

Policy Manual

Lehigh Valley Kayak and Canoe Club

These rules and procedures have been drafted by the club as a guide to officers and members on questions that are not specifically addressed in the bylaws. This manual is intended to be a flexible document that will be updated as needed through a vote by the membership.

The policies herein are intended to supplement the bylaws. Nothing in this document is intended to or should be taken to supersede the language in the bylaws.

This version of the manual approved by membership June 3, 2021

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PART I

JOB DESCRIPTIONS

PRESIDENT

In the public eye, a President carries the major responsibility for the success, effectiveness, and reputation of the club.

As presiding officer, the president sets an example in fairness, courtesy, and operation under rules. It is important to keep in mind that proper procedure is based on:

- Courtesy to all
- One item at a time
- Majority rule with respect for the rights of the minority
- Consideration for the rights of individual members, absentees, and the club as a whole
- Partiality for none and justice for all

Duties of president:

1: Be sure that each person to be on the program is ready and understands the amount of time allowed for ones' presentations.

2: Preside at meetings.

a. Call meetings to order on time. Adjourn meetings at scheduled time.

b. Follow the order of procedure recommended for conducting a meeting per Robert's Rules of Order.

3: Create and distribute Monthly Agendas 2 weeks before the next meeting to the exec members for review and updates.

4: Appoint committees as needed.

5: Be familiar with the duties of other officers and committees, and encourage them to perform their duties.

6: Attend meetings by other organizations of concern to the club.

VICE PRESIDENT

The vice president is next in rank to the President. He or she will take the president's place in the event he/she is not present at a meeting or he/she resigns.

Duties of vice president:

- 1: Know the duties of the president.
- 2: Be prepared to perform duties of president at short notice.
- 3: Assist other officers in arranging for and conducting meetings.
- 4: Assist and setup Club Meeting Locations

RECORDING SECRETARY

Duties of recording secretary:

- 1: Keep a complete yet brief record of the minutes and activities of each meeting.
- 2: Meeting minutes should contain the following information:
 - Date and place of meeting
 - Number of members and any guests attending
 - Approval of previous minutes
 - All reports and what action was taken on previous minutes
 - All motions, with the name of the person who made the motion, the name of the member who seconded, and whether the motion was carried or lost
 - The time the meeting was called to order and it was adjourned
- 3: Circulate the minutes to the Executive Committee for review in a timely manner, after which the minutes will be uploaded to the club website prior to the next meeting, at which time the membership will vote on approval of the minutes. The summary of the treasurer's report will be included in the secretary's minutes, but will not be posted on the club website.
- 4: Maintain meeting attendance records using the form provided by the club, or by participant list for online meetings.
- 5: Maintain printed copies of:
 - Monthly Minutes
 - Monthly Treasurer's Report
 - Monthly Membership Report
 - Annual Education Report
 - Annual Education Plan for the coming year

5: Call meetings to order when president and vice-president are absent.

TREASURER

Duties of treasurer

- 1: Preparation of annual budget for review and discussion at the January Executive Meeting.
- 2: Keep the budget up to date if any changes are made over the course of the year.
- 3: Receipt of funds – the treasurer has charge of all money received by the club.
- 4: Keep an accurate record of:
 - All money received and its source (income)
 - All money spent, to whom and for what (expenses)
- 5: The treasurer is prepared to provide an itemized account of funds at any time upon request of the members or leaders.

RECEIPTS

- 1: Deposit all money received into the club treasury account (in a local bank) as soon as it is received.
- 2: Track and Transfer funds collected through PayPal. (The treasurer - must have knowledge of Paypal and how to set up payment buttons and create and process invoices.)
- 3: Run PayPal reports as requested.
- 4: The treasurer will notify necessary people on payments made, such as class coordinators and trip organizers.

EXPENSES

- 1: All bills are to be paid on a timely basis with reference to the approved budget. This includes all recurring monthly and yearly bills, donations and one-time expenses as approved in the budget.
- 2: Any expenses beyond budget items must be approved according to “Finance Management” numbers 7 and 8.
- 3: The treasurer will report at each meeting:
 - The amount of money collected since the last meeting and its source.

- The amount of money expended in the period covered by the report and to whom and for what the money was spent.
- The current balance in all club accounts.

4: Keeps receipts for all expenses paid.

NOTES

1: When the treasurer's term ends, he or she is responsible for helping transfer banking responsibilities to the new officer.

2: The treasurer is responsible for the club funds until his or her replacement is elected and has all banking privileges necessary to take over responsibilities.

3: A financial review committee will review the treasurer's records every six months.

MEMBERS AT LARGE

Duties of members at large

Unlike other executive board leadership such as a president or treasurer, a member at large does not have a specific role. A member at large serves as a liaison to the general membership. They may also be called upon to act as mediators to help settle disputes.

Duties for these officers can change as defined in organization bylaws or as needed to fulfill board requirements and address overall organization goals.

MEMBERSHIP SECRETARY

Duties of membership secretary

1: Receive Membership forms and fees.

2: Maintain membership file on Excel, updated weekly for January and February and monthly thereafter. Provide copies to pool desk personnel and class leaders.

3: Upload the membership list to club website or send to Webmaster for posting.

4: Validate that the club waiver has been signed by each member.

5: Report membership statistics at club meetings, including total, family and individual member numbers. Also track facebook and Meetup member numbers.

Part II

GENERAL POLICIES

OFFICER ATTENDANCE

- 1: Officers will make every effort to attend all meetings.
- 2: If an officer cannot make a meeting, he or she will appoint a substitute to present any reports required or take notes as needed.
- 3: Officers who miss four out of ten meetings in the fiscal year and do not provide needed reports for the meeting will be dismissed from office. The president will appoint a replacement, as per the bylaws.

CLUB SPONSERED INSTRUCTORS

These club members have received training and certification through the American Canoe Association with the financial support of the club.

- 1: Expected to support club teaching and skills Classes in accordance to their ACA certification.
- 2: If sponsored instructors do not support the club , the club will not support recertification or certification for more advanced levels.
- 3: Instructors can co-instruct for various skills to build their training.
- 4: Instructors are expected to keep advancing their own skills.
- 5: Pool Classes: If an instructor is teaching or helping teach a class at a winter pool session, then he or she will not be charged for that pool day.
- 6: If participating in a pool session that is not part of an offered class then all instructors will pay the standard fee.

POOL SUPPORT PERSONNEL

Club members who help set up the pool, inspect boats and otherwise contribute to a pool session do not get free use of the pool. Only members who help but do not use the pool will not be charged.

Duties of pool support personnel

- 1: Collect and record membership forms and payments; list new members on a separate sheet.
- 2: See that all participants sign in and verify that they have paid for the pool session and are a current member of LVKCC. Confirm that members taking classes have paid for the class.
- 3: Inspecting and cleaning of boats - Check everything, especially under the seats and under float bags (remove as needed). Mark the boat to show that it has been inspected. Provide owner with bucket and sponge if cleaning is required.

FINANCE MANAGEMENT

- 1: Banking privileges will be limited to the president and treasurer.
- 2: Only the Treasurer will write checks and make payments as necessary.
- 3: Any Deposits made by someone other than the treasurer must be itemized. The deposit receipt from the bank must be kept and all information reported to the treasurer.
- 4: Financial reviews: The club accounts should be reviewed at the end of each fiscal year and can be reviewed at any time during the year.
- 5: President should verify and reconcile the treasurer's monthly reports every six months, including the final year-end account.
- 6: The financial review committee shall consist of the president, treasurer and a non-officer appointed by the president.
- 7: If the budget is to be amended after January approval:
 - a. Club members vote at the next meeting.
 - b. If no meeting is scheduled in the time needed, the Executive Board may vote on the amendment.
- 8: A contingency fund of \$500 has been set in the budget for unexpected expenses.
 - a. If the expense is greater than \$200 - then the executive board must vote to approve.
 - b. If the expense is less than \$200 - then the president, vice president and treasurer must all agree to the expense. If there is not agreement by all three officers, then the budget request can be advanced to the general membership.

REIMBURSEMENT POLICY FOR CLUB EVENTS

1: Pool classes

- A: Full refund if cancellation occurs 30 days prior to the class.
- B: 50 percent refund for cancellation less than 30 days, up to one week before the class
- C: No refund if cancellation within one week of class

2: Club trips

- A: Initial deposit is non-refundable
- B: Full refund if cancellation occurs 30 days prior to the trip
- C: 50 percent refund for cancellation less than 30 days, up to one week before the trip

D: No refund if cancellation within one week of event

E: Exceptions

a: If there is a wait list and the individual cancelling can find a replacement, a refund can be given.

b: If there is a family emergency with proof, a refund will be given. Proof requires a doctor's note, letter from a lawyer, funeral notice, or work note from boss or human resources.

EXECUTIVE COMMITTEE AUTHORITY

It is the goal of the club to be as open and transparent as possible in all operations. Wherever practical, the general membership should discuss and vote on club business.

In these specific areas executive committee deliberation and action is appropriate.

1: Creating and approving the budget.

2: Handling sensitive personal matters.

3: Time sensitive issues that cannot wait for the next meeting.

Any actions taken by the executive committee will be reported to the membership at the next meeting. Personal matters will be reported at the president's discretion.

PART III

STANDARDS OF BEHAVIOR FOR CLUB MEMBERS

1: Club members will treat themselves, fellow club members, and the general community with respect, honesty, and fairness, on and off the water.

2: Club members will not engage in any violent behavior or abuse others mentally, emotionally or physically in any way. This includes but is not limited to the use of profanity, vulgar language, racial slurs or demeaning comments against club members or others.

3: Club members will not act in such a way that will reflect poorly upon LVKCC.

4: Club members will show respect for the environment, especially the rivers and waterways on which we paddle. Members will honor the tradition of leaving no trace on the environment.

5: Club members will strive to achieve their personal best physically, emotionally and mentally and support others in this effort.

6: Club members will strive to promote the primary club purposes outlined in the club's mission statement in the bylaws.

7: Club members will participate in and support club events and assist fellow members to the best of their ability.

8: Club members will strive to make all new members and guests of LVKCC feel welcome and comfortable in our club, without regard to race, religion, gender, ethnicity or physical abilities.

9: Club members will respect the rights and property of others. This shall include respect of put-in and take out areas, whether public or private.

10: Club members will become a student of the paddling sport and endeavor to build their skills to the best of their ability.

11: Club members will communicate all matters of concern to the club officers and board members for proper handling and remedy.

PART IV

GRIEVANCE PROCEDURE

If any issue or conflict develops as part of an official club activity or meeting that cannot be resolved through normal channels and discussions with officers and at club meetings, the following policy should be used to guide the process of finding a resolution.

This policy only applies to issues beyond normal club business procedures as outlined in the bylaws and as conducted according to Roberts Rules of Order.

- 1: The complainant(s) should explain the issue in writing and submit it to the president.
- 2: The president should consult with the complainant and then select a mediator to help resolve the problem. The executive committee members at large will be on call as part of their assigned duties to take on the job of mediator if needed. When appropriate, the club president can name another club member to mediate.
- 3: The mediator selected will discuss the issue with all affected parties, taking notes and then recommend what he or she feels is appropriate action to the executive committee. It is the mediator's job to do everything possible, to the best of his or her ability, to find an outcome that will satisfy everyone's concerns. If not successful, it will be up to the Executive Committee to decide how to follow up.
- 4: The entire process must be wrapped up in a timely manner, including calling special executive sessions as needed.