

ZAGRAY FARM MUSEUM STANDING RULES

The Quinebaug Valley Engineers Assoc., Inc. (QVEA), owner of the Zagray Farm Museum, established these Standing Rules as a supplement to the club's By-Laws. The Standing Rules provide club policy and instructions for day to day operations at the museum.

This is a complete update approved by membership at the January 31, 2023 meeting.

Rule 1. Elections

Directors: No term limit to be imposed on directors. The Board of Directors will act as a nominating committee for election of directors when vacancies occur and will approve candidates for nominations. Openings for the next term shall be published in the June newsletter and candidates may apply prior to the August meeting. All nominees shall have consented to being nominees and shall have met the qualification requirements of Article 3, Section 2 by the August Board of Directors meeting and have attended at least 60% of the previous year's general meeting. Election of the Directors is to be conducted with a vote by the members present at the October general meeting and with an absentee ballot placed in the September newsletter, to be returned to the secretary by September 30 for those who cannot attend the October meeting. The vacancies, if any, will be filled by the nominees with the highest number of votes. New directors assume their duties at the close of the regularly scheduled October board meeting.

Officers: Candidates for the offices of President, Vice President, Secretary, Treasurer, and any other officer deemed necessary shall be selected by the Board of Directors soliciting from among the current officers and qualified members. Term of office is one year and there is no limitation on the number of terms served. Candidates shall have met the qualification requirements of Article 4, Section 2 of the By Laws (member in good standing, 2 years membership) by the August BOD meeting and have attended at least 60% of the previous year's general meetings. The slate of officers chosen by the board will be elected with a vote by the members present at the October general meeting, or for those who cannot attend the October meeting, with an absentee ballot placed in the September newsletter, to be returned to the Secretary by October 15. The choice being yes or no for each individual, a simple majority of votes is required for election. In the event of disapproval of one or more nominee, a new candidate(s) shall be selected by the board and a new ballot included in the next newsletter and the process repeated until each officer is approved by the membership. New officers will assume their duties at the next regularly scheduled meeting after their election.

Rule 2. Show Dates

Show dates shall be set by officers and directors. Show dates may be changed by the Board of Directors.

Rule 3. Insurance

A copy of the insurance policy shall be held by the Treasurer.

Rule 4. Charter Members

Charter members are those accepted within 90 days of Feb. 22, 1993.

Rule 5. Alcoholic Beverages

Alcoholic beverages are not to be consumed during show hours.

Rule 6. Safety

Safety guidelines shall be established by QVEA including input from the insurance company. The Safety Committee Chairman is responsible for enforcing safety.

Rule 7. Use of Club Name

No person may use the QVEA club name other than for official club business without approval of the Board of Directors.

Rule 8. Club Attorney

No member is allowed to contact the club's attorney for any club related business without first contacting the Board of Directors to obtain permission from a majority of the board. This rule may be waived in an emergency if litigation is pending.

Rule 9. Expenditures

No member of QVEA is to make any single expenditure or disbursement of the Corporation's funds in excess of \$150 that is not within the approved annual budget without verbal or written approval from the Board of Directors. Unless waived by the Board of Directors, all contracts between QVEA and a firm offering service(s) shall be in writing, have a completion of work date, detailed job description, costs and have appropriate signatures.

Rule 10. Donations

When an item is offered to the Zagray Farm Museum as a donation, the offer must first be presented to the appropriate Committee Chairman or Board of Directors during a regularly scheduled meeting. The Board of Directors or Chairman may request pictures or have the item inspected to determine its acceptability as a donation. No item shall be accepted with any stipulation by the donor for its use unless that stipulation is expressly included in the description and accepted by the Board of Directors. The Board of Directors will then vote to accept or decline the offer at the Board of Directors meeting. A written description of the donated item along with the name and address of the donor must be provided to the QVEA secretary no later than three weeks after the item is moved to the Farm if the donor requires a letter of acknowledgment. Occasions may arise where there is not enough time for the Board of Directors to review a proposed donation. In this case, the proposed donation may be discussed and voted on in the Zagray Farm online forum, or any of the Officers, Directors, or appropriate Committee Chairman can accept the donation and then explain the donation at the next regularly scheduled BOD meeting.

Rule 11. Privately-Owned Equipment

No privately-owned equipment may be stored at the farm unless the equipment is used regularly by the member to work on the farm, or is available for use by other members. The owner's name shall be marked or tagged on all such equipment. Items intended for permanent storage, use, or display is the subject of Standing Rule No. 16.

Rule 12. Member Purchases

Items belonging to the Zagray Farm Museum may occasionally be put up for sale. Individuals may purchase items at a price agreed upon by the Board of Directors. Also, unsolicited offers are occasionally received for Farm-owned items. In this case, the offer is reviewed by the Board of Directors to accept or reject the offer.

Rule 13. Newsletter

The newsletter editor shall have responsibility to review all items submitted for the newsletter and edit them as he/she sees appropriate. No items of a negative nature on any club member, club activity, policy or practice is allowed. Such items should be submitted to the Board of Directors.

Rule 14. Committees

The complexity of maintaining plant and equipment at the Zagray Farm Museum requires that responsibility for functional areas be assigned to individuals. Accordingly, the following Committees are established with Chairpersons to be assigned by the Board of Directors and promulgated in the QVEA newsletter when changed.

Committee Chairperson Responsibilities:

- Maintain appearance of area at all times and particularly for shows.
- Develop annual operating budgets for approval.
- Maintain an ongoing inventory of club equipment as necessary to keep a record of ownership.
- Recruit and instruct members for committee work.
- Keep ongoing work lists for members' use.
- Develop plans, designs, schedules and cost estimates for major upgrade projects.
- Receive and evaluate all offers of donation, inspect equipment and evaluate as necessary, and make a recommendation to the BOD regarding acceptance and moving of the item(s). Make no commitments as to use or disposition prior to BOD approval.

Rule 15. Sawmill

A large operational circular saw mill requires strict adherence to safety precautions and a qualified operator for protection of those observing, either club members at any time or the public during shows at the farm. Accordingly, it is

required that only those persons designated by the President and the person in charge of the saw mill shall be authorized to run a saw mill for cutting logs.

Rule 16. Privately-Owned Equipment Storage

Members only may store privately-owned equipment at the Farm. An Equipment Storage Application form must be submitted to the Board of Directors for approval before moving equipment to the farm. There are 4 different types of storage and use on the property, each with different rules and stipulations. These 4 types are described below in RULE 16, A – D. Any privately-owned equipment on the Farm may be subject to review at any time and the owner may be asked to remove the equipment for reasons such as, but not limited to: lack of use, poor, unsafe, non-functional, or unsightly condition, or not being within the scope of what the Farm exhibits. Equipment that does not have a Storage Application Form associated with it may become property of QVEA. Equipment that has been requested for removal may be claimed as QVEA property after a span of time no less than six months and no longer than one year from time of request for removal.

16A: Equipment being stored within Leased Space inside Tractor Barn.

Owners of these spots are exempt from filling out Equipment Storage Forms and do not need approval from Directors to store equipment within their space. Equipment when not in use must be stored within the confines of the space at all times with exceptions during show times.

Equipment must be kept in good running and operating condition and must be of show quality.

Tractor Barn Committee is in charge of overseeing all of these items, and if an item is not of proper quality for the Tractor Barn, the Committee as a group can ask for the item to be removed.

16B. Equipment being stored inside Tractor Barn on year to year basis.

Owners of equipment must submit a Storage Application Form, and must be approved for storage by the Board of Directors and Tractor Barn Committee before bringing any item to the Barn for storage.

Equipment must be stored in a location designated by the Tractor Barn Committee at all times, with exception during show times. Equipment must be kept in good running and operating condition, and must be of show quality.

16C. Equipment being stored outside on club grounds in Good running Condition.

Owners of equipment must submit a Storage Application Form, and must be approved by the Board of Directors before being brought to the Farm grounds. Equipment must be stored in the location decided upon by the Board of Directors. Equipment may never be stored inside any structure or ever be parked on any road or driveway on the property. Equipment must be kept in good operating condition and must be used on a regular basis. Failure to maintain equipment in good running

condition, or failure to run the equipment during show or non-show times for a period of 1 year will cause this equipment to fall under section D. The Board of Directors may change the status of equipment and contact the owner.

16D. Non-running equipment being stored outside.

Owners of equipment to be stored outside on club grounds must submit a Storage Application Form, and be approved by the Board of Directors before being brought to club grounds. Equipment must be stored in the location decided upon by the Board of Directors. QVEA reserves the right to move the equipment at any time. Owners of the equipment must make a monetary donation to QVEA on a yearly basis. This amount is determined during approval for storage by the Board of Directors.

Rule 17. Signature Authorization

Officers are authorized to sign legal documents requiring signature by the owner of the Zagray Farm property. The BOD may also designate individual members as authorized to sign such documents as deemed necessary or appropriate.

Zagray Farm Museum
Rules Committee
Chairman Stan Barnes

