.
- l) The Federation Director shall be allowed mileage and lodging to attend the two CFMS meeting each year; the amount to be determined during the annual budget planning.
- m) The Field Trip Chairman may be allowed mileage to scout field trips each year; the amount to be determined during the annual budget planning.
- n) Members approved paying for website upkeep expenses.
- o) Money budgeted for Ways and Means is to be issued to Ways and Means Chairman in January for purchases at Quartzsite.
- p) Rental letter for the current meeting site is to include a dates-of-use schedule along with check.
- q) Membership dues shall be increased to \$25.00 for an adult, \$15.00 for the second adult at the same address. Under 18 years of age remains at \$5.00.
- r) The Corporate Administrator shall complete all official corporate financial reports required by the Attorney General of the State of California.
- s) Any former member who was removed from the corporation while in good standing because of delinquency of dues payment can be reinstated without board approval upon completion of a new membership application and submission of current dues.

## 3) SOCIETY SHOW POLICIES

- a) The Society show location shall be approved by membership.
- b) Donated Show raffle items must be new items for raffles where tickets are purchased. Used items may be used for hourly door prizes or for the Boutique or Silent Auctions at the discretion of the Show Raffle Chair.

## 4) FIELD TRIP POLICIES

- a) All field trip participants shall abide by the AFMS Code of Ethics.
- b) All persons attending the society field trips must complete the society's Waiver of Liability form.
- c) All field trip attendees must sign the society field trip register at each event and notify the wagon-master of their departure plans. The register is the responsibility of that specific trip's wagon-master.
- d) The organization shall not be responsible for accidents of any kind occurring during the course of a field trip.
- e) Each minor attending field trips must be accompanied by and remain in the charge of either his parent or guardian. Parents may bring any number of their children. Adult guests may bring only their own children.

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- f) Dogs and pets, when permitted by the location, are acceptable on trips if they are controlled and on a leash.
- g) Anyone failing to observe field trip regulations may be suspended from membership. Members shall be responsible for seeing that all Field Trip Regulations are strictly adhered to by their guests. Guests who are guilty of such failure shall be excluded from further participation in field trips and from membership if they should later apply.

### **5) SHOP POLICY AND REGULATIONS**

- a) All use of the society shop equipment requires completion of the Society Equipment Use Application and completion of the required classes on shop safety and equipment usage. In addition all participants must sign the WHRC Waiver of Liability form.
- b) Guests are not allowed to use the shop equipment.
- c) The home and private property at the shop location is to be entered and exited with respect to the owner. We are there as guests. Entrance is through the side gate. The gate must be kept closed at all times.
- d) Hours of permitted use are 9am to 9pm Monday through Sunday when a shop committee member is in attendance.
- e) To schedule use of the shop, a courtesy call by the shop committee to the homeowner is preferred by not necessary. It is OK to leave a message on the homeowner's machine. (818) 772-6567.
- f) Use restroom facilities prior to arrival – the homeowner may not be at home.
- g) No unsupervised minors are allowed.
- h) The equipment and the shop must be cleaned prior to departure.
- i) Shop fees shall be on a per-use basis. The amount shall be determined by the Board of Directors and approved by the membership.
- j) No material that is larger than 9 inches high by 11 inches wide and 20 inches long is to be cut on the 24-inch saw.
- k) Shop users shall be responsible to clean the shop on shop maintenance days.

### **6) WORKSHOP CLASS POLICIES**

- a) Workshop classes shall have a basic fee per class. The amount shall be established by Board of Directors and approved by the membership.
- b) The fees shall be collected by the workshop coordinator, and turned over to the society.
- c) The teacher's costs for materials or other incidentals may be reimbursed by submission to the Treasurer with appropriate documentation.
- d) Fees for classes will be \$5.00 per class when a society member volunteers to teach.
- e) Costs for materials or for paid instructors are determined by the workshop chairman and class teacher and approved by the Board of Directors.