

Woodland Hills Rock Chippers Standing Rules and Policies

Dates membership approved indicated for each item.

1) GENERAL POLICY

- a) The Board of Directors shall be responsible for any activity when no separate chairmanship is appointed. 8/18/07
- 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. 8/18/07

2) BOARD POLICIES

- a) Location of general meetings is to be approved by the membership. 2/19/05
- b) Potluck schedule to be approved by membership. 4/11/05
- c) The FRA may have separate meetings for projects at times and locations determined by the FRA advisor(s). 1/21/06
- d) Prospective FRA members will be welcomed and informed about the FRA program before the General Club meetings at 7pm. 1/21/06
- e) The club calendar in the monthly bulletin will include 3-4 months of future activities. 1/21/06
- f) Business meetings will be moved to the same evening as the general club meeting. 10/21/06
- g) Officers and Board members shall return all position-related corporate paperwork and possessions to the board when leaving positions. 8/18/07
- h) The President shall have responsibility for the keys to all locks related to club activities. Duplicates shall be made and distributed to authorized members when duplication is not restricted. 8/18/07
- i) The Secretary shall maintain a complete list of club assets and real property and their locations and provide copies to the President and Treasurer. 8/18/07
- j) The Secretary shall collect all club assets held by members who leave the club. The Membership Chair shall keep the Secretary advised of any discontinued memberships. 8/18/07
- k) The Secretary 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. 8/18/07
- l) Duplicate sets of all important records will be given to the Historian for archive by each officer or chairman. 8/18/07
- m) The annual Calendar is to be approved by the Board. 8/18/07
- n) Life Member: Based on our traditions, Life Membership is awarded to an individual or couple based on their years of membership and participation and on their service to the club as officer/s or chairmen. 8/18//07
- o) 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.” 12/15/07

3) FINANCIAL POLICIES

- a) 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. 8/18/07
- b) The sale of items by individual club members at authorized club functions may be permitted provided the Club receives 10% of the individual’s gross sales. 7/19//03
- c) The Field Trip Chairman may be allowed mileage to scout field trips each year; the amount to be determined during the annual budget planning. 7/19/03

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- d) Members approved paying for website upkeep expenses. 3/19/05
- e) Money budgeted for Ways and Means is to be issued to Ways and Means Chairman in January for purchases at Quartzsite. 12/17/05
- f) Rental letter to Canoga Park Community Center (CPCC) is to include a dates-of-use schedule along with check. 1/21/06
- g) The President shall appoint a Budget Committee in September, with the Treasurer as Chairman. The Budget Committee shall present the next year's proposed budget for the next year at the October general club meeting. 9/16/06
- h) Library rental fees are approved by the membership. 10/21/06
- i) Changes to the location of any of club's fiduciary accounts are to be approved by Board. 10/21/06
- j) Library rentals shall be established for video rental at \$1.00 per Video or DVD per month. 10/21/06
- k) 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. 8/18/07
- l) Members are to approve membership of club in CFMS, and any fees involved in doing so. 8/18/2007
- m) The Treasurer shall complete all official corporate financial reports required by the Attorney General of the State of California. 8/18/07
- n) 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. 8/18/07
- o) The Board of Directors may approve all non-budgeted expenditures up to \$50 without membership approval. All non-budgeted expenses over \$50 must be approved by the membership. 8/18/07
- p) Membership is to approve all fees imposed on members. 8/18/07
- q) The sale of items by individual club members at club functions will only be permitted when that sale does not jeopardize the club's non-profit status. 8/18/07
- r) 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. 8/18/07

4) CLUB SHOW POLICIES

- a) The Club show location shall be approved by membership. 2/19/05
- 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. 9/16/06

5) FIELD TRIP POLICIES

- a) All field trip participants shall abide by the AFMS Code of Ethics. 7/19/03
- b) All persons attending the club field trips must complete the club's Waiver of Liability form. 7/19/03
- c) All field trip attendees must sign the club 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. 7/19/03
- d) The organization shall not be responsible for accidents of any kind occurring during the course of a field trip. 7/19/03

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- 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. 8/18/07
- f) Dogs and pets, when permitted by the location, are acceptable on trips if they are controlled and on a leash. 8/18/07
- 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. 7/19/03

6) SHOP POLICY AND REGULATIONS

- a) All use of the club shop equipment requires completion of the Club 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. 8/18/07
- b) Guests are not allowed to use the saw. 8/18/07
- 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. 4/10/02
- d) Hours of permitted use are 9am to 9pm Monday through Sunday when a shop committee member is in attendance. 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. 8/18/07
- e) Entrance is through the side gate. The gate must be kept closed at all times. 4/20/02
- f) Members must sign-in and sign-out. The log is posted on the shop wall. 4/20/02
- g) Use restroom facilities prior to arrival – the homeowner may not be at home. 4/20/02
- h) No unsupervised minors are allowed. 4/20/02
- i) The saw and the shop must be cleaned prior to departure. 4/20/02
- j) The shop must be locked upon departure. 4/20/02
- k) Shop fees shall be on a per-use basis. The amount shall be determined by the Board of Directors and approved by the membership. 8/18/07
- l) 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. 8/18/07
- m) Shop users shall be responsible to clean the shop on shop maintenance days. 8/18/07
- n) Keys to the shop are kept by the President, saw committee and the homeowner. 8/18/07

7) 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. 4/15/06
- b) The fees shall be collected by the class teacher, and turned over to the club. 4/15/06
- c) The teacher's costs for materials or other incidentals may be reimbursed by submission to the Treasurer with appropriate documentation. 4/15/06
- d) Fees for classes will be \$5.00 per class when a club member volunteers to teach. 10/21/06
- e) Costs for materials or for paid instructors are determined by the workshop chairman and class teacher and approved by the Board of Directors. 8/18/07