

VICTOR VALLEY GEM AND MINERAL CLUB

POLICIES AND PROCEDURES

REVISED April 23, 2013

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, 1<sup>st</sup> 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 that 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 Officers in the same household shall be replaced by a Board Member who is not an Executive Position. Adopted 7/2012 BOD</p>
2	Removing funds to/from or transferring funds to/from CD	<p>The same four (4) Executive Bonded Officers are signers on the Club's CD(s). (See the EXCEPTION in Rule 1, second paragraph). However, they are NOT given authority among themselves to make decisions concerning the status of the CD(s). They first must get direction from the Board of Directors at a Board Meeting, who will make recommendations to the membership at the following General Business Meeting. The membership has the vote as to whether or not the funds should be moved or transferred. It will at all times require at least two of the four signers to sign for such a transfer or removal of the CD(s).</p>
3	Removing funds from Savings	<p>Again, the same bonded four (4) Executive Officers are signers on the Club's saving account. Two signatures of the four officers are required at all times to remove funds from the Saving Account(s), only after direction by the Board of Directors and membership vote at a General Meeting. (See the EXCEPTION in Rule #1, second paragraph).</p>
4	Purchasing	<p>Purchasing:</p> <p>A. A Purchasing Agent will be appointed by the Board of Directors.</p> <p>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</p>

without Board approval.

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. 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 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.

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

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

C. By Members at Large

Members at large are not authorized to make any purchases without first going to the Committee Chair. 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 reimbursed.

D. By Officers, Directors, or Instructors

Officers, Directors, or Instructors are authorized by virtue of their office or duty to make purchases of under \$50.00 without getting authorization from the Board of Directors. However, if the purchase exceeds \$50.00, they must get approval from the Board. (Adopted 7/2012 BOD)

5            Audit of Club  
              Books/Records

Audit of Club Books/Records:

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 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.

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.

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. (Adopted 7/2012 BOD)

6            Inventory

A physical inventory shall be taken of the club contents each year, usually in January. The Treasurer will maintain the inventory throughout the year making note of any major purchases that should be added to the contents of our building both for Insurance and Personal Property tax purposes.

A copy of the inventory (or total cost of replacement of contents) shall be given to our Insurance Company at the beginning of each new year and a CD of the same shall be placed in our Safety Deposit box.

If members have personal items stored at the club that do not belong to the

club, they must be removed from the clubhouse or they will automatically become part of the club's inventory.

- 7            Reimbursement    In order to receive reimbursement for out of pocket expenses:
- a.        Fill out a reimbursement request form (Reimbursement Forms        are placed in the office next to the Treasurer's Tray) and staple all receipts to the back.
  - b.        Place the request in the Treasurer's green basket in the office above the computer.
  - c.        When the Treasure receives the request, a reimbursement check will be issued. (Adopted 7/2012 BOD)

- 8            Financial Advisory Committee    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 three (3) 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 committee.

Their 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 and making timely deposits and paying the bills on time.

They will keep a record of their meetings, who attended and what was discussed or decided for recommendation and present those minutes at the following Board of Directors Meeting.

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's of the Treasurer's duties, thus saving time at Board of Director's Meetings.

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, they are 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.

- 9 Mileage Reimbursement A formula for mileage reimbursement was adopted by the Board of Directors on MARCH 2, 2010. Mileage will be reimburse only (or 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. (Adopted 4/2012 BOD)
- 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. 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. Any assets suitable for sale will be auctioned off by either Sealed Bid or Live Auction (BOD October 5, 2010)
- 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 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.

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.

- 12 Instructor Shop Fees Instructor Shop Fees have been waived for all instructors per membership vote on November 2009 and reaffirmed on October 5, 2010 by the BOD 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.)

- 13      Active Instructors      Instructors must work a minimum of 2 shifts per month to be an active instructor. Passed 4/2012
- 14      Instructor Club Use      Active instructors can use the club on Mondays and Fridays. They can also use the club before or after the their duty shift. Passed 4/2012
- 15      Hiring of Club Members      For the good of the club the organization can hire club members only under the following conditions:
- a. A specialized person is needed,
  - b. The member must meet all legal requirements (i.e. license, bond, etc.),
  - c. 75% of board members at the board meeting must approve the hiring of the individual,
  - d. All such hiring will be for a one time only (on a case by case basis).
- Passed 4/2012
- 16      E-Mail Addresses      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. Therefore it is each member's responsibility to keep the Recording Secretary and Web Master notified of their current e-mail addresses. Passed 4/2012
- 17      Written Notification      Written notification as required by the: by-laws, standing rules, and policies and procedures requirements will be meet in the following order:
- a. E-Mail notification (if returned notification was completed
  - 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 was completed.
- Passed 4/2012
- 18      Code of conduct violation  
Censure,  
Suspension and  
expulsion of  
members      Revised and passed April 23, 2013.
- Reporting – Any person wishing to report a violation of the Code of Conduct by a member shall do so in writing, with his/her name, signature and date attached. 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 member 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.

Procedure once a complaint has been received:

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. At the Board's discretion, additional Victor Valley Gem and Mineral Club members may be appointed to participate in the investigation, discussion and voting actions.

- 1) The person making the charge and the accused shall be notified of the closed hearing date via postal service (certified, with return receipt requested).
- 2) The accused must submit a written response to the Board a minimum of (7) seven days prior to the closed hearing. The accused must 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 accused expense.
- 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-thirds vote of the Board members present and voting. The accused membership privileges shall be temporarily suspended until the next membership meeting.
- 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.

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 that the Board deems necessary.

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.

Once a complaint has been investigated and resolved by the board of Directors, the same incident will not be revisited.