

CA-NV CHAPTER OREGON CALIFORNIA TRAILS ASSOCIATION

POLICY AND PROCEDURES

TABLE OF CONTENTS

A) BY-LAWS:

ARTICLE I - NAME AND STATUS.....	A-1
ARTICLE II - PURPOSE.....	A-1
ARTICLE III- MEMBERSHIP.....	A-2
ARTICLE IV- MANAGEMENT.....	A-3
ARTICLE V – MEETINGS.....	A-5
ARTICLE VI- ELECTION PROCEDURES.....	A-6
ARTICLE VII- CONDUCT OF BUSINESS.....	A-7
ARTICLE VIII- AUTHORITY.....	A-10
ARTICLE IX - DISSOLUTION.....	A-10
ARTICLE X - AMENDMENTS.....	A-11

B) AWARDS -B-1-4

C) MEMBERSHIP -C-

D) AUDITS.....D-1-2

E) INTERNAL COMMUNICATION -E-

F) TRAIL PRESERVATION -F-

G) TRAIL MAPPING, MARKING, MONITORING.....G-1-2

H) LIBRARY -H-1-4

I) PROJECTS/ACTIVITIES -I-

J) WEBSITE -J-

K) PUBLICATIONS/TRAIL TALK -K-

L)COMMITTEES – STANDING/AD HOC -L-

M) PUBLIC RELATIONS -M-

N) CONVENTIONS/SYMPOSIUMS.....N-

O) VOLUNTEER TIME-RECORD KEEPING.....O-1-2

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

ARTICLE I – NAME AND STATUS

POLICY: SEE BY-LAWS

ARTICLE II – PURPOSE

POLICY: SEE BY-LAWS

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

ARTICLE III – MEMBERSHIP

POLICY:

Membership shall be open to all OCTA members in good standing.

PROCEDURE:

- Chapter dues payments shall be paid annually directly to OCTA so long as OCTA'S dues statement provides a list of CA-NV Chapter membership and allows the Chapter member to state their level of membership. Chapter dues shall be paid concurrent with dues payment to OCTA. Dues amounts and levels of membership shall be determined by the Board of Directors.
- Levels of membership:
 - 1) Individual.
 - 2) Family- More than one member of the immediate family.
 - 3) Sustaining- May be more than one member of the immediate family.
 - 4) Honorary? – (not yet adopted)
 - 5) Life Member? (not yet adopted)

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

ARTICLE IV – MANAGEMENT

1) BOARD OF DIRECTORS

POLICY:

It shall be the duty of the Board of Directors to elect the officers for the Chapter and carry out the business of the Chapter, including, but not limited to the annual Chapter budget.

PROCEDURE:

2) OFFICERS:

- List officers and job description/duties.
- It is at the annual meeting when term limits for Board of Directors will expire, the first order of business will be to seat the newly elected directors. A quorum of the Board of Directors is not necessary for the newly elected Board Members to be seated. In the event that a Quorum of the newly elected Board of Directors are not in attendance to elect new officers, a special meeting of the Board of Directors shall be held to elect officers as soon as practicable. This special meeting to elect new officers of the Board may be conducted by phone or email.
- In the event that the Board chooses to appoint a secretary and/or treasurer who are not members of the Board, these appointed officers shall have no term limits and shall serve at the will of the Board.

3) TERMS OF OFFICE: (See By-Laws)

4) VACANCIES:

- In the event a vacancy occurs for an unexpired term on the Board, the President will notify the membership of the vacancy and request that interested parties apply by submitting a statement of interest. The Board shall appoint a replacement to serve the remaining time for the vacant position. The time served by the appointed Board member shall not count against their term limit should they decide to run for the Board after the vacant time expires.

5) QUORUM:

- A quorum of the Board of Directors needed to conduct official business of the Chapter is four (4) or more.
- A minimum of four (4) votes by the Board members present are required to pass any motion.

A-3

6) COMMITTEES:

- Except as otherwise provided in the By-Laws, The Board of Directors shall establish committees and appoint chairs.
- All committee chairs and members shall serve at the pleasure of the Board.
- Committee chairs will appoint committee members with approval of the Board.
- Committee chairs shall submit to the Board an annual budget at the fiscal meeting.
- Standing Committees and Ad-Hoc Committees are listed in_____

7) DELEGATE TO OCTA:

- The President or designee shall be reimbursed for his/her travel expense to the national OCTA mid-year board meeting and shall not to exceed \$500. This expense does not need to be approved by the Board.

8) MISCELLANEOUS POWERS AND DUTIES:

- All travel expenses shall be approved by the Board in advance.
- Expenses incurred by chapter members, such as postage, printing, envelopes, etc. shall be reimbursed for Chapter approved activities. Expenses over \$150. will need Board approval.
- Expenses will be paid after appropriate receipts or documentation is submitted.
- Reimbursement of Personal Expenses (See Policy A-4-1)

REIMBURSEMENT OF PERSONAL EXPENSE

ARTICLE IV – MANAGEMENT

(1)(8) – BOARD OF DIRECTORS-MISCELLANOUES POWERS AND DUTIES

POLICY:

The CA-NV Chapter does not provide funds or reimbursement for personal expenses such as, travel and lodging incurred by its members while attending chapter functions.

PROCEDURE:

While the CA-NV Chapter encourages its members to promote the goals and objectives of OCTA and the Chapter, as a volunteer organization it does not provide funds or reimbursement of personal expenses while attending Chapter related functions.

The Board may authorize expenditure of funds for certain cost associated with Board approved Chapter representation for presentations at meetings, conferences, conventions, and symposiums. Such cost may include, registration, display fees or other hard cost associated with a Chapter presentation. The request to expend funds must be made to the board in advance of the activity.

Personal expenses such as travel, lodging, food and other ancillary costs are not paid by Chapter funds.

The Board shall have sole discretion in these matters.

Adopted - April 25, 2014

A-4-1

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

ARTICLE V – MEETINGS

POLICY:

The Chapter will hold a minimum of two business meetings for the members each year and a minimum of two additional meetings for the Board of Directors each year.

PROCEDURE:

- The spring business meeting of the membership will occur between January 1 and no later than April 30 of each year. Nominations for candidates to fill vacant Board of Director positions will be completed at this meeting.
- The spring business meeting may be held in conjunction with a chapter symposium, trail tour, special event or other activity as determined by the Board of Directors.
- Awards presentations will be made at the spring business meeting.
- The annual business meeting will be held during the annual OCTA convention. It is at the annual meeting that the newly elected Board members will be seated and officers will be elected.
- In addition to the chapter business meetings, the Board of Directors will meet as often as necessary, but no less than two times a year.
- A fiscal meeting of the Board of Directors will occur each year on or about October 1. It is during the fiscal year meeting that the budget will be established for the upcoming year. It is at this meeting when a calendar for chapter events will be set for the coming year. This is also when the president will appoint a nominating committee whose responsibility will be to seek candidates to fill upcoming vacancies for the Board of Directors terms of office. Nominations for chapter awards will be requested at this meeting.
- The President/Board may call for additional meetings as needed, giving the required 30 day notice.
- Emergency business of the Board of Directors & Officers may be conducted by way of electronic media. All action shall be recorded by the chapter secretary. In the event of emergency business matters the 30 day notice may be waived.

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

ARTICLE VI – ELECTION PROCEDURES

POLICY:

Except as otherwise provided in the Chapter By-Laws, members to the Chapter Board of Directors shall be by election of the Chapter membership.

PROCEDURE:

- Chapter members in good standing seeking election to the Chapter Board of Directors shall submit to the nominating committee a brief statement as to why they wish to serve on the Board.
- Names of nominees along with their brief statements shall be presented to the general membership, in *Trail Talk*, prior to the spring meeting. Subsequent to the spring membership meeting, where additional nominations may be made. Written ballots listing nominees including their statements and write-in spaces for each director opening will be mailed to all Chapter members in good standing along with ballot return envelopes. Each member, (Individual- 1 vote); (Family – up to 2 votes); (Sustaining- up to 2 votes), shall cast their ballot within 30 days of the spring membership meeting. The cut-off date will be indicated on the ballot.
- The nominating committee shall be responsible for the ballot counting and verification of the election results and report the results to the Board of Directors.
- Newly elected Chapter Board members will be seated at the annual OCTA convention CA-NV Chapter meeting.
- **EXCEPTION:** In the event only one candidate is nominated for each director position, the requirement for mailed ballots can be waived and the election of Director(s) will be by acclamation of a majority of members present at the spring meeting.

ARTICLE VII - CONDUCT OF BUSINESS

POLICY:

Except as otherwise provided in the Chapter By-Laws, Robert's Rules of Order, revised, (Parliamentary Procedure) shall govern the conduct of all Chapter Business

PARLIAMENTARY PROCEDURES AT A GLANCE

To Do This	You Say This	You Can Interrupt	Needs Second	Debatable	Amendable	Vote Required
To introduce business (primary motion)	I move	No	Yes	Yes	Yes	Majority
To amend a motion	I move that this motion be amended to read	No	Yes	Yes	Yes	Majority
To end debate	I move that we end this debate	No	Yes	Yes	No	Two-Thirds
To postpone consideration	I move we postpone this matter	No	Yes	Yes	Yes	Majority
To have something studied further	I move we send this to committee	No	Yes	Yes	Yes	Majority
To suspend further consideration	I move that we table	No	Yes	No	No	Majority
To object to procedure or personal affront	Point of order	Yes	No	No	No	No vote required Chair decides
Request information	Point of information	If urgent you may interrupt	No	No	No	No vote required Chair decides
To ask for actual count to verify a voice vote	I call for a division of this house	No	No	No	No	No vote but count must be taken
Take up a matter tabled	I move that we take from the table	No	Yes	No	No	Majority
Take up a matter for reconsideration after it has been disposed of	I move we now reconsider*	Yes	Yes	Yes	No	Majority
To consider something out of scheduled order	I move we suspend the rules and consider	No	Yes	No	No	Two-Thirds
Object to consideration of undiplomatic or improper matter	I object to the consideration of this matter	Yes	No	No	No	Two-Thirds
To complain about noise, etc.	Point of privilege	Yes	No	No	No	No vote required Chair decides
To recess meeting	I move that we recess until	No	Yes	No	No	Majority
To adjourn meeting	I move that we adjourn	No	Yes	No	No	Majority
Motion on ruling by the chair	I appeal the chair's decision	Yes	Yes	Yes	No	Majority

*Motion must be made by a person who voted in favor of the original motion.

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

ARTICLE VII – CONDUCT OF BUSINESS

POLICY:

Before attending any field outing sponsored by the Chapter, all attendees shall sign a waiver, release, assumption of risk and indemnity form.

- Chapter waiver form:



OREGON CALIFORNIA TRAILS ASSOCIATION CALIFORNIA-NEVADA CHAPTER WAIVER (MUST BE EXECUTED BY ALL REGISTRANTS)



The undersigned hereby agree that neither the Oregon-California Trails Association (OCTA), its directors, officers, employees, and agents, nor, to the extent legally permissible, any private or public (state or federal or instrumentality of either), landowner or tenant or licensee in possession of any land on or over which any tour, field trip, or outing takes place, or through which it travels, in connection with or as a part of any meeting or convention of OCTA, shall have any responsibility or liability, in whole or in part for any loss, damage, injury to person or property, delays and delayed departure or arrival, missed carrier connections, cancellations, changes in schedules, program, or itinerary, or mechanical defect or failures, or for any negligent act or omission of any nature whatsoever which results from, or arises out of, or occurs at or during any activities, programs, tours, field trips, or outing thereat, or a part thereof, or any accommodations, transportation, food, or other services or facilities furnished or supplied thereat, or any additional expenses occasioned thereby, or any liability sustained or incurred as a result of any of the foregoing. All persons registering at or attending any such meeting or convention shall be bound by the foregoing and deemed to have consented to the same by such registration or attendance.

Name of Outing _____ Date(s) _____
Leader _____ Telephone () _____

ROSTER OF ATTENDEES (including guests)

	NAME	CA/NV Member	Guest	Fee Paid
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

ARTICLE VIII – AUTHORITY

POLICY: SEE BY-LAWS

ARTICLE IX – DISSOLUTION

POLICY: SEE BY-LAWS

**CA-NV CHAPTER OCTA
POLICY AND PROCEDURE**

AWARDS:

POLICY:

The CA-NV Chapter shall establish a Standing Committee [Awards Committee] to honor and acknowledge achievement perpetuated by the goals and objectives of OCTA and the CA-NV Chapter.

PROCEDURE:

By action of the Board of Directors, the Awards Committee was established in August 2001. The Awards Committee was charged with establishing an Awards Committee Charter outlining the Chapter awards procedures. Awards Committee Charter approved by Board of Directors, January 17, 2002. **SEE ATTACHED.**

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

AUDITS

POLICY:

The financial records of the Chapter maintained by the Chapter Treasurer shall be audited annually following the close of the fiscal year ended September 30.

PROCEDURE:

The Chapter Board of Directors shall select, at its fall meeting, an Auditor either from the Board or from the general membership.

The Auditor shall follow the prescribed Audit Program, and prepare an Audit Report to be presented to the Board of Directors at its spring meeting.

AUDIT PROGRAM

Records to be audited:

Annual Financial Statement at September 30
Cash Receipts and Cash Disbursement Journals
Copy of Check Book Transactions
Checking Account Bank Statements
Time Certificate of Deposit Reports
Supporting Documentation for:
 Deposits
 Expenses

Audit Program:

1. Compare Financial Statement amounts to Cash Receipt and Disbursement Journals
2. Compare cash balances at year end to Checking Account balance
3. Reconcile bank balance at September 30 and one other random month
4. Account for all check numbers including void checks
5. Examine supporting documentation for all deposits
6. Examine supporting documentation for all expenses

AUDIT REPORT (SAMPLE)

Date

Board of Directors
Oregon-California Trails Association
California-Nevada Chapter

I have completed the internal audit of the of the Oregon-California Trails Association, California-Nevada Chapter financial records for the year ended September 30, _____.

I reconciled the checking account bank statements at September 30, _____; inspected time certificates of deposit and examined supporting documentation for revenues and expenses. In my opinion the financial records accurately presents the cash balance at September 30, _____ and the cash transactions during the fiscal year then ended.

Respectfully submitted,

_____ (sign)

_____, Auditor

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

TRAIL MAPPING-MARKING-MONITORING ADOPT A TRAIL

POLICY: "Adopt A Trail" One of the major goals of the CA-NV Chapter is to map to MET (Mapping Emigrant Trails) standards all of the known emigrant trails in Northern Nevada and Northern California. In 2009, the CA-NV Board approved the "Adopt A Trail" program to map, mark and monitor the following emigrant trails, with primary emphasis on trail mapping.

TRAILS

California Trail
Hasting Cutoff
Truckee Route
Nevada City Road
Hennes Pass Road
Carson Route
Trail
Big Trees Road
Road
Luther Pass Road
Johnson's Cutoff
Walker River & Sonora Trail
Applegate Trail
Route
Yreka Trail
Route
Greenhorn Cutoff

TRAILS

Lassen Trail
Nobles Trail
Beckwourth Trail
Burnett Cutoff
Placer Co. Road
Georgetown Pack

Sacramento-Coloma

Dagget Pass Trail
Grizzly Flat Cutoff
Volcano Road
Bidwell-Bartleson

Bishop Creek

PROCEDURE:

- Inventory trail status for mapping, copies, source, monitoring, marking, publications.
- Seek individuals or teams to adopt trails or trail segments for mapping, marking and monitoring, with primary focus on mapping.
- Map trails to MET standards.
- Research and locate trail segments using all acceptable methods, including, but not limited to: Diaries, Newspapers, Journals, Publications, Field Inspection, looking for trail swales, rust on rocks etc., Lawful Metal Detecting.

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

VOLUNTEER TIME-RECORD KEEPING

POLICY:

Encourage CA-NV members to record volunteer hours and expenses for the benefit of potential funding for emigrant trail preservation.

PROCEDURE:

Record volunteer time and unreimbursed expenses on the prescribed form for each calendar year.

Submit total hours and expenses by January 15 to _____

CA-NV CHAPTER OCTA POLICY AND PROCEDURE

LIBRARY

POLICY:

Create an OCTA repository for emigrant trail literature and material at the western end of the trail.

Establish a CA-NV Chapter "Library Committee" as a standing committee to monitor the OCTA collection.

PROCEDURE:

Enter into a Memorandum of Understanding (MOU) between the California State Library and the Oregon-California Trails Association and California-Nevada Chapter to establish a separate special collection repository dedicated to western overland emigrant trails documents.

Memorandum of Understanding approved by CA-NV Chapter and National OCTA August 2001. **SEE MEMORANDUM OF UNDERSTANDING**