

## **ATTACHMENT F – SCRAPBOOKING, PAPER Crafts, AND MORE STANDING RULES**

### **MONITORING**

1. All Club Members are required to monitor two (2) times during each calendar year. (Exception: Members 85 or older may monitor but are not required.)
2. A monitor is required for each room in use during the club session.
3. In the event a member is unable to fulfill her obligation on a date she has chosen, she is to obtain a substitute and said substitute will receive credit.
4. Monitors are to arrive 15 minutes prior to Opening and remain at club until all members leave and/or end of the session.
5. To ensure everyone's safety there must be at least two (2) people on site whenever any club is utilizing any Recreation Facility. This may be a combination of club member(s) and/or monitor (s). In the event a monitor is not present and performing the duties as required, the club facility shall be closed (per RR & P's).
6. The Club has the right to refuse renewal to a member who does not comply with the regulations.

### **REQUIREMENTS FOR VILLAGE STORE AND CRAFT FAIRS**

1. Hand lettering must NOT be one that is traditionally identified as "calligraphy" or lettering that requires the use of special pens that are either pointed tip dip pens or chisel pens that produce the thick and thin lines associated with calligraphy. The use of whimsical lettering such as "Tinker Toy" or computer generated lettering is permitted.
2. It is the responsibility of the club member to adhere to copyright laws.
3. Submission of items for the two (2) Craft Fairs and the Village Store will be in accordance with the Club and Craft Fair Quality Control Procedure.
4. Individual Participation Form must be signed prior to entering items in Village Store and/or Craft Fair. (Please note this form must be signed every year.)

### **VILLAGE STORE POLICY**

1. All club members are eligible to participate in Village Store Sales.
2. The minimum price of items to be sold is \$2.00. Pricing must be in \$.25 increments.
3. Only items containing commercially packaged food are accepted.
4. Submitting member is responsible for completing appropriate paperwork. i.e. Consignment Form, Club Village Store Log, and price tag. Each item requires its own Consignment Form.
5. Neither the club nor the Village Store is responsible for loss or theft of items.
6. Proceeds from sales are distributed monthly by the Treasurer. The Village Store commission is deducted from the total sales and paid to the Village Store prior to the disbursement to the club member.

### **ELECTION OF OFFICERS**

1. A Board member shall serve as Chairman of the Nominating Committee. Two other club members shall serve on this committee.
2. The committee shall begin to function immediately after the first General meeting of the year (usually held in January). The slate of candidates shall be presented to the membership at the September General Meeting and shall include a minimum of: President, Vice-President, Secretary, and Treasurer. The committee shall obtain the candidates permission. With the consent of the proposed nominee, nominations may be made from the floor.
3. Election shall be held at the General Meeting in the fourth quarter of the year and installation of these officers will be held at the annual Holiday Party.

## **ANNUAL APPOINTMENT OF COMMITTEE AND THEIR ASSOCIATED CHAIRPERSONS**

1. At the first Board meeting of the current year (usually held in January) the Board (President, Vice-President, Secretary, and Treasurer) will determine the committees needed for the upcoming year. At such time the Board will also appoint the Chairpersons for said Committees.
2. The term of office for those appointed chairpersons will be the same as the Board, i.e. one year.
3. At the first General Meeting of the membership the general membership will be asked to confirm by vote those appointments.
4. Throughout the year the Board may determine the need for additional committees and will follow the procedures outlined in 1-3 above.
5. Committee chairpersons are non-voting members on Board issues.

## **DONATED ITEMS**

All donations to the club will be reviewed by a group of three or more named by the president, including a representative from the inventory committee and a board officer. This group will endeavor to honor the wishes of the donor and will review all items to determine what items will be kept by the club, distributed to members, or donated to an organization of the group's choosing.

## **TRESURER'S RULES**

1. Prior to purchase of club equipment or supplies, authorization for the expense need to be pre-approved by two board members, except if previously approved in the respective budget.
2. Receipts for reimbursement need to be submitted preferably by the end of the calendar month in which the expense occurred, or within 30 days if the expense occurred late in the month.

September 2010

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Revised: January 2014

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