

Oregon Trail State Volkssport Association

Standing Rules

**Revised October
2013**

OTSVA Standing Rules 1 -- General

1. Standing Rules of Procedure

The general rules to follow in order to efficiently make policy decisions for the association.

- a. A person desiring to speak stands or holds up hand, and when recognized by official conducting the meeting, they should stand while speaking.
- b. If making a motion, states: "I move that", states the issue, and the chair waits for a second. The chair then says, "It has been moved and seconded that _____. Is there any discussion?"
- c. Maker of the motion has the privilege to speak first.
- d. Debate on a motion should generally alternate between "for" or "against" the motion.
- e. A person who has not spoken on the issue should take precedence over one who has already spoken.
- e. For orderly deliberation, only one person at a time has the floor (the right to speak to the assembly).

2. Voting Procedures

- a. Any member may, upon recognition from the person leading the meeting, call for a vote on any issue being discussed.
- b. Decisions will be made with a simple majority of the members present at the meeting except for changes in the bylaws.

3. Changing Rules.

- a. Standing Rules of Procedure are not generally changed.
- b. A simple majority may change Standing Rules of Procedure and Standing Policy Rules at any official meeting.

4. Suspending Rules.

Either the Standing Rules of Procedure or Standing Policy Rules may be suspended for a specific issue deemed to merit special consideration.

- a. This requires a two-thirds majority vote.
- b. The suspension applies only to that issue.
- c. To pass the issue requires a majority.

5. Business conduct.

For orderly and efficient conducting of business, common courtesy is preferred over strict adherence to pre-set rules.

- a. Waiting for recognition from the person leading the meeting before speaking
- b. Using concise, on-point language when speaking
- c. Using active listening skills when other members are speaking
- d. Avoiding interrupting speakers
- e. Avoiding carrying on side conversations with other participants while others are speaking

STANDING RULES 2 – STATE MEETINGS

1. Number of meetings

OTSVA shall meet at least quarterly including one (1) annual meeting per year. The meetings should be scheduled to allow at least 30 calendar days between the meetings. The annual meeting will be held in July/August

2. Meeting Day.

All meetings will typically be conducted on a Saturday in concurrence with a sanctioned event.

3. Annual Meeting.

Oregon Trail State Volkssport Association (OTSVA) will host the annual meeting, but will not be required to host the event.

4. Meeting Criteria.

Clubs hosting state meetings will adhere to a set of uniform criteria for use in selecting a locale.

- a. The area must hold a minimum of 30 people.
- b. A member of the host club must be present.
- c. If there is music, there must be a control in the room to turn it down or off.
- d. The room must be buffered from other noise in the building.
- e. The facility should be reasonable close to the start/finish location of the sanctioned event.

STANDING RULES 3 -- Annual/Event Fees

1. Annual Dues.

- a. Annual Dues are \$12 per year and are due by June 30 of each year.
- b. Annual dues for new clubs are prorated by quarter depending on when they join OTSVA: July-September: \$12.00, October-December: \$9.00, January-March: \$6.00, April-June: \$3.00
- c. Late fee is \$15.00 if annual dues are not paid within 45 days of due date.

2. Event fees

- a. Event after action fees will be \$0.30 per paying participant due one month after the event.
- b. Year round/seasonal (YRE) after action fees will be \$0.30 per paying participant due one month after the end of each quarter.
- c. Late fee of \$ 10.00 will be charged for every 30 days the after action fees are not paid after due date.
- d. OTSVA does not charge any additional fees for sanctioning of events.

3. Returned Check Fee will be equal to the bank fee charge.

4. Delinquency notification

- a. Delinquency is defined as one day past the applicable due date.
- b. Once a club has become delinquent, the OTSVA Treasurer will notify the delinquent club's president by email or letter that the club is delinquent.
- c. A second notification will be sent to the delinquent club's president after 14 days delinquency - with a copy to the OTSVA President.
- d. A final notification will be sent to the delinquent club's president after 30 days delinquency - with a copy to the OTSVA president and the NW Regional Director.
- e. This notification will be accompanied with an invoice for the \$10.00 late fee. 10. The NW Regional Director will then determine whatever additional action is necessary.

5. Other - OTSVA Sponsored Events

- a. Any individual who works a minimum of two (2) hours at an OTSVA sponsored event may receive an event stamp in their AVA/IW book for free.
- b. If the individual walks the event they may receive a distance stamp in their AVA/IVV book for free.

STANDING RULES 4 -- EXPENSE REIMBURSEMENTS

1. General.

- a. All single item expenditures in excess of \$100 must be pre-approved by the Executive Committee or Board of Directors.
- b. The Executive Committee may approve single item expenditures up to \$200.
- c. The Board of Directors must approve any single item expenditure over \$200.

2. Officer expenses.

- a. Officer expenses include those expenses incident to the performance of an officer's job and may include, but not be limited to, such things as phone calls, postage, copy charges, general supplies, and a limited mileage reimbursement as described below:
 - i. Officers will receive a rate consistent to that allowable by the IRS for charitable organizations (one way only) for travel to state meetings.
 - ii. Any trips less than 30 miles (one way) will not be eligible for reimbursement.
 - iii. Mileage reimbursement for any trips other than to state meetings require pre-approval by the Board of Directors and will be reimbursed at the allowable IRS rate for charitable organizations (one way only).
 - iv. Any officer representing OTSVA at any type of conference (AVA, IVV, Regional, etc.) will be reimbursed only for registration fees for said conference.
- b. All reimbursable expenses must be submitted to the Treasurer on an expense report form, must have supporting receipts and must contain an explanation for each expense before reimbursement will be made.
- c. The Executive Committee must authorize payment for any reimbursable expense that does not have an appropriate receipt.
- d. The Treasurer may pay any expense report totaling \$100.00 or less.
- e. The Executive Committee must approve any expense report exceeding \$100.00 in total before the expense report may be paid by the Treasurer.
- f. The President of OTSVA must approve the Treasurer's expense report before payment is made.
- g. The Treasurer must receive all requests for reimbursement within three (3) months of the date the expense was incurred. Failure to turn in an expense report within the three (3) month time frame will lead to forfeiture of part or all reimbursement.

3. Non-officer expenses.

- a.** Non-officer expenditures are those type expenses that are incurred for the good of OTSVA. Such expenditures include, but are not limited to, special program expenses, committee expenses, and general expenses incident to the running of the corporation.
- b.** All non-officer expenditures must be pre approved at the proper level before the expenditure may be made. Failure to obtain the pre approval may forfeit any reimbursement by OTSVA.
- c.** Any non-officer representing OTSVA at any type of conference (AVA, IVV, Regional etc.) may be reimbursed only for registration fees for said conference.
- d.** Reimbursement of non-officer expenses may be obtained by forwarding to the Treasurer an invoice supporting the expenditure. The supporting invoice must state the purpose of the expenditure.
- e.** The Treasurer must receive all requests for reimbursement within three (3) months of the date the expense was incurred. Failure to turn in an expense report within the three (3) month's time frame will lead to forfeiture of reimbursement.

Standing Rules – 5 – Standing Committees

1. Publication Committee: Duties of the Publications Committee are to:

- a. Provide guidance and support for The Northwest Pathfinder and representation on The Northwest Pathfinder Committee.
- b. Membership will include the President and Vice President of OTSVA, the President and First Vice President of ESVA, a treasurer, an editor, and a Chairman elected by both ESVA and OTSVA
- c. Ensure all names, addresses, phone numbers, fax numbers, and e-mails collected may not be sold or used for any purpose other than the subscription list for The Northwest Pathfinder.
- d. Provide quarterly financial report to the Steering Committee and the OTSVA club representatives.
- e. Present issues when they arise at the next OTSVA General or Steering **Committee meeting**.

2. Recognition Committee: Duties of the Recognition Committee are to:

- a. Administer the Oregon Flame Award Program.
 - i. Oregon Flame Award categories for Nomination: Club Excellence, Individual Excellence, Inspiration and Enthusiasm.
 - ii. Submission of Nominations need to have a short narrative of the individual or the club that is being nominated – with the why and/or what they have done that makes them stand out to be nominated for this award.
 - iii. Submit request for nominations of the Oregon Flame Award in each category to all Oregon Club President's at the beginning of the year. Request either at end of January or first of February, deadline for nominations middle of May. Each Oregon Club President can request nomination(s) from their members.
 - iv. Nomination(s) for Oregon Flame Awards also may come from non-club members.
 - v. Request for a minimum of four (4) individuals to be the Selection Committee (Board) to select their choice of a selectee for each category (club or individual). The Selection Committee members will not be someone who has nominated a nominee or who is nominated. *If Selection Committee results have a tie in any category, the Recognition Chairperson will only vote to break the tie, otherwise the Recognition Chairperson has no vote.
 - vi. Prepare the award nominations for the selection committee. Submit nominations by category to each member of the Selection Committee for their decision (by category) of a

selectee. Compile the selection committee results of vote to determine the winner in each category.

- vii. Submit the final results of the selection committee to the OTSVA President for review and approval. 7) Receive approval of voting results from OTSVA President. Submit Oregon Flame Award Trophy request for each category to Trophy Shop - ordering a large size trophy (winner) and small sized trophy (runner-up) in each category. Non-selected nominees will receive an Honorable Mention certificate.
- viii. Request for funds from OTSVA Treasurer to purchase trophies-Limited to \$400.00.
- ix. Obtain the Trophies and notify the OTSVA President they are ready for presentation at the Annual OTSVA State Meeting in July, along with the Certificates.
- x. Prepare Presentation List of Trophies and Certificates to be presented at Annual OTSVA State Meeting, submit to OTSVA President.
- xi. Type a CITATION (narrative of nomination) for each individual or club nominated to be presented at Annual OTSVA State Meeting in July.
- xii. At the Annual State Meeting in July assist OTSVA President with the presentation of Trophies, Citations, and Certificates.

- b. Encourage submission to AVA of individuals for AVA national recognition.
- c. Identify ways to honor achievements by individuals through use of certificates and other awards for those individuals who deserve recognition for things they have done in the past year. Examples are who completed the most YRE's in Jan/Feb., clubs hosting an outstanding event.

3. Events Committee - Duties of the Event Committee are to:

- a. Initiate and maintain contact with clubs regarding their event scheduling and needs.
- b. Keep up to date on events planned in Oregon and open weekends for events.
- c. Assist with event planning and support clubs that may request help.
- d. Sanction and maintain remote YREs where participation by a local club is not feasible/undertaken.
- e. Sanction and staff special events where local club sanctioning is not feasible, not wanted, or best done by OTSVA (Portland Marathon, Greater Columbia Crossing, etc.)

4. Publicity Committee: Duties of the Publicity Committee are to:

- a. Coordinate with national and regional internal resources and external organizations to conduct outreach to local communities.
- b. Maintain adequate supply of OTSVA publicity materials for use in displays at outreach functions.
- c. Maintain display equipment for use at outreach functions and internal use.
- d. Provide access to OTSVA publicity equipment and materials to OTSVA clubs or members.
- e. Maintain inventory and loan documentation of all OTSVA publicity equipment and materials.
- f. Identify and provide publicity materials to OTSVA clubs and members to promote Volkssports such as but not limited to:
 - i. Publicity releases for print and media sources.
 - ii. Preparation of brochures/flyers/posters. 3) Encourage and assist, as needed, with the development of electronic forms of outreach such as club websites, Facebook, Twitter, and other social networking resources.
 - iii. Maintain current listing of local events on OTSVA approved resource sites such as meetup.com or various forms of printed resources.

5. Training Committee – The Duties of the Training Committee are to:

- a. Provide training at least twice a year at a State meeting, on a subject similar to but not limited to:
 - i. Walking
 - ii. AVA
 - iii. OTSVA
 - iv. Clubs
 - v. Safety
 - vi. Fun
 - vii. Fitness
 - viii. Friendship.
- b. Provide training to individual clubs and individuals if requested.

6. Web site – The Duties of the Web Site Committee are to:

- i. Maintain domain registration for www.walkoregon.org
- ii. Maintain and enhance the "Walk Oregon" website

7. Challenge and Specialties - The Duties of the Walk Oregon Challenge and Specialties Committee are:

- a. Responsible for the "Walk Oregon" Challenge**
 - i. Design or contract the design of patches
 - ii. Order and maintain a stock of patches
 - iii. Propose Oregon Challenge programs
 - iv. Design and contract design of challenge book
 - v. Sell challenge books
 - vi. Receive completed challenge books and return books and patches by mail
 - vii. Create and maintain a downloadable spreadsheet of all AVA and OTSVA challenges.
- b. Responsible for Specialties**
 - i. Order and maintain a stock of specialty items (items should support volkssporting)
 - ii. Maintain accountability for specialty items (inventory) and supply information to OTSVA Treasurer
 - iii. Sell specialty items at events when requested by the sponsoring club(s).
 - iv. Receive money from sales and transmit funds to OTSVA Treasurer
- c. Support OTSVA Remote Walks**
 - i. Maintain a stock of maps/directions for on line remote OTSVA sponsored events
 - ii. Transmit start cards to participants
 - iii. Upon receipt of completed start cards and appropriate fees, transmit maps/directions to participants
 - iv. Upon receipt of notification of completion of event, transmit insert cards to participants.
 - v. Transmit funds from transactions to OTSVA Treasurers on a quarterly basis