

STANDING RULES
VANCOUVER USA VOLKSSPORTERS
(ADOPTED eff: 16 Jun 2017)

EXPLANATION OF STANDING RULES:

- A. STANDING RULES are rules enacted by the Corporation, hereafter referred to as the Club, to make the work of the Club flow smoothly and to support and expand the Bylaws.
- B. STANDING RULES may not change or alter the Bylaws in any manner.
- C. STANDING RULES may be passed or changed by a simple majority of the membership voting at a regularly scheduled meeting of the Club.

STANDING RULES

1. CLUB MEETINGS

REGULAR MEETINGS – The regular meeting date shall be the second Thursday of the month.

ANNUAL MEETING – Written notice of the annual meeting in June will be sent to the membership a minimum of thirty (30) days prior to the meeting. This may be included as part of the monthly newsletter.

2. MEMBERSHIP DUES

- a. Membership shall be for the calendar year 1 January through 31 December starting in 2019. Membership privileges shall be extended until the end of February with delinquent member(s) being dropped from the membership list effective 1 March.
- b. Annual nonrefundable dues shall be as follows:
 - \$6.00 per single member,
 - \$12.00 per family.
- c. New members paying dues after 1 July (mid-year) will pay as follows:
 - \$3.00 per single member,
 - \$6.00 per family.
- d. Two notices of dues renewal will be published in the Club newsletter. The first renewal notice in November and the second in December.

3. MEMBERSHIP LIST

The membership list is the Club listing of all paid members and shall be used to determine voting status and mailing lists. This list shall be maintained by the Secretary, with updated copies provided to the Board and Club members.

4. CLUB DUTIES

a. EXECUTIVE BOARD

1. The Board will hold at least 6 monthly meetings prior to regular Club meetings. Board meetings will be open to all members.
2. The Board may hold ad hoc meetings to conduct urgent business that cannot wait for a general meeting.
3. The Board will approve all Volkssport events for the Club subject to approval of the membership at a regular meeting.
4. The Board will approve all club expenses and keep the membership informed. Membership concurrence will be sought prior to approving payment for extraordinary or unusually large expenditures.
5. The Board will appoint committees and officials, as needed.
6. The Board may appoint delegates and alternates to AVA and ESVVA meetings. The delegates shall submit oral and/or written reports of the activities of these meetings to the Club members.
7. Club officers will normally be limited to two (2) consecutive terms for each individual office. An individual after serving 2 consecutive terms can serve as a different officer or be re-elected to the same position at a later date. If an honest and sufficient search for a person to fill the position of an incumbent officer who is completing two consecutive terms does not produce a nominee, a majority of members attending an official Club meeting may vote to approve an exception to the term limit rule when the incumbent is willing to serve an additional term.

b. PRESIDENT

The President shall preside at all meetings of the Club and act as principal representative for the club. He/she will maintain a file to be available at all meetings. The file should include:

1. Copy of all legal documents including the Articles of Incorporation, Bylaws, and tax exemption,
2. Official membership list and roster of Club Officers and Committee Chairs,
3. Standing rules,
4. Roberts Rules of Order,
5. Current minutes of all Regular, Board, and Committee meetings,
6. Current Treasurer's report,
7. Spare keys to the Club trailer and Year Round Event start boxes.

c. VICE PRESIDENT

The Vice President shall perform the duties of the President in the event of his/her absence.

d. SECRETARY

The Secretary shall be responsible for general correspondence which is not a function of other officers and/or committees, and shall perform duties incident to the office of the secretary. At least one week prior to the end of each month the Secretary will forward a copy of the latest minutes to the Board members and Newsletter Editor for review and inclusion in the next newsletter.

e. **TREASURER**

The Treasurer shall be responsible for keeping and managing the financial records of the Club, including bank statements, checkbook, and records of deposit. He/she shall be the primary officer responsible for disbursement of Club monies. He/she may also make deposits of monies received by mail or that are delivered to him/her, and will receive and keep deposit records made by other club members. He/she will maintain completed Waivers of Liability forms, start cards, and registration logs, as required by the AVA Policy Manual, currently seven years after the last day of the event. He/she will keep an accurate accounting of said monies, prepare financial statements for the regular and annual meetings, perform duties incident to the office of the Treasurer.

5. MEMBERS AT LARGE AND CLUB COMMITTEES

a. The Board may appoint Members at Large and committees as needed. The Members at Large might include, but not be limited to:

1) **NEWSLETTER EDITOR** shall produce the monthly Club newsletter. It shall consist of Club news, Club event information, a roster of Club officers and Committee chairs, and other informative articles. Notices of the time to pay membership dues and of the annual meeting when officers are elected will be included at the times required. Copies should be mailed or emailed to the membership.

2) **TECHNOLOGY MANAGER** shall manage websites, social media use and other means to advance the club's communication with members and interested parties, as well as maintaining historical documentation.

3) **HISTORIAN** shall keep a record of Club events in whatever form deemed necessary, such as scrapbook and/or files.

4) **PUBLICIST** shall be responsible for news releases prepared for publication purposes.

b. The Committees might include, but not be limited to:

1) **FINANCIAL REVIEW** consisting of two (2) or three (3) members shall review the financial records of the Club after the close of the fiscal year (June 30). The Committee shall present a written report to the general membership at the regular September meeting.

2) **MEMBERSHIP** shall provide information and encouragement to potential members, mentor new members, and furnish new members with the Bylaws, Standing Rules, membership list and a current newsletter.

3) **NOMINATING COMMITTEE** shall actively seek nominees to fill the positions of officers whose terms of service are set to expire in a given year.

6. SAFEGUARDS FOR CLUB TREASURY

- a. The Club check book, deposit book and other financial records shall be made available for informal audit by the Board at any time.
- b. Disbursement of routine event expenses, such as sanction fees, walker fees, approved monthly rentals do not require Board approval. Non-routine expenditures shall be approved by the Board prior to payment. If a new expense is extraordinary or unusually large, the Board will seek concurrence of the membership prior to approving the payment.
- c. All Club checks should be signed by the Club Treasurer, if available. There should be at least three Club Officers authorized by the bank to sign checks on behalf of the Club. No one will be allowed to write a check to themselves or a family member.
- d. Proceeds from Club events must be counted and signed for, at the start point, by two members together at the end of each day of the event. Proceeds of the event must be deposited or given to the Club Treasurer for deposit within a week of the event.
- e. No disbursements shall be made from the Event cash funds.

7. AVA GUIDELINES

- a. To comply with AVA insurance requirements, all participants on workers walks must complete an AVA Waiver form.
- b. Those who work an event for at least two hours can get credit for the event at the \$2.00 Club member rate. However, the event must be walked to get distance credit.