

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 March 27, 2018 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 any item, whatever it may be, is offered as a donation to the QVEA/Zagray Farm Museum, the offer must first be presented with a description to the responsible committee chairman for review. The 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. It is club policy not to accept donations that are constrained as to what the club might do with the item if accepted. The chairman can refuse or recommend acceptance to the Board of Directors for their approval and acceptance. Only after the Board's acceptance can an item be brought to the Farm. 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 acknowledgement. Occasions may arise where there is not enough time for the Board of Directors to review a proposed donation due to special conditions. In this case, the QVEA President can accept a donation and then explain the situation at the next regularly scheduled BOD meeting.

Rule 11. Privately-Owned Equipment

No privately-owned equipment or any other related item may be brought to the Zagray Farm Museum and left on the property for more than two months without the explicit approval of the

Board of Directors. Equipment that is used regularly by the member in his work on the farm, or is available for use by other members, is exempt from this requirement. The owner's name shall be marked or tagged on all such equipment. Items intended for longer than two months or permanent storage, use, or display is the subject of Standing Rule No. 16.

Rule 12. Member Purchases

Members only may bid on and purchase an item belonging to QVEA. The proposed purchase must be submitted to the chairman of the appropriate committee. If the chairman approves, he then presents it to the Board of Directors with the offered bid amount for approval. The Chairman then collects the amount offered and arranges with the bidder to remove the item.

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

It is anticipated that with the advent of a storage building or at any time, storage of privately owned equipment on Zagray Farm Museum property may be desired. With the passage of time, such equipment may lose identity without a record of being accepted as a storage item. An Equipment Storage Application form must be submitted to the Board of Directors for approval before moving equipment to the farm. Copies of approved forms shall be retained and/or listed by the Secretary

until such equipment is removed from the farm. All existing privately-owned equipment in storage at the farm will be subject to review.

Items brought in for display at a show or shows is exempt but must be removed following the October show each year. Items not documented on a current form may be claimed as club property after two years and inability to contact the owner.

Zagray Farm Museum

Rules Committee

Chairman Stan Barnes