

## Policies and Procedures of The CASCADIANS

As Approved by The CASCADIANS Board of Directors on May 1, 2019

### 1. POLICIES AND PROCEDURES SHALL BE RECORDED AND A COPY KEPT BY THE PRESIDENT, RECORDING SECRETARY AND TREASURER:

The By-Laws of The CASCADIANS (the original copy shall be kept by the Recording Secretary), Policies and Procedures, club committees, and on-going projects shall be reviewed annually during the months of January and February by each newly elected Board and either amended or reaffirmed.

### 2. POLICY REGARDING PROCEDURES FOR LIABILITY FORMS:

The leader of each outing shall have the standard Trips and Release of Liability form, current for each year, filled out and signed by each participant acknowledging his/her understanding of the content. A separate form is to be filled out and signed for each outing. The names of any children under 18 years of age must be spelled out (no ditto marks) and signed for by their responsible adult. Upon completion of each outing, the signed Trips and Release of Liability form is to be delivered to the designated collector of these forms within two weeks. The collector of the Trips and Release of Liability forms will be designated by the President at the start of the calendar year. The collector of Trips and Release of Liability forms will keep the completed forms for one year and will use the forms to create a list of outings for The CASCADIANS Annual. The Trips and Release of Liability forms then will be delivered to the Historian for safekeeping in the club archives. The Historian, in turn, will keep the forms for a minimum of five years before disposal.

### 3. POLICY REGARDING THE CASCADIANS NEWSLETTER AND WEB PAGE:

Only CASCADIANS-related items shall be published in The CASCADIANS Newsletter. No items of a personal nature shall be published in the Newsletter or on The CASCADIANS Web Page.

### 4. POLICY REGARDING CASCADIANS-SPONSORED OUTINGS:

a. Outings listed in The CASCADIANS Newsletter, even when modified because of weather, unforeseen difficulty or otherwise, are official. An ad hoc or impromptu outing becomes sponsored only when the designated leader follows The CASCADIANS Guide to Safe Outings and has a Trips and Release of Liability form completed for the outing. No outing is official unless there are four or more participants in the group. In case of injury, at least one person stays with the injured individual(s) while two other participants go together for help. There shall be no minimum or maximum age for participating in an outing.

b. Animals are allowed on CASCADIANS outings only when notice of such an outing is published in The CASCADIANS newsletter. However, seeing-eye dogs and other service animals are exempt from this rule, provided that the outing leader is informed prior to the outing.

#### 5. POLICY REGARDING OUTING LEADERS' RESPONSIBILITIES:

All outing leaders and participants shall follow and abide by The CASCADIANS Guide to Safe Outings.

#### 6. POLICY FOR DEALING WITH PROBLEM BEHAVIOR:

Outing leaders are responsible for explaining and enforcing trip plans and rules of conduct for their activity. It is the policy of The CASCADIANS Board of Directors that the club's leadership will deal promptly and fairly with incidents involving member behavior that negatively affect the safety, morale and enjoyment of outing participants. During outings, the leader is responsible for letting participants know if their behavior is detracting from the safety and enjoyment of others. Private discussion should identify the problem and outline corrective action needed. Outing leaders may deny participation by anyone they determine to be physically unprepared or unwilling to observe expected rules of conduct. If participation and misconduct continue uncorrected, or if leaders feel problems cannot be properly dealt with during the activity, The CASCADIANS Board of Directors should promptly be informed in writing. The Board will consider each instance on its merits, and sanctions limiting outing participation may be imposed on the offending member. Written notification of the Board's decision will be promptly provided to the appropriate outing leaders and member.

#### 7. POLICY REGARDING CASCADIANS EQUIPMENT:

a. There is currently no outing equipment in the club inventory, and hence the Club Equipment Chair is currently inactive. However, the following will apply to any future club equipment: All CASCADIANS equipment shall be kept by the Equipment Chair, and shall be marked with the CASCADIANS name and shall be inventoried each March. Any member can check out equipment; however, club-sponsored outings have first priority. Club equipment should be checked out for single outings. Any piece of borrowed equipment must be returned within two weeks. The Equipment Chair may revoke borrowing privileges of those people who abuse the rule. If a member loses a piece of club equipment, that person will be liable for replacement or reimbursement. The Equipment Chair will require a \$5 late fee per item per week from borrowers, not to exceed the replacement cost of the item.

b. The Board Vice-President shall be responsible for the club's sound and video equipment to be used at the general meetings. Reasonable care shall be taken to safeguard the equipment, but the club assumes liability except in the case of gross negligence.

#### 8. POLICY REGARDING CONSERVATION ISSUES:

- a. The CASCADIANS support a buffer strip, free from logging, along the Pacific Crest Trail. The CASCADIANS shall commit to provide a significant amount of physical labor to support the maintenance and protection of wild lands. Support to non-profit conservation organizations shall be subject to discussion and vote by the CASCADIANS Board. Donations exceeding \$500.00 shall be brought before the membership prior to a final commitment by the Board. The Board Recording Secretary shall take the minutes of this discussion as it occurs at the general meeting. Interested members are urged to join, cooperate with and support other groups and individuals who promote interest and enjoyment in non-motorized outdoor activities.
- b. Any existing contracts with USFS should be reviewed annually.

#### 9. POLICY REGARDING COMMITTEES:

- a. Committee chairs shall organize outings and solicit assistance from members who are in good standing, when needed and appropriate. Committee chairs are encouraged to contribute articles to The CASCADIANS ANNUAL at the end of the year to highlight committee activities for the year.
- b. In the event a committee chair becomes vacant, any club member in good standing can volunteer to fill that chair or nominate a club member in good standing to do the same, subject to the final approval by the Board.
- c. All committee reports at the general meeting shall be given over the microphone.

#### 10. POLICY REGARDING THE TREASURER AND RECORDING SECRETARY:

- a. In addition to Section 5, Article VI of The CASCADIANS By-Laws, the Treasurer shall establish a bookkeeping ledger to track deposits and expenditures and bring the ledger to each Board meeting. The ledger shall be audited by the Board President or his/her designee between the 1<sup>st</sup> and 10<sup>th</sup> of February annually. The Treasurer shall also prepare an annual budget for review and approval by the Board.
- b. The Recording Secretary shall provide a brief summary of Board minutes at the general meeting.

#### 11. POLICY REGARDING MEMBERSHIP DUES AND MEMBERSHIP ROSTER:

- a. The annual dues are due January 1<sup>st</sup>. Those members who have not paid by February 28<sup>th</sup> will be dropped from the website membership roster and their data archived. Any dues received after October 1<sup>st</sup> will be applied to the remainder of that year and to the upcoming calendar year.

b. The distribution of The CASCADIANS membership roster is restricted to the club membership. The annual membership roster shall not be sold or given to anyone outside The CASCADIANS membership. The roster can be accessed online on The CASCADIANS web site, but printed copies will be made available to members upon request.

c. The Membership Chair shall maintain a current membership roster on the club website. Members can renew or join The CASCADIANS on the website. Members who wish to pay manually can complete a Membership Dues and Release of Liability form and pay by check. A copy of the Membership Dues and Release of Liability form is filed and kept for three years by the Chair. All moneys received are turned over to the Treasurer for deposit. The Membership Chair shall retrieve mail and distribute accordingly. Each month the Chair shall provide to the printer a list of those members who wish to receive a hard copy of the monthly newsletter. The Membership Chair shall set up a Membership table at the monthly general meeting and be available to answer questions and take applications. The Membership Chair's email address and phone number are listed on the website as well as in the newsletter.

#### 12. POLICY REGARDING MAINTENANCE EXPENDITURES:

All CASCADIANS-funded programs and projects requiring annual maintenance funds shall be reviewed annually prior to approval of the upcoming CASCADIANS annual budget. The review shall include the determination of whether programs and projects are still feasible, beneficial and of use by The CASCADIANS. Expenditures exceeding \$500.00 shall be brought before the membership prior to a final commitment by the Board. The Board Recording Secretary shall take the minutes of this discussion as it occurs at the general meeting.

#### 13. POLICY REGARDING NEW FUNDING REQUESTS:

This policy covers requests for CASCADIANS funding to sponsor new programs, projects and non-CASCADIANS organizations. Only CASCADIANS members in good standing may request funding to sponsor programs, projects and all else. All requested outlay exceeding \$500.00 shall be initially and thoroughly reviewed by the Board to determine the practical need, feasibility and benefits to The CASCADIANS organization. If approved by the Board, the requested funds and the purpose for those funds shall be presented to the general membership for discussion. The Board Recording Secretary shall take the minutes of this discussion with the membership as it occurs at the general meeting. The membership shall be apprised of such discussion via The CASCADIANS Newsletter prior to the event. The Board shall then conduct a final round of discussion before making a final decision of whether to approve the requested funds.

#### 14. POLICY REGARDING INSURANCE AND LIABILITY:

It is recommended that all current and potential outing leaders and the Board consult their own personal insurance agent and/or lawyer to determine the level of coverage suitable for their own circumstance, and that individuals obtain the highest level of liability coverage possible.

#### 15. POLICY REGARDING THE DISTINGUISHED SERVICE AWARD:

The Distinguished Service Award shall be given to the member(s) who have made significant contributions of their time, talent and energy to accomplishing and personifying the purposes of The CASCADIANS. Any member in good standing may present the nominee's name, along with the reasons for nomination, to a current Board member. Nominations should be presented by November 30<sup>th</sup> for consideration. The Board shall discuss the nominees and their qualifications, and vote on any nominees at the December Board meeting. Recognition for the award will be on the basis of merit, and the Board shall have the option of presenting multiple awards, or none for the year.

#### 16. POLICY REGARDING HONORARY LIFE MEMBERSHIPS:

Honorary Life Memberships shall be awarded to members who have made significant contributions to The CASCADIANS organization and its purposes, over a major portion of their life. This award is different from the Distinguished Service Award, by the extended time of the member's contribution, and the extent of the personal long-term commitment and sacrifice involved. Any member in good standing may present the nominee's name, along with the reasons for nomination, to a current Board member. Nominations should be presented by November 30<sup>th</sup> for consideration. The Board shall discuss the nominees and their qualifications, and vote on any nominees at the December Board meeting. This award shall be given infrequently, for truly outstanding contributions. Annual club dues will be waived for Honorary Life Members.

#### 17. CASCADIANS GRANT PROGRAM:

##### Purpose

The CASCADIANS Grant Program is designed to provide modest financial support for members who wish to obtain training intended to increase their knowledge, skills or abilities, in outdoor activities endorsed by The CASCADIANS. The knowledge, skills and abilities learned will be shared with club members and utilized to strengthen and expand club activities. Examples of sharing the knowledge gained are: a brief presentation at a general meeting, leadership of club activities, organizing learning adventures and small group learning sessions. The expectation is that the investment made will benefit both the individual and the club.

Procedure

- The club member completes and submits an application form to The CASCADIANS Board of Directors. The application is available for download under the Resources tab of The CASCADIANS website.
- The Board will review the application for completeness, alignment with the purpose of the program, and the available training budget.
- The President or his/her designee will notify the applicant of approval or disapproval of the request.
- Upon completion of the training program, the member will present documentation of completion to the Board, and the Treasurer will be directed to reimburse the member.
- The Treasurer will reimburse the member for 50% of the cost of completed training up to \$150.

Application form

CASCADIANS GRANT PROGRAM APPLICATION			
Member Name			Date:
Email Address		Preferred Phone #	
Proposed Training			
Total Cost of Training		Amount Requested (50% of total up to \$150)	
Proposed Method for Sharing New Knowledge or Skills			
Documentation Describing Training and Cost	<i>(Attach with initial application)</i>		
Proof of Payment for Training	<i>(Submit along with training completion documentation)</i>		
Documentation of Training Completion	<i>(Submit with proof of payment)</i>		
<i>Submit completed application to The CASCADIANS Board of Directors. Upon completion of training submit copy of approved application along with the last two items above.</i>			