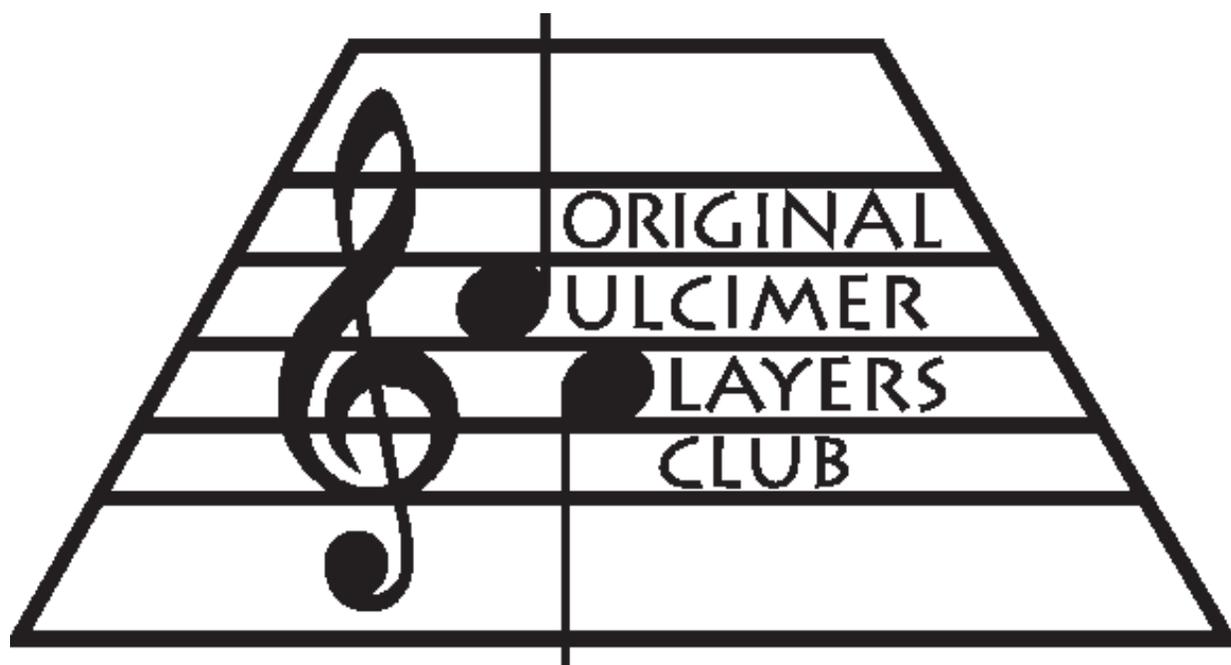


Original Dulcimer Players Club



ODPC Board Policy Manual

Revised May, 2015

Table of Contents

| | |
|--|---|
| Agenda Template | 1 |
| Deaths..... | 2 |
| Membership | 2 |
| Membership Enrollment List..... | 2 |
| Newsletter | 3 |
| Electronic Meetings..... | 5 |
| Agenda Items Submission..... | 7 |
| Discretionary Spending Limits..... | 7 |
| Locations Chair & Scheduling Meetings..... | 8 |
| ODPC Jam Coordinator | 9 |

Template: Executive Board Agenda

Call to order

Minutes from previous meeting

Board Business:

President
Vice President
Treasurer
Secretary

Chair Business:

Education Committee
Historian
Locations
Newsletter
ODPC Jam
Publicity

Funfest Business:

Festival Manager
Festival Office
Gates
Stage Shows
Vendors
Workshops
Youth

Announcements:

Comments:

Adjourn

Deaths of Board Members/Officers

Approved May 1, 2010

In the event of the death of a current ODPC Board member or chairperson, the sum of \$50 shall be spent on flowers or a memorial contribution. Past presidents shall also receive \$50 toward flowers or a contribution. For all others, a card may be sent by the sunshine secretary.

Membership

Passed on May 1, 2010

Membership Year:

The membership year, as stated in the bylaws, shall run from August 1 until July 31 of the following year.

Any member who joins after January 1 shall be given membership until July of the next year, up to 18 months for the first year of membership.

Membership Enrollment List

Approved January, 2014

The board recognizes the importance of protecting members' personal information. Members' contact and membership information shall be kept in an electronic file and in hard copy. These records will be maintained and updated as needed by the secretary. Members of the Executive Board and the newsletter editor shall have an electronic copy of the records, which are to be used only for club business.

1. If a chairperson has need of member information for club business, he/she can make a request of the president or secretary to access the information of just those specific members who need to be contacted.
2. If another member wishes to have information for a member, he/she can make a request of the president or secretary. The request for information will be forwarded to the member in question, who can then contact the individual if desired.

Newsletter Policy
Approved April 2013

The newsletter shall be the primary form of communication between the ODPC Board and the membership. It shall be sent to the members four times per year.

Responsibilities of the Newsletter Editor:

1. To produce a newsletter four times a year, every three months, during February, May, August and November.
2. To deliver the newsletter to the printer as soon as it has been completed and approved.
3. To distribute the newsletter via e-mail to those members who have it, and to distribute by mail to those members who do not.
4. To print labels and obtain stamps for the mailed copies and to apply the same to the printed version prior to mailing.

Guidelines:

1. The president shall be responsible for assuring that the newsletter is published and sent to members four times per year.
2. The president shall be responsible for appointing a qualified person to serve as the editor.
3. The editor shall work with the president in deciding content. The president shall submit to the editor a list of those topics he/she wants covered in the newsletter, in addition to any articles he/she may have written. For items to be included, this list must be received by the editor by the first of the month deadline. The president shall be sent a copy of the newsletter before it is sent to members. The website chair shall also be sent a copy to post on the web site.
4. The deadline for submission of newsletter articles and materials shall be the first of the month of those months when newsletters are produced. Anything arriving after the deadline may or may not be included at the discretion of the editor.
5. The size of the newsletter will be limited to that which can be mailed with one stamp, which is five sheets (10 pages), unless special circumstances require a longer issue. However, it can be shorter if necessary.
6. The editor shall be responsible for the layout and content of the newsletter. The editor should make every effort to use graphics and pictures that are appropriate to the content.
7. The editor shall edit submitted articles for length and interest and shall be responsible for spelling, grammar and punctuation.
8. The newsletter must contain the date and location of the next meeting. It should also include a report from the previous meetings, and could include a letter from the president, upcoming dates for events that may interest members, stories about members, and any club news and features that members want. Any

additional items, such as information about members' upcoming events may also be added as space allows.

9. The last page shall allow room for a mailing label and stamp. The other half of the last page will include officer and chairperson contact information.
10. Responsibilities for the distribution of the newsletter, both by e-mail and by USPS, may be assigned to a person other than the editor.
11. Distribution must comply with deadlines provided for in the bylaws relating to requirements for meeting notices and bylaws proposals.
12. The newsletter shall be sent out so that USPS members receive it prior to the last week of the month it is due.

Electronic Meetings

Approved May 2015

Because the board has only 4 scheduled meetings per year, it is sometimes necessary to reach a board consensus about issues or to have board approval for an item. Therefore, the bylaws give the board the right to electronically accomplish these things when face-to-face meetings are impractical.

1. **Absent board member:** When a scheduled board meeting is held, some members may be unable to attend. To accommodate this situation, a board member may attend a meeting by using Skype or another audio/visual application. It is also permissible to use a phone for just an audio connection with speaker phone. It is the responsibility of the member to have a computer and/or phone available to use and to make arrangements with another board member in attendance who will be responsible for having a receiving/sending computer/phone. Every effort should be made to schedule meetings where internet access is available.
2. **Minutes approval:** A draft copy of minutes for meetings should be sent to all board members within two weeks following a meeting. Each person has 48 hours to respond with approval or suggestions for corrections. If there are corrections to be made, these must be sent to all board members, who will again have 48 hours to respond. Once a majority of board members have given consent to approve the minutes as presented or amended, the minutes can be posted on the web site. A summary of the approved minutes or votes on action items should also be given in the next newsletter.
3. **Other decisions:** A vote can be taken by e-mail or telephone response. A decision is officially reached by a consensus of a majority of the board. Members should, if possible, be allowed up to 48 hours to respond before a decision is implemented, except in a rare emergency situation.
4. **Any board member can present an item for consideration:** While the president would typically bring items of business to the board, any board member can initiate an item of business to be electronically discussed and voted on by other board members, as long as everyone has been given the 48-hour opportunity to respond.
5. **Formal vote:** All votes that are accepted by electronic means must then receive a formal vote at the next official, face-to-face board meeting, where the decisions made will be recorded in the minutes.
6. There may be times when the board is unable to physically meet at the same location. Therefore the board can use an electronic chat room to meet as needed. Each board member should receive a two-week advance notice of such a meeting to be held, unless the requirement is waived by each board member. Board members are responsible for providing their own computer or tablet, and their own Internet access, to participate in such a meeting.

7. All business conducted at an electronic meeting shall be reported to members via the next newsletter issue. And, all votes taken at an electronic meeting shall have a formal vote at the next regularly scheduled physical meeting.
8. The membership may attend these meetings on a first come, first served basis, due to limits on the number of those who can be present in the chat room that may be set by the software. The secretary will serve as the contact person to assist members with questions and access. Any member who wishes to attend an electronic meeting must first register in advance with the secretary, any intent to participate in electronic board meetings. The secretary will then notify those members when an electronic meeting is scheduled to take place and will also provide access information for the meeting.. Members are responsible for being able to implement this access information, since board members do not have time during a meeting to assist members in entering the room.
9. Members may not comment on or participate in discussions held at electronic board meetings. There are time limits on these meetings, and thus members can attend only to listen.
10. However, all members are encouraged to submit any concerns and suggestions they may have by writing to the president or to any board member. While public comment is allowed at physical meetings, it is more effective for members to give advance notice in writing. By doing so, research can be completed, and board members can prepare, when such an item is placed on the agenda for discussion.

Submission of Agenda Items for Board Meetings

Approved January, 2014

In order to ensure adequate time for consideration by all board members, any agenda items, along with supporting documentation, must be submitted to the secretary at least one week prior to the next scheduled board meeting. Any late submissions may or may not be included, at the discretion of the president.

Discretionary Expenditures Policy

Approved September 9, 2010/Added May 3, 2014

At the board meeting in September, 2010, a motion passed regarding the maximum amount an officer or chairperson can spend without specific board approval. The motion stated that board members and festival chairs could spend up to \$300 without prior board approval. Money was to be reimbursed only after a receipt had been given to the treasurer.

The policy manual should reflect those decisions that have been made at board meetings. If in the future, it is desirable to change a policy, it can be done by a majority board vote.

Approved Policy:

Board members and festival chairs can spend up to \$300 without prior board approval. Money will be reimbursed after a receipt has been given to the treasurer.

Schedule of Meetings and Responsibilities of the Locations Chair

Approved April 2013

Membership meetings of the ODPC shall take place four times per year.

Meetings shall be held:

Fall meeting in October

Winter meeting in January

Spring meeting in early May

July meeting shall be on Sunday of Funfest at 1:00 at the Evert Fairgrounds.

Arrangements for meetings shall be made by the Locations Chairperson.

Responsibilities of the Locations Chairperson:

1. To schedule meeting locations for the club at least six months in advance.
2. To act as liaison between the ODPC and the contact person for the location.
3. To attend all meetings, or to schedule a replacement host/hostess if unable to attend.

Guidelines:

1. The locations chairperson shall be appointed by the president.
2. He/she shall assure that the dates comply with any bylaws or board policies.
3. The chairperson shall submit the meeting information to the president and to the newsletter editor as soon as plans have been confirmed.
4. The chairperson shall make every attempt to involve dulcimer clubs to sponsor events.
5. The chairperson shall make every attempt to move the location around Michigan's lower peninsula, so that more members have an opportunity to attend at least once per year.
6. The chairperson shall try to keep the winter meeting at a location close to the center of the state, so that no one has to drive as far in potentially bad weather.
7. The chairperson shall make arrangements for an alternate date if bad weather causes cancellation.
8. Every effort should be made to schedule meetings where Internet access is available.

Jam Coordinator – Board Policy Job Description
Approved May, 2015

Responsibilities:

1. To schedule 1-3 monthly acoustic jams throughout the state, primarily in the months of September through June.
2. To find ODPC members to host jams.
3. To act as liaison between the ODPC and the volunteer hosts.
4. To try to attend jams when possible.

Guidelines:

1. All acoustic instruments are welcome.
2. Members and non-members are invited to attend jams, *but only members may host them*.
3. The ODPC will reimburse the host for building rental expenses up to \$75 per event.
4. Up to \$200 per month total can be spent on rentals.
5. Contact and home information of the person hosting the jam, along with the amount to be paid for the building and the date of the scheduled jam, should be sent by the jam coordinator to the ODPC treasurer, preferably a month in advance.
6. If desired, the host and jam coordinator can ask attendees to bring snacks to share and/or a dish to pass if the jam goes into the evening.
7. The jam coordinator should advertise the jams, and seek hosts for jams, by using the newsletter and by other means as they become available.
8. All activities held at jams are to be presented by volunteers. No activities may be sponsored, such as workshops or concerts, for which there would be a charge or a collection taken. If the ODPC pays the rental for a facility, then no collection for building expenses should be taken.

The jam coordinator should advertise the jams, and seek hosts for jams, by using the Yahoo dulcimers list, the newsletter, and by other means as they become available.