

ST. ANDREW'S SOCIETY OF LOS ANGELES, INC.

POLICIES & PROCEDURES October 2020

The Policies & Procedures are established to further define those items which are governed by the Board of Trustees of the Society.

1. DISTRIBUTION OF DOCUMENTS

Each incoming Board of Trustee shall be made aware of the fact that the By-laws, Policies & Procedures, Calendar of Events and any other documentation deemed necessary by the Board of Trustees is posted on the website. These documents shall also be available to the general membership.

2. DUES

The annual dues for the various classes of membership are as follows:

- Regular Member \$45.00 per year
- Non-Resident Member \$22.50 per year
(½ of Regular Membership)
- Life Membership \$450.00 (one-time payment)
- Honorary Life Membership: Honorary Life Members shall not have to pay dues but shall be entitled to one (1) vote on every matter submitted to a vote of the membership.

No other classes of membership shall be required to pay any dues. Membership in the SOCIETY is neither transferable nor subject to assessment.

3. AWARDS AND TROPHIES

- At the **Costa Mesa Highland Gathering & Festival**, normally held each year during Memorial Day weekend, the Society shall present the Kimberley Cameron Trophy for the Adult Scottish Dance competition; the Loudon Trophy for the Caber Toss and an award of \$1,500 to the winner of the Edinburgh Medal for Dancing.

- At the **Seaside Highland Games**, normally held the second full weekend in October in Ventura, California, the Society will present the Cairn California Award, a total of \$750 to the senior (over the age of 16 years) Highland dance competition winners as follows: 1st Place - \$450, 2nd Place \$200, 3rd Place - \$100, and a total award of \$750 to the junior (16 years and under) Highland dance competition winners as follows: 1st Place - \$450, 2nd Place \$200, 3rd Place - \$100.

4. HONORARIUM

- An Honorarium may be given to a piper who is requested to play at any Society event.
- An Honorarium may be presented each year to a Scottish Pipe and Drum Band for the advancement of new members playing either pipes or drums.

5. CHARITABLE GIVING

- The Board shall have authority to bind the Society for the award of cultural grants that meet posted requirements, to any one individual/organization not to exceed \$2500 dollars or in an amount as determined by a majority of the Board.
- The Board shall have authority to bind the Society for the award of charitable donations to other 501(c)(3) organizations in an amount as determined by a majority of the Board.
- By majority vote, the Board shall have authority to bind the Society for the award of charitable donations to other 501(c)(3) organizations in an amount as determined by request as a pass-through donation on behalf of member donors.

6. AUTHORITY TO INCUR LEGAL OBLIGATIONS:

The President or, if unavailable, the Vice President, shall have the authority to bind the SOCIETY for legal obligations not to exceed five hundred dollars (\$500.00) without prior approval of the Board of Trustees. Vendor invoices or purchase requests for like items cannot be split up over time to bypass the \$500 threshold unless or until approved. ~~All obligations exceeding this amount must be approved by express resolution of the Board of Trustees.~~

7. MEMBERS OF THE BOARD OF TRUSTEES

- Each year, two new members entitled to vote shall be elected to a three-year term to the Board of Trustees.
- No Trustee shall serve for more than three consecutive years and shall not be reelected to the Board unless one year has elapsed.
- Members may be elected to the Board of Trustees after achieving two years of active membership. Officers shall meet the same requirement.
- Individuals interested for consideration to serve as an elected member of the Board of Trustees shall complete an application form describing their qualifications and shall submit such to the Nominating Committee for consideration.
- No member including elected members of the Board of Trustees and Officers shall engage in any activity or conduct deemed prejudicial to the high purposes of the Society.
- No member of the Board of Trustees or Officer shall contemporaneously hold Board membership in any organization which may be determined as operating in conflict of interest or competition with the SOCIETY. Such status is deemed prejudicial to the ability of the SOCIETY to carry out its purposes or its ability to maintain controlled and efficient management of its affairs.
- A signed statement from each member of the Board of Trustees and its Officers attesting that they are not engaging in any activity that may be considered prejudicial to the high purposes of the Society shall be required to be submitted to the president annually at the AGM.

8. ENDOWMENT FUND ANNUAL BUDGET

Budgeted annual withdrawals from the Society's endowment fund investments shall not exceed 4.5% of the total funds' cost basis or market value, (whichever is lower) on the last day of the preceding fiscal year. This budgeted amount may be modified as determined by a majority of the Board.