

Proposed Changes to By Laws

August 2012

IV	1a	Membership	<p>(a) Any adult may become a member by making written application and upon attending three consecutive regular meetings (extenuating circumstances considered) shall be introduced at each regular meeting by the Membership Chair, upon acceptance, an initiation fee is payable, which will pay the dues for a fiscal year plus a name tag. If the applicant has complied by the attendance rule, (as stated above) and is accepted for membership at the June regular meeting or thereafter, the dues for the balance of the current fiscal year shall be reduced to (50) fifty percent of the normal fee. Dues for Junior members (10-18 years) shall be * (\$5.00) dollars per year</p> <p>REVISED March 24, 2012 to:</p> <p>Any adult may become a member by making a written application and being approved by the board and pay their dues for the fiscal year plus a name tag. If the new member is accepted for membership at the June regular meeting or thereafter the dues for the balance of the current fiscal year shall be reduced to (50) fifty percent of the normal fee. Dues for junior members shall be \$5.00 per year.</p> <p>Proposed Change:</p> <p>Any adult may become a member by making a written application and paying their dues for the fiscal year. If the new member is accepted for membership at the June regular meeting or thereafter the dues for the balance of the current fiscal year shall be reduced to (50) fifty percent of the normal fee. Dues for junior members shall be \$5.00 per year. A name tag may be purchased at an additional cost.</p>
IV	1b	Membership	<p>Adult members shall have all powers and privileges conferred by these by-laws including the right to vote and hold office. (See Standing Rule passed 2001 regarding a restriction stating a member must be in good standing for one continuous year in order to qualify for holding office. Members with less than one year are encouraged to serve on any of the many committees. This was re-clarified 06/2004).</p> <p>Proposed Change:</p> <p>Adult members shall have all powers and privileges conferred by these by-laws including the right to vote and hold office.</p>

IV	2a	Membership	<p>All applications shall be in writing and shall be signed by the applicant and two members of the organization, who shall certify that the applicant is personally known to them and would be, in their judgment, a valuable member of the organization. The application must be approved by the membership committee before it is presented to the membership for final action. Upon being accepted, the applicant will become a member.</p> <p>Revised 4/24/2012</p> <p>All applications shall be writing and shall be signed by the applicant and submitted to the board. Upon approval and acceptance by the board, payment of dues, and the badge fee, the applicant will be become a member. They will be presented at the next general meeting to the membership.</p> <p>Proposed Change:</p> <p>All applications shall be writing and shall be signed by the applicant. Payment of dues is to be submitted with the application. A name badge may be purchased by the member at an additional cost. The new member will be presented at the next general meeting to the membership.</p>
VI	3	Officers of the Organization	<p>Amended 4/2000 - In <u>August</u>, a Nominating Committee consisting of (3) three members appointed by the Governing Body and (2) two appointed from the floor for a total of (5) five will be created. Their express purpose is to form a slate of (preferably) (2) two people for each office and to determine a willingness to serve. Nominations may also be made from the floor at the <u>September</u> and <u>October</u> general meetings.</p> <p>Proposed Change:</p> <p>In <u>July</u>, a Nominating Committee consisting of (2) two of the Members of the Board and (3) three appointed members from the floor for a total of (5) five will be created. Their express purpose is to form a slate of (preferably) (2) two nominees for each office and to determine a willingness to serve. Nominations may also be made from the floor at the <u>August</u>, <u>September</u>, or <u>October</u> General Meetings.</p>
VI	4	Officers of the Organization	<p>A secret ballot will be called for by the President at the close of nominations at the <u>October</u> meeting. The nominees receiving the highest number of votes for each office shall be elected. In the event of a tie vote, the President shall vote to break the tie.</p> <p>Proposed Change:</p> <p>A secret ballot will be called for by the President at the close of nominations at the <u>October's</u> General Meeting. The nominees receiving at least 20% of votes at the General Meeting for each office shall be</p>

			elected. In the event of a tie vote, the President shall vote to break the tie. The Board will start training new Board Members immediately after being elected.
VI	5	Officers of the Organization	Should a vacancy occur during the term of office, the Governing body shall appoint a successor for the duration of the term.
VI	9	Officers of the Organization	New Removal of Officer. An Officer may be removed by a majority vote of the Board at any regularly scheduled or special meeting of the Board whenever the Board judges it to be in the best interest of the Club.
VII	3	Duties of the Officers	<p>It shall be the duty of the First Vice President to assist the President in his work when necessary; to preside at all meetings and perform all duties of the President in his absence or inability to serve. Also to officiate as Chairman of the Membership Committee and see that each new club member receives a utilization copy of the By-Laws and a name tag.</p> <p>Proposed Change:</p> <p>It shall be the duty of the First Vice President to assist the President in his/her work when necessary; to preside at all meetings and perform all duties of the President in his/her absence or inability to serve. Also, the First Vice President is to officiate as Chairperson of the Membership and see that each new Club member receives a utilization copy of the By-Laws and a name tag (if member paid for one).</p> <p>The First Vice President is to maintain a perpetual membership list and perform such other duties as may pertain to that office. The First Vice President is to monitor all Life-Time Members applications and send out the necessary documents when someone is accepted as a Life-Time Member. See Article XI, Section 1 of the Bylaws for more details on duties.</p>
VII	4	Duties of the Officers	<p>It shall be the duty of the Second Vice President to arrange for all programs at each meeting and to see that educational displays are shown. Also to preside at meetings in the absence of both the President and the First Vice President.</p> <p>Proposed Change:</p> <p>It shall be the duty of the Second Vice President to arrange for all programs at the educational meetings and to see that educational displays are shown. The Second Vice President shall preside at meetings in the absence of both the President and the First Vice President. See Article XI, Section 7 of the Bylaws for more duties.</p>
VII	8	Duties of the Officers	It shall be the duty of the Treasurer as Chief Financial Officer, to receive all dues and monies from all sources and to disburse them when authorized to do so by a vote of the membership and to keep full and accurate record of all such transactions; to render a report to the membership at every General

			<p>Meeting of the disbursements and current financial standing. Maintain a perpetual membership list and perform such other duties as may pertain to that office. The Treasurer shall be bonded and all bills shall be paid by check.</p> <p>Proposed Change:</p> <p>It shall be the duty of the Treasurer as Chief Financial Officer, to receive all dues and monies from all sources ; to disburse them and to keep full and accurate record of all such transactions; to render a report to the membership at every General Meeting of the disbursements and current financial standing. Any non-budgeted expenditure in excess of (\$500.00) five hundred dollars will require approval from the general membership at the next general meeting.</p> <p>The Treasurer shall be bonded and all bills shall be paid by check.</p>
VII	9	Duties of the Officers	<p>It shall be the duty of the Federation Director to represent the Victor Valley Gem and Mineral Club at all possible California Federation of Mineralogical Societies meetings and make a report of them to the club.</p> <p>Proposed Change:</p> <p>Federation Director. It shall be the duty of the Federation Director to represent the Victor Valley Gem and Mineral Club at all possible California Federation of Mineralogical Societies meetings and make a report of them to the club at the General Meeting.</p>
VIII	6	Governing Body	<p>No donation or expense over \$500.00 shall be allowed without first presenting it to the general membership, unless included in the approved budget.</p> <p>Proposed Change:</p> <p>Any donation over (\$500.00) five hundred dollars shall be inventoried or accounted for by the Treasurer.</p>
IX	1	Meetings	<p>The regular meetings shall be held in the meeting hall at 15056-B Seventh Street, Victorville, California on the fourth Tuesday of each month at 7:30 p.m. A quorum of all regular meetings shall be 20% of the membership. Such dates, times and places may be reset upon due vote of the membership.</p> <p>Proposed Change:</p> <p>The regular meetings shall be held in at the Club House on the fourth Tuesday of each month at 7:30 p.m. A quorum of all regular meetings shall be 10% of the membership. Such dates, times, and places may be reset by the Board.</p>

IX	3	Meetings	<p>Special meetings may be called by the President or at the request of (10) ten members which shall include the President or the First Vice President. Membership shall be notified seven days in advance of the meetings. Such notice shall state the purpose of the called meeting.</p> <p>Proposed Change:</p> <p>Special Board meetings may be called by the President or at the request of (10) ten members which shall include the President or the First Vice President. Membership shall be notified by email or phone tree seven days in advance of the meetings. Such notice shall state the purpose of the called meeting.</p>
X	1	Standing Committee	<p>Upon taking office, the President shall appoint a Chairperson for each of the standing committees recognized as important to the organization as follows: Publicity, Hospitality, Historian, Field Trip, Constitution and By-Laws, and other such committees as are necessary.</p> <p>Proposed Change:</p> <p>Upon taking office, the President shall ensure that there is a Chairperson for each of the standing committees recognized as important to the organization as follows: Membership, Publicity, Hospitality, Wagon Master (Field Trip), Historian, Program and Education, Show/Shows, Purchasing Agent, Financial Advisory Committee, Librarian, Webmaster, Silver Room, Grinding Room, Saw Room, All You Need, Sphere Room Supervisors, Sunshine Person, Photographer, Bulletin (Newsletter), Petrified Pups Advisor, and By-Laws, and other such committees as are necessary.</p>
XIII	1	CENSURE, SUSPENSION AND EXPULSION OF MEMBERS	<p>As a member of the Victor Valley Gem and Mineral Club, it is each person's duty to recognize that he/she is a representative of the Club. It is each individual's responsibility to project a favorable image of the Club. The Club recognizes that member's opinions differ and encourages any point of view to be expressed freely to anyone. The Club however, will not tolerate slander, spreading rumors, libel, acts of malicious intent, physical threats and/or actions, sexual harassment or any other type of defamation of character. These can be grounds for expulsion from the Club.</p> <p>These rules will apply to all Victor Valley Gem and Mineral Club members.</p> <ul style="list-style-type: none"> A. Statements that are derogatory toward the Victor Valley Gem and Mineral Club in general, or which are intended to discourage others from joining or supporting the Club may be a violation. B. Communication on behalf of the Victor Valley Gem and Mineral Club – No member may use or infer his/her opinion in any written or oral form as being that of the Club's unless written prior approval has been received from the Board of Directors. C. Any conduct which could potentially jeopardize the Victor Valley Gem and Mineral Club's

			existence, non-profit status, or that is contrary to the Club's Articles of Incorporation and/or these By-laws, is a violation of the Club's Code of Conduct.
XIII	2	CENSURE, SUSPENSION AND EXPULSION OF MEMBERS	<p>Reporting – Any person wishing to report a violation of the Code of Conduct by a member shall do so in writing, with his/her printed name, signature and date included. This report is to be given to the Board of Directors. Members who do not follow this procedure and instead make unfounded allegations, attempts to discredit other members anonymously, via rumor or spreading gossip may themselves be considered to have violated the Code of Conduct and may be subject to disciplinary action by the Board/Membership.</p> <p>Once a complaint has been investigated and resolved by the Board of Directors, the same incident will not be revisited.</p>
XIII	3	CENSURE, SUSPENSION AND EXPULSION OF MEMBERS	<p>Procedure once a complaint has been received:</p> <p>The Board of Directors will meet in executive session to review the written complaint. The Board will determine if further action will be required. If so, they will set a date for a Closed Hearing on this complaint. Individual Board members may decide not to participate in the investigation and decision of the Code of Conduct violation.</p> <ol style="list-style-type: none"> 1) The person making the charge and the accused shall be notified a minimum of (30) thirty days before the Closed Hearing date via postal service (certified, with return receipt requested) 2) The accused may submit a written response to the Board a minimum of (7) seven days prior to the Closed Hearing. It is recommended that the accused respond to each charge and list any potential witness/es to every specific charge. The witness will only be allowed in the Closed Hearing to respond to the specific item being discussed. The witness will be asked to leave the room immediately after his/her testimony. The accused shall be entitled to council. If professional council is desired, it will be at the expense of the requesting party. 3) The Board of Directors shall meet in a Closed Hearing on the date specified in the letter sent to the accused and accuser. If the accuser does not attend the hearing, all charges will be dismissed. If the accused does not attend the hearing, he/she will be found guilty to all of the charges. If both the accuser and the accused appear, the Board will hear from each side. After all testimony has been heard, the Board will discuss the matter in private and shall vote to take action or may determine to take another course of action appropriate for the situation. If the accused is a Board Member, he/she shall not be present for discussion of the matter, except at the request of the Board to provide testimony as to his/her actions. He/she will not have a vote in the matter. The Board's decision to place the accused on probation or suspension will be final. A vote for revocation of membership requires a (2/3) two-third vote of the Board members present and voting. The accused membership privileges shall be temporarily

			<p>suspended until the next membership meeting.</p> <p>4) The revocation of membership action of the Board, including the reasons for the action taken, shall be presented at the next membership meeting. The membership will then take a vote to uphold or overrule the Board's action, take a different action, or return the matter to the Board for further consideration.</p> <p>All matters discussed in the Closed Hearing are to be considered confidential and private. All parties (accuser, accused, witness/es, Board members, etc.) are not to discuss, relate or otherwise make public any matters discussed in the Closed Hearing. Any outside discussion may result in additional disciplinary actions which the Board deems necessary.</p> <p>If the accused makes public the Closed Hearing discussion, then he/she will have forfeited his/her right to privacy in this matter. The Board may then disclose all that occurred during the Closed Hearing (reading of the minutes of the meeting) to the members at the next general meeting.</p> <p>The end of Bylaws if passed</p>

STANDING RULES: [SEE SEPARATE STANDING RULES FILE](#)

ARTICLE #	TITLE	STANDING RULE
2	Life Membership	<p>Established criteria with an application form for Life Membership (Forms and applications are available through the Secretary and are stored in the locked fire safe file cabinet for safe keeping) Passed 2/2004</p> <p>Proposed Change:</p> <p>Life Time Membership Qualifications:</p> <p>A person may be nominated for life-time membership in the club by the following procedures:</p> <p>The club member or members wishing to nominate another club member for life-time membership shall obtain a Nomination Form from the Membership Chairperson and it shall be returned to the Membership Chairperson or the suggestion box filled out completely. The original will be held in the file of master forms and an extra copies are to be held by the Membership Chairperson. A copy of the application is also available on our</p>

		<p>website.</p> <p>The nominating party must complete the form and list the outstanding accomplishments of the nominee. This form will then be submitted to the Membership Chairperson to be read at the next regular Board Meeting with copies given to all Board Members to review. The forms will then be returned to the Chairperson.</p> <p>Upon reviewing the Nominating form, the Board will determine if the individual meets the minimum requirements for life-time membership.</p> <p>The Minimum Requirements are:</p> <p>(1) A minimum of ten (10) years of active service to the club. Dates and activities will be checked by the Membership Chairperson.</p> <p>(2) A contribution to the club through faithful service such as: instructor, holding an office, maintaining equipment, participating in the operations of the Tailgate, participating in organizing and conducting activities, teaching classes such as silver fabrication, casting, fused glass, chain maille, cold connection, beading, etc. The candidate's application should show contributions that go above and beyond the normal participation in the club.</p> <p>A vote will be taken by the Board Members at the second Board Meeting after receiving the original Nominating Form. The Board Members will sign and date the original Nomination Form if they are in agreement that the individual nominated has met the qualifications. The Board will then present the membership with their recommendation of the nomination at the next General Business Meeting. The accomplishments of the nominee will be read to the general membership at the meeting and a vote taken (passage is to be by more than 50% of the general membership that is in attendance for the vote). Upon approval of the general membership, the nominee will be notified in writing with a Life-Time Membership certificate within 5 days following the general business meeting by the Membership Chairperson.</p> <p>A Life-Time member receives no other favor than exemption from paying the annual dues of the club and their name added to the Lifetime Membership plaque. If the Life-Time membership is approved at any time before December a refund of that year's dues will not be given.</p> <p><i>Vote: Life-Time Membership is not awarded based solely on the length of membership in the club. An individual may have been a due paying member for over 30 years, but has not attended regular business meetings or club functions and therefore does not qualify on longevity alone.</i></p>
3	Holding Office	<p>A member must be a member in good standing for one (1) year prior to holding office. (Originally voted on in 2001 however minutes were lost. Rule was re-established by a vote of the membership present in 6/2004. All members, regardless of longevity, are encouraged to participate as members on any of the club's committees.</p>

		<p>Passed 6/2004</p> <p>Purposed Change:</p> <p>A member must be a member in good standing to holding office. All members, regardless of longevity, are encouraged to participate as members on any of the club's committees.</p>
10	Slab Donation	<p>Add donation of one slab per rock cut along with \$3.00 Shop fee per Standing Rule #8. Passed 2/2010</p> <p>Proposed Change:</p> <p>A member using the clubs saws are asked to donate one slab (no end pieces) per rock cut at the club along with paying their \$3.00 Shop.</p>
12	Honorary Member	<p>An Honorary Member does not use our facilities and generally do not attend any other clubs meeting. They pay dues in order to receive our Newsletter. They usually offer their expertise to our club and have spoken at some of our educations nights.</p> <p>An Honorary Member is:</p> <ol style="list-style-type: none"> a. Not required to pay the club membership fee. b. Will receive a copy of our monthly Newsletter (either by using the web site or having a hard copy mailed to them). c. Would not be entitled to use any of the Clubs equipment. d. Would not have any voting rights. <p>The First Vice President will keep a list of all honoree members.</p>

POLICY & PROCEDURES

Section	Title	POLICY & PROCEDURES
1	Check Signing	<p>The club currently holds only one checking account. The Treasurer is the only authorized holder of the checkbook, in a 3 ring loose-leaf binder, which is kept at the home of the Treasurer and brought to the clubhouse as necessary for bill paying, reimbursements, or making deposits. The checkbook shall be brought to all Board and General Meetings each month.</p> <p>The four (4) Executive Officers (President, 1st Vice President, Treasurer, and Secretary) are to be the signers on the account. Those four officers are to be bonded with our Insurance Carrier through a policy which is renewed and updated annually by the Treasurer. The bond amount should cover at least the amount of our largest CD. <u>EXCEPTION:</u> In the case of two members of the same family both being Executive Officer in the same household will be replaced by a Board Member who is not an Executive Position.</p> <p>Two (2) of four (4) signing Officers are required on each check. In the event of an emergency situation when no other officers are available, and a bill is due, the Treasurer alone may sign a check. The Treasurer will make not of such an event listing the date and time of attempt to contact other signers.</p> <p>The Treasurer will not sign any check to a person living in his/her household, but will, instead have two of the other signers officiate. This is to protect the Treasurer from any accusation of inappropriately disbursed funds.</p> <p>Purchases over \$500 require signatures of two check signers (Adopted 3/2/2010 BOD)</p> <p>Proposed Change:</p> <p>The club currently holds only one checking account. The Treasurer is the only authorized holder of the checkbook, in a 3 ring loose-leaf binder, which is kept at the home of the Treasurer and brought to the clubhouse as necessary for bill paying, reimbursements, or making deposits. The checkbook shall be brought to all Board and General Meetings each month.</p> <p>The four (4) Executive Officers (President, 1st Vice President, Treasurer, and Secretary) are to be the signers on the account. Those four officers are to be bonded with our Insurance Carrier through a policy which is renewed and updated annually by the Treasurer. The bond amount should cover at least the amount of our largest CD. <u>EXCEPTION:</u> In the case of two members of the same family both being Executive Officer in the same household will be replaced by a Board Member who is not in an Executive Position.</p>

4	Purchasing	<p>Purchasing:</p> <p>A. A Purchasing Agent will be appointed by the Board of Directors. This person is to oversee all purchases by the individuals in charge of budgeted areas, re: Committees, shop team, etc. The Purchasing Agent is to monitor and can authorize expenditures up to \$200.00, without Board approval. (Adopted 3/2/10 BOD)</p> <p>B. By Committee Chairs</p> <p>Committee Chairs are given authority to make purchases as necessary within their assigned annual budget after review by the Purchasing Agent (Adoped 3/2/10 BOD). It is their responsibility to know the balance in their budgeted account before making any purchases so as to not to overspend the budget. They are to bring their recommended purchases to the Purchasing Agent and then the (Adopted 3/2/10 BOD) Board before making any major purchase. The Treasurer posts the balances in each budgeted account during the month and presents it at every Board Meeting. A copy is filed by the Secretary in the minute book each month for every member or Committee Chair Person to review.</p> <p>Although funds may be in the budget for a specific expense (including shop maintenance), the Chairperson may not spend over \$200.00, without authorization from the Board of Directors. (Adopted 3/3/09 BOD). If the requested purchase is over \$500.00, it must first be presented to the Board, then the Financial Advisory Committee (Adopted 3/2/2010 BOD), then to the General Membership.</p> <p>Not all committee's are given an operating budget at the beginning of the year. Should any Committee Chairperson have a specific need throughout the year that is not on the budget, they must first bring that need to the Board of Directors who will either approve the purchase or direct the Financial Advisory Committee to work with the Committee Chair to resolve the issue. It will then be brought to the membership by the Financial Advisory Committee. The membership makes the final decision as to whether or not unbudgeted funds should be used to make the purchase.</p> <p>C. By Members at Large</p> <p>Members at large are not authorized to make any purchases without first going to the Committee Chair. If there is no Committee Chair that would handle that proposed purchase, then the Member at Large must go to the Board to get approval from the Board of Directors at a regular Board Meeting. If the proposed purchase exceeds \$500.00, it must be brought to the General Membership. If the item is unbudgeted, it will be brought to the membership by the Board of Directors at the next General Meeting. The membership will make the final decision.</p> <p>Members at Large who make purchases without authorization and request reimbursement will not be</p>
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reimbursed.

D. By Officers, Directors, or Instructors

Officers, Directors, or Instructors are not by virtue of their office or duty, authorized to make purchases without getting authority from the Board of Directors, even though the funds may be available in the budget. (See Item A, Paragraph 2)

Proposed Change:

Purchasing:

A. A Purchasing Agent will be appointed by the Board of Directors. This person is to oversee all purchases by the individuals in charge of budgeted areas, re: Committees, shop team, etc. The Purchasing Agent is to monitor and can authorize expenditures up to \$200.00, without Board approval. (Adopted 3/2/10 BOD)

B. By Committee Chairs

Committee Chairs are given authority to make purchases as necessary within their assigned annual budget after review by the Purchasing Agent (Adoped 3/2/10 BOD). It is their responsibility to know the balance in their budgeted account before making any purchases so as to not to overspend the budget. They are to bring their recommended purchases to the Purchasing Agent and then the (Adopted 3/2/10 BOD) Board before making any major purchase. The Treasurer posts the balances in each budgeted account during the month and presents it at every Board Meeting. A copy is filed by the Secretary in the minute book each month for every member or Committee **Chairperson** to review.

Items specified in the budget may be purchased by **the** Department Chairpersons.

Each Chairperson must present an itemized budget to be presented **to** the Board by October's Board Meeting.

C. By Members at Large

Members at large are not authorized to make any purchases without **permission from the** Committee **Chairperson**. If there is no Committee Chairperson that could handle that proposed purchase, then the Member at Large must go to the Board to get approval from the Board of Directors at a regular Board Meeting. If the item is unbudgeted, it will be brought to the membership by the Board of Directors at the next General Meeting.

Members at Large who make purchases without authorization and request reimbursement will not be

		<p>reimbursed.</p> <p>D. By Officers, Directors, or Instructors</p> <p>Officers, Directors, or Instructors are authorized by virtue of their office or duty to make purchases of under (\$50.00) fifty dollars without getting authorization from the Board of Directors. However, if the purchases exceeds (\$50.00) fifty dollars, they must get approval from the Board.</p>
5	Audit of Club Books/Records	<p>Audit of Club Books/Records:</p> <p>An Audit of the Club’s financial records shall be done each year after the books are closed following December 31 of each year. (Usually by the end of January of the new year)</p> <p>The Board of Directors will appoint at least one member from the board (who does not sign on any of the accounts) and the Financial Advisory Committee to prepare an audit to present to the Board.</p> <p>The task of the Audit Committee will be to review check records, deposit receipts, all club receipt books including the Treasurer’s receipt book, the Instructor’s receipt books, the Sales receipt books, the membership receipt books, and any other receipt books that have been used throughout the year by various chairpersons of the Tailgate or Gem Show, Bank records, monthly reports, and such other documents as may be necessary in the club files to determine the accuracy of the club’s financial records in any given year. However, the Committee will NOT have access to Quick Books on the club’s computer. Hard copies of all reports generated from Quick Books will be available for review in the “Monthly Reports” as handed out by the Treasurer each month.</p> <p>The Audit Committee will prepare a written report to be given to the Board of Directors at a regular Board Meeting no later than 30 days after their appointment. The report will be signed by the Chairperson of the Audit Committee and those who served on the Committee.</p> <p>Proposed Change:</p> <p>Audit of Club Books/Records:</p> <p>An Audit of the Club’s financial records shall be done each year after the books are closed following December 31 of each year. (Usually by the end of January of the new year) The audit should be completed by the end of January of the new year.</p> <p>The Board of Directors will appoint at least one member from the Board (who does not sign on any of the accounts) and the Financial Advisory Committee to prepare an audit to present to the Board.</p>

		<p>The task of the Audit Committee will be to review check records, deposit receipts, all Club receipt books, the Sales receipt books, cash register receipt, bank records, monthly reports, and such other documents as may be necessary in the Club files to determine the accuracy of the Club’s financial records in any given year. However, the Committee will NOT have access to Quick Books on the Club’s computer. Hard copies of all reports generated from Quick Books will be available for review in the “Monthly Reports” as handed out by the Treasurer each month.</p> <p>The Audit Committee will prepare a written report to be given to the Board of Directors at a regular Board Meeting no later than 30 days after their appointment. The report will be signed by the Chairperson of the Audit Committee and all those who served on the Committee.</p>
7	Reimbursement	<p>a. Fill out a reimbursement request form and staple all receipts to the back.</p> <p>b. Place the request in the Treasurer’s green basket in the office above the computer.</p> <p>c. A check will be written for the reimbursement once each week (a convenient day to be determined by the Treasurer) at the clubhouse by the Treasurer. If the member requesting reimbursement is not at the clubhouse on that day, the check will be mailed to the address of record on membership rolls.</p> <p>d. If an individual needs to make other arrangements, contact the Treasurer. Reimbursement Forms are placed in the office next to the Treasurer’s Tray.</p> <p>Proposed Change:</p> <p>In order to receive reimbursement for out of pocket expenses:</p> <p>a. Fill out a reimbursement request form and staple all receipts to the back of the form. Reimbursement Forms are placed in the office next to the Treasurer’s Tray.</p> <p>b. Place the request in the Treasurer’s green basket located in the office above the computer.</p> <p>c. When the Treasure receives the request, a reimbursement check will be issued.</p>
8	Financial Advisory Committee	<p>The Financial Advisory Committee is to be appointed by the President each year at the beginning of the year with a least one Board member on the Committee. The Committee should consist of (3) three persons preferably those who have a financial background or knowledge and the President. The Treasurer needs to attend the meetings to provide information and data as may be required by the committee.</p>

		<p>The Committee's primary job is to prepare and over-see the budget each year, research costs of any proposed expenditures of capital or improvements and present the same to the board at least once each quarter or more often as necessary. Further, they are to do a brief audit of the Treasurer's books each quarter to verify that the Treasurer is posting to the correct accounts, making timely deposits and paying the bills on time.</p> <p>They will keep a record of their meetings, detailing who attended and what was discussed or decided for recommendation. The report or minutes of the meeting are to be presented at the following Board of Directors Meeting.</p> <p>The Financial Advisory Committee has no authority to act independently from the Board of Directors, but simply serve as agents for the Board and overseer of the Treasurer's duties, thus saving time at the Board of Director's Meetings.</p> <p>The Financial Advisory Committee meetings are, out of necessity to accomplish their tasks, closed for discussion to all other members. Should a member wish to attend any Financial Advisory Committee meeting, he/she is free to do so, but may not participate in the discussion since it is only a recommending committee which takes no action on their own without the Board's approval. Members who disagree with the Financial Advisory Committee's recommendations, may bring that disagreement to the Board Meeting and be heard.</p>
9	Mileage Reimbursement	A formula for mileage reimbursement was adopted by the Board of Directors on MARCH 2, 2010. Mileage will be reimbursed only for scouting trips using the following formula. The number of miles traveled divided by 17 mpg. The number of gallons is then multiplied by the average cost of gasoline per gallon at the time (i.e. 170 miles traveled divided by 17 mpg = 10 gallons of gasoline @\$3.00 per gallon would equal \$30.00, which the member would be reimbursed). Anyone else needing mileage reimbursement must get prior approval by the board. Passed 4/2012
10	The Assets of the Club	The Assets of the Club referred to in our Bylaws include, but are not limited to, all saws, grinders, polishers, silver soldering torches and equipment, vacuum caster, flat laps, kilns, sphere makers, tumblers, and all other equipment including office equipment. All Equipment is not to 'make money' (pecuniary gain as stated in our Bylaws) for any individual member, but is for the sole purpose of the education and training of the Club members . Abuse of this policy by any member shall be referred to the Board of Directors for disciplinary action. The Board of Directors are responsible for ALL OF THE ASSETS OF THE CLUB.
11	Honorarium for Board Members, 2	Board Members may be approved for one year of free membership dues, provided it is approved by the Membership at the General Business Meetings, preferably in November of each year on a year-to-year basis. Should the Membership approve this Honorarium, dues will be paid for the Board Member only and not for

	will be brought up	<p>other members of his/her family, unless both are serving on the Board in the same year. Such Honorarium is taxable on both Federal and State Income Tax and should therefore be reported by the Board Member receiving the Honorarium. Because the Compensation is less than \$600.00 per year, the Treasurer will not be obligated to send the Board Member a 1099 Form.</p> <p>Members of the Board who also serve as Instructors and who are receiving other Honorarium benefits for that position will not receive additional compensation for dues.</p>
12	Instructor Shop Fees	<p>Instructor Shop Fees have been waived for all instructors per membership vote on _____ at the General Business Meeting. In order to keep accurate records for tax purposes, Instructors are required to receive a receipt each time they use the shop on which N/C (no charge) is to be noted. Should the shop fees received by any Instructor in one year exceed \$600.00, a 1099 Form must be provided by the Treasurer by January 31st of the following year and sent to the IRS and the Franchise Tax Board as well as to the Instructors address of record. Instructors are responsible to report all shop fees waived in one year on their personal income tax returns. (Not to exceed \$780.00 per year or \$3.00 per shop day x 5 days per week x 52 weeks.)</p>
13	Active Instructors	<p>Instructors must work a minimum of 2 shifts per month to be an active instructor. Passed 4/2012</p>
14	Instructor Club Use	<p>Active instructors can use the Club on Mondays and Fridays. They can also use the Club before or after their duty shift. Passed 4/2012</p>
15	Hiring of Club Members	<p>For the good of the Club the organization can hire Club members only under the following conditions:</p> <ol style="list-style-type: none"> A specialized person is needed, The member must meet all legal requirements (i.e. license, bond, etc.), 75% of Board members at the Board meeting must approve the hiring of the individual, All such hiring will be for one time only (on a case by case basis). <p>Passed 4/2012</p>
16	E-Mail Addresses	<p>E-Mail addresses. To reduce postal expense this organization will utilize E-mail as much as possible to notify Club members of all Club events. It is each member's responsibility to keep the Recording Secretary and Web Master notified of their current e-mail addresses. Passed 4/2012</p>
17	Written Notification	<p>Written notification as required by the: By-laws, Standing Rules, and Policies and Procedures requirements will be meet in the following order:</p>

		<p>a. E-Mail notification (if returned, notification will be considered as completed)</p> <p>b. If the member has no e-mail (on the list of members to receive a hard copy of the monthly news letter), then that member will be notified by regular Postal Mail. If the letter is returned, notification will be considered as completed.</p> <p>Passed 4/2012</p>
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