

Policies and Procedures

SCI Pittsburgh Chapter

June 2013, Amended October 2013

The following Policies and Procedures are to be used as guideline for board. The materials contained herein are not to over ride the Bylaws as voted on by the Members dated January 15, 2012.

All meetings will follow the Rules set forth in the bylaws first, Robert's Rules for meetings second and this document third.

1. Privacy:

- a. The Pittsburgh Chapter of SCI does not share it membership lists with any outside organization.
- b. Board Members contact information, phone #, address, email, is not to be shared with anyone outside our board, unless given permission by the Board Member in question.
- c. If an outside party must have the Membership list they will be required to sign a confidentiality agreement prior to receiving the list.

2. SCI National Meetings:

- a. The chapter President or their designated proxy is required to attend a National Board Meeting per year. The Chapter will reimburse the Pittsburgh Chapter Representative for the following:
 - i. Airfare
 - ii. Hotel room
 - iii. Registration at the SCI meeting and SCI dinners for the board member only.
 - iv. We do not reimburse for spouses.**
- b. Reimbursable meetings are regularly held in: Washington DC in May and Tucson/Jackson Hole in August.
- c. We do not pay expenses for the President or proxy to attend the SCI Convention meeting.
 - i. If the President attends the convention they are expected to attend the board meeting.

3. Board Meetings:

- a. Alcohol at meetings: This is at the sole discretion of the sitting President.
 - i. The club is not permitted to pay for the alcohol at Board Meetings.
 - b. Only Elected Board Members and past Presidents may sit in on board meetings.
4. **Voting.**
- a. Only the President or acting President may call for a vote during a board meeting.
 - b. In order to minimize E-mail votes: The Board gives the Executive Committee power to approve emergency or time sensitive expenditures under \$250 without a vote of the board. The Executive Committee must inform the board at the next meeting of the vote, expenditure and reason for the emergency vote.
5. **Checks over \$2,500:** That are voted on by the Board must be signed by two people.
- a. Treasurer
 - b. Mike Fetterolf
6. **Donation requests:** Protocol for donation requests are as follows:
- a. All donation requests must be submitted to the Donations Committee.
 - b. Only a member of that committee may present a donation request to the board.
 - i. Donation committee members may ask another board member to speak on a request at a meeting.
 - c. All donation requests require a vote of the board.
 - d. Once the donation is approved by the board by a majority vote it is the responsibility of the Donations Committee to provide the treasurer with the appropriate information to send the check.
7. **Election of Officers and Board Members:**
- a. The Board may recruit for new board members The process of this is:
 - i. Advertising online and in Crosshairs.
 - ii. Application letters of intent along with a bio of the prospective new member should be sent to the Nominating Committee.
 - iii. A letter from the Nominating Committee will go out to all who apply informing them of the process.
 - 1. The process is outlined in the Bylaws Article VI Sections 1 – 7
8. **Committees:**
- a. All Chairpersons of committees must be a current Board Members or Past Chapter President.
 - b. Committee members must be Chapter Members but not necessarily board members. Service on a committee is determined by the Committee Chair.

TRADITIONS:

- 1. **President's Awards:** These are traditional awards that are determined by the sitting president.
 - a. The Board Member of the Year.
 - b. The President can bestow other awards – i.e. Humanitarian Award

- c. The Member of the Year, Outfitters of the Year, with recommendations from the Board.
 - d. The Life Achievement Award, with recommendations from Past Presidents and past recipients of the award.
2. Any award given to a member by the President with a value over \$250 must be voted on by the executive committee of the Board of Directors, including all of the awards listed above. (If the recipient of the award is an executive committee member they may be excluded from the vote)

The following were not approved. Several changes were requested and after being rewritten need to be discussed and voted on again.

1. Voting by email.

- a. Only the Executive Committee may call for a vote of the board via e-mail and a member of the Executive Committee will send out the e-mail that calls for the vote.
 - i. If you have something that will require a vote please call or contact the a member of the Executive Committee before asking the entire board for comment. The comments that you ask for could be mistaken for a request for a vote.
 - ii. If a vote is called for via e-mail a time limit will be placed on the vote. A non-response from a board member will be considered a non-vote.
 - iii. All elected board members must be e-mailed for these votes.
 - iv. All Active Past Presidents must be e-mailed for these votes. (active = attended at least one meeting in that Board Year, Sept. – June)

2. Board Communications:

- a. If a topic requires discussion outside of the Board Meeting and is just a topic for discussion not a vote. Then a Board Member should e-mail the entire board at once not just some of the members.
 - i. Exception: Committee discussions
 - ii. All Active Past Presidents must be e-mailed for these conversations. (active = attended at least one meeting in that Board Year, Sept. – June)
- b. The board member should be careful that this discussion does not become a request for a vote. If you are unsure please contact the President for discussion prior to sending the e-mail.

3. Create new Committee Chair: Webmaster

- a. This chair will be under the Marketing committee. (If this person is not a board member the Marketing committee chair will be responsible for all communications to this position after meetings)

- b. The person in this position does not have to be a board member.
- c. This position is responsible for:
 - i. Maintaining the chapter website
 - ii. Upkeep of current information about the chapter.
 - iii. To verify and maintain Forever.com photos and data on the chapter.