

**Front Range Bears, Inc.**

**POLICY REGISTRY**

**1 July 2009**

**I. Activities**

- a. Committee chairmen and anyone handling financial transactions for the club or its committees must be FRB members. Chairmen may choose non-member staff for their committees, as long as those non-members are not handling FRB funds nor representing the organization in an official capacity. *All non-member staff must sign a waiver of liability at the start of working with the committee.*
- b. Committee chairman reports submitted to board in advance for review before the board meeting.
- c. Meetings of the members are held monthly, normally the second Saturday of the month. Meetings will begin at 6pm, except when a potluck dinner is held, in which case the meeting will begin at 5pm. Exceptions to day, time and frequency may be made by the board, per the bylaws.
- d. For FRB events where alcohol is served, FRB policy will be to 'uninvite' people who are not of legal age to drink alcohol.
- e. Birthday cakes are to be purchased for non-potluck meetings only.
- f. Event waivers will be used for "club sponsored" events where the club is organizing and/or funding the event (e.g., picnic, campout, Waterworld), and where any of following apply: alcohol is being served or there is risk or liability associated with physical activity. Event waivers will not be used for privately or commercially hosted activities. Events will be classified on club calendar and outreach as either club-sponsored or not.

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**II. Communications**

- a. All mass mailings to the membership must have the prior approval of the board with the exception of official club business communications and FRB event publicity.
- b. Announcements requested by members, where the subject is not FRB business, may be promoted via the Weekly Update, the Grizzette and at regular business meetings, at the discretion of the board or the publications' editors acting with the board's authority. Separate mailings of this type of announcement are not authorized.
- c. The Grizzette and other publications of the club will be distributed electronically.
- d. The Club Directory will be published at least twice a year, normally in the spring and the fall. Only information approved by the member shall be published in the directory. At a minimum a First name Index must be provided to help members find each other. Publication shall be by email distribution only. The Directory is for members only and shall not be distributed to non-members.

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**III. Fiscal**

- a. All charitable contributions collected by FRB, its committees, or its members acting in the club's name, must have prior approval by the general membership. The designated recipient of any donation or contribution must be made known at the time they are collected.
- b. All club expenditures exceeding \$25 require prior written or emailed approval from either President or Treasurer, or be included within a Board-authorized budget.
- c. Contractual authority for any commitment of Front Range Bears Inc. with a potential value of \$1,000 or more is retained solely by the Board of Directors. Any such contract may be entered into only after review and recommendation by the individual responsible for the program and the treasurer followed by the approval of a majority of the board of directors. Further, any contract, invoice or financial transaction by Front Range Bears, Inc., or its committees, with a total value of \$500 or more requires that two signatures, one of which is the treasurer of FRB (this includes multiple payments on any contract, invoice, financial transactions, or bills that add up to \$500 or more in total). The FRB treasurer may not sign such a contract unless approval of the expenditure has been appropriately authorized either by budget action or individual item authorization by the board of directors. All Commitments of FRB funds will be under the corporate name, Front Range Bears, Inc. Any individual signing a contract on behalf of FRB will add the title under which authority he does so.
- d. Front Range Bears will make up to three attempts to notify individual or entity of outstanding debt. Debts to the club incurred during a given membership year will be reported in the monthly treasury reconciliation reports for a period of up to 90 days after the end of the membership year, or until the debt is paid in full, whichever is the earlier date. Thereafter, unpaid debts will no longer be listed on the monthly reconciliation reports. For individuals, all outstanding debts need to be paid in full before they can renew membership in a following year.