

# **California Blacksmith's Association**

## **Policies and Procedures**

### **Board Elections, Meetings, and Roster**

5/96 Nominations for the Board must be published in the next issue of the magazine.

Committee Recommendation: list candidates in magazine no later than the November/December issue.

12/00 Request was made that each Board member starts an information binder of Board business to be passed on to future Board members.

12/00 Concern of members refusing to serve on the Board was because of the cost of traveling to Board meetings.

Suggestion: Board members may be reimbursed travel expenses for Board meeting attendance; claims will be filed with the Treasurer for payment.

2/07 The closing date for nominations will be October 31st in order to have the information ready for the magazine.

2/07 Reconfirmed Hosts for Board Meetings to be reimbursed approximately \$100.00

8/07 Policy for Board Elections:

- An election is held and ballots are mailed only if more eligible candidates have consented to serve than the number of positions available.
- If less than the required number of eligible candidates are available to fill all positions, the President shall appoint members to fill vacant positions. Appointees shall be confirmed by the board.

### **Board Procedures**

7/09 Board voted to change bylaws to allow voting by email.

1/11 Contacts or requests for information should be responded to within 48 hours. If that is not possible, information for an alternate contact shall be made available on e-mail or voice mail accounts."

## **Education and Training**

- 12/96 Any member may hold a CBA education event. Guidelines and funding information is available from the Education Chairman.
- 8/99 and 8/03 CBA events have the right to use the CBA logo so long as profits go to CBA. Any deviation must be approved by the Board in writing prior to the event.

## **Finance Committee**

Recommendation: CBA shall maintain a minimum of the current year budget, plus a 12-month operation reserve in a Reserve Fund.

- 10/98 IRS Form 1099 rules will be observed for all CBA business.
- ~~12/00 Expenditures of \$2,000 or more require two Board meetings for voting approval before authorization.~~
- 2/01 Officers' stipend shall be \$200 per month for the Secretary, Treasurer, and Magazine Editor
- 2/01 The Finance Committee was created by and reports to the Board. The President is also a member of this committee.
- ~~6/01 Treasurer will open special savings accounts to separate monies for Memorial Fund, Scholarships, etc. and to apply maturing CD to this account.~~
- 6/02 CBA must use a professional tax preparation service reflecting the growing size and complexity of CBA.
- 12/02 The Treasurer's address shall be the address of record for all CBA bank and security accounts.
- 12/02 The "Event Profit and Loss Statement" shall be used for all CBA events and conferences when reporting the events results to the Finance Committee and Board.
- 4/05 We will receive the year end report by mail. We do not want them on the web site. The board voted not to have them on the web page but they will be published in the magazine once a year.

## **Gallery**

~~8/03 CBA will have a gallery located in Ferndale, California. It will be named “The Carl Jennings Memorial Gallery” and will be leased to CBA by Joe Koches for \$1.00 per year. CBA cannot profit from any items sold in the gallery.~~

## **Grants**

12/02 Availability of grants is to be published in each issue of the CBA magazine.

4/02 The Grant Committee chairperson in agreement with the CBA president will be able to approve the grant applications.

2/07 A vote of the Board will be needed for all grant approvals.

Recommendation: Grant applicants must allow sixty (60) days for the approval process.

~~4/02 “The Mark Aspery School of Blacksmithing” is to be added to school grant eligibility.~~

9/06 Auction and Iron in the Hat: If an event makes money, 20% of it goes to grants. If the event doesn't make money, it stays in the general fund to support events. At the end of the year, the board will distribute an equable amount to the grant committee. This would take place at the April board meeting.

## **Library**

8/05 The board moved to remove the \$50.00 deposit to check out materials. If the material is not returned within the rental period, the member will be billed for the material and will not be able to check out any additional materials. .

## **Membership**

4/97 Membership renewal invoices will be sent via USA mail, not in the CBA magazine, to each member.

6/98 Life memberships are non-transferable.

12/98 CBA dues will be paid before the Spring Conference attendance. Members must pay dues to attend the conference.

~~2/01 CBA membership shall be \$35 per year.~~

- 5/04 Senior Membership established. Dues are \$25.00/yr. upon request, at age 75. Must be a member in good standing for 5 years previous to request. Secretary has discretion to make complimentary subscriptions available to senior members, on a case by case basis, because of hardship
- 12/05 “Membership in CBA is on a fiscal year bases which starts on April 1 and ends March 31. As an exception, an individual initially joining CBA between January 1 and April 1 is only required to pay the dues for the following year. An individual joining any time before January 1, is required to pay dues for the full fiscal year.”
- 12/05 Business membership will cost \$40 plus \$10 for each employee with only one magazine for the business.
- ~~3/06 Confirmed dues are \$35.00 no matter when you join.~~
- ~~10/08 Dues to change to \$45.00~~
- 10/10 Dues to increase to \$55.00 for 2011.
- 6/11 Membership Year is April 1<sup>st</sup> thru March 31<sup>st</sup>. It is not prorated.  
All membership applications to have a statement: credit card payments are to be made thru the calsmith.org website.

## **Memorial Fund**

- ~~10/99 One dollar of each annual membership paid shall be placed in the Memorial Fund, unless otherwise directed by the Board.~~
- 12/02 The memorial fund shall be called “The Tracy Toomey Memorial Fund” which was set up in memory of Tracy Toomey, a former firefighter and CBA member.
- 3/06 Memorial Fund will be taken off of the committee reports and we will monitor the fund on an annual basis as we are still collecting funds without making distributions.

## **Meetings**

- 08/05 The board voted that we meet four times a year instead of six. We would continue to have six events a year. If we need a special meeting we can call it or we can do a conference call. The 1<sup>st</sup> meeting will be the general membership meeting at Spring Conference, 2<sup>nd</sup> meeting would be in late June or July, 3<sup>rd</sup> meeting will rotate between Nettfest and be at Oktoberfest and the 4<sup>th</sup> meeting will be in late January or February.

## **Physical Asset Inventory**

~~9/02 — Bob Thomson will contact members to update inventory list.~~

Recommendation: As assets are purchased, the inventory list should be updated and forwarded to the Finance Committee Chairperson.

~~2/07 — Property accrued by CBA will be dispersed into private ownership, as benefits the membership.~~

## **Policies and Procedures**

Recommendations

1. The Secretary shall maintain a list of policy motions passed at Board meetings.
2. The Secretary shall maintain a list of operating procedures passed at Board meetings.
3. The Board shall designate operating procedure votes and policy votes at each vote, prior to the vote, making the Secretary aware to document the vote.
4. Policy and procedure motions, once approved in the minutes, shall be passed in a separate list to the Policy and Procedure chairperson.
5. The Policy and Procedure chairperson shall maintain a correct Policy and Procedure record and provide a copy to the Board at each Spring Conference Board meeting.

## **Publications, Website, and Magazine**

12/00 Establishment of CBA website.

~~8/03 — A “Book Review” column will be established in the CBA magazine. Librarian will send books to Eden Sanders to review without charge and CBA will reimburse her for the return postage.~~

2/05 The magazine and web site committees have joined together and will be known henceforth as the publication committee.

7/06 Meeting agendas will be posted on the web site 30 days prior to the meeting.

7/06 Minutes approval and publication: Approved minutes will be published on the website only, not in the magazine. We will approve the minutes on a telephone conference call and get them published within a month of the meeting.

2/07 Members are allowed to use the logo on their websites as a link to the CBA website.

2/07 Banner ads will be allowed on the website.

6/11 All credit card Membership transactions to be done thru the website.

## **Safety**

12/01 The safety policy established by the Education Committee should be followed at all conferences and workshops. Sales of safety glasses will be available for those who forget to bring their own.

## **Conferences**

5/96 At least 12 months prior to the event, the site location and chairperson for conferences must be submitted to the Board for approval.

5/96 At least 6 months prior to the event, a preliminary budget must be submitted to the Finance Committee chairperson and the Board.

8/00 Conference fees must be available with a “no meals” option.

9/02 All event demonstrators will receive complimentary CBA memberships, if they are not already members, prior to the conferences to promote better accident insurance coverage.

6/03 Conference guidelines are to be considered a “living document”. They can be amended by the conference chairperson after each conference and then submitted to the Board for approval.

## **Sexual Harassment**

6/03 An anti-sexual harassment policy and magazine statement were approved as written.

Updated as of 01-22-07

Updated as of 02-11-07

Updated as of 06-16-08

Reviewed 01-30-11

Updated as of 03-24-11

Updated as of 09-26-11