

## STANDING RULES

Revised April 23, 2013

ARTICLE #	TITLE	STANDING RULE
1	Scholarships	Established two (2) one thousand dollar (\$1,000.00) scholarships be given annually. Passed 4/2003  Established one (1) one thousand dollar (\$1,000.00) scholarships be given annually and (1) one thousand dollar (\$1,000.00) given to the Petrified Pups annually. Passed 3/2012
2	Life Time Membership	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

### **Life Time Membership Qualifications:**

A person may be nominated for life-time membership in the club by the following procedures:

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 website.

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.

Upon reviewing the Nominating form, the Board will determine if the individual meets the minimum requirements for life-time membership.

The Minimum Requirements are:

- (1) A minimum of ten (10) years of active service to the club. Dates and activities will be checked by the Membership Chairperson.
  
- (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.

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.

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.

***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.***

- 3 Holding Office 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. Passed 6/2004
- 4 Shop Fees Re-establish shop fee of \$2.00 per work shop day which has previously been waived by a vote. Passed 7/2004
- Shop fees were raised to \$3.00 per member per day. Passed 11/2007
- 5 Club Assets "Club Assets" were clarified (By-Law enforcement of original By-Laws concerning use of club assets for personal gain of any member. Article II, section 2 of the By-Laws was made clear to all members that the equipment or other assets of the club are not for use for their personal business. Passes 7/2004
- 6 Donations Established policy and procedure for donations to the club. All donations are to be referred to the President (or if absent, next in chain of command) who appoints a committee to view the material being donated and bring it to the clubhouse to be stored until the next board meeting. The Board will determine what is to be done with the donation at the next regularly scheduled Board meeting, in the best interest of the entire club. No individual or group of individuals is to take it upon themselves to pick up donations and determine how they will be distributed. The Board is responsible for all assets of the organization including donations. Passed 7/2004
- 7 Officer Attendance Clarification of old standing rule regarding officer attendance. Officers who miss a total of three (3) consecutive meetings unless for medical reasons, will be replaced for the good of the general membership. Passed 8/2004
- 8 Purchasing Agent Add Purchasing Agent to Article XI, Section 9. Purchasing Agent is to monitor and authorize expenditures up to \$200.00, without Board Approval. Passed 2/2010

- 9            Slab Donation    Add donation of one slab per rock cut along with \$3.00 Shop fee per Standing Rule #8. Passed 2/2010
- 10          Financial Advisory Committee    Add Financial Advisory Committee to Article XI, Section 10. Financial Advisory Committee is to meet quarterly and audit books and review the budget. Passed 8/2010
- 11          Life Time Membership    Existing Verbal Agreement of Life Time Membership to be for Members with the Club at least ten (10) years. Passed 10/2010
- 12          Petrified Pups    Junior members are any member under the age of 18. Junior members under the age of ten (10) are not allowed to use any motorized shop equipment. He/She must be supervised by his/her sponsor\*.

Junior Members age ten (10) through age thirteen (13) must be right next to and supervised by his/her sponsor while working with any equipment.

Junior Members from age fourteen (14) through age seventeen (17) must be certified on the equipment and his/her sponsor has to be in the club house while the junior member is using the equipment.

Junior Members at age eighteen (18) may become an adult member of the club by going through the regular membership procedure.

Junior Members will not be allowed to use the silver processing, wax casting, burn out ovens, and/or mold making equipment.

A sponsor is a club ember (usually a relative of the junior member) that is certified on the equipment that the junior member is using.

Passed September 25, 2012

- 13          Returning Instructors    If someone that was previously an instructor (and had to voluntary quit) want to become an instructor again these are the procedures.

1.        Fill out an instructor application and turn it into a club officer

2. The instructors, at their next scheduled meeting, will evaluate the application and make a recommendation to either accept or reject the application to the board.
3. The Board, at their next scheduled meeting, will either accept or reject the application.
4. The applicant will be notified of the decision of the Board.
5. If the applicant is accepted as an instructor they do not have to go back through the probationary period; but will immediately become an active instructor.

Passed September 25, 2012

14

**Time Limit on Equipment**

There is normally no time limit on the use of our club equipment; but in the event that there is another club member waiting to use the same equipment then these are the steps to be followed:

1. The member wanting to use the equipment will let the instructor on duty know what piece of equipment they want to use.
2. The instructor will talk to the member currently using that piece of equipment.
3. If the member using the equipment is using only one piece of the same type of equipment they will have one hour to use the equipment and clean up the equipment. The equipment is to be cleaned (unless the next user agrees to accept the equipment as is) and let the member waiting to use the equipment have the equipment.
4. If the member using the piece of the equipment is using more than one piece of like equipment then they can finish the current operation but cannot start another operation on the equipment. The current user must clean up the equipment unless the next user agrees to accept the equipment as is.

NOTE: The same type of equipment usually refers to using two or more slab saws. It is not limited to only this category of

equipment.

Passed September 25, 2012

- 15            Honorary Member            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 education nights.

An Honorary Member is:

- 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.

The First Vice President will keep a list of all honoree members.

Passed September 25, 2012

- 16            Resolving Conflicts Between Club Members            Revised and passed April 23, 2013.
- Whenever there is a conflict or disagreement between club members these are the steps to take to resolve the conflict or disagreement.
1.        The members involved should meet and discuss the situation among themselves in a quiet area with no one else listening or participating. If they cannot resolve the issue, they will then go to step #2.
  2.        The members concerned will go to the president or one of the vice presidents who will get 2 or 4 other board members, or club officers, together to discuss the concerns/disputes in a quiet area with no one else listening or participating. If the issue still cannot be resolved, go to step #3.

3. Follow the procedures of section 18 of the policies and procedures.

There will be a complaint file kept and locked up in the office.

Passed September 25, 2012