

# The L.C. Smith Collectors Association, Inc.

## Policy Book

### Guidelines

As of 12/10/07

**Standing Rules of Order...***Standing Rules are rules that relate to the administration of the society . They can be adopted by a majority vote of the Board of Directors. They remain in effect until they are rescinded or amended also by a majority vote of the Board of Directors.*

### Board of Directors

Responsibilities:

Bylaws:

1. The Board of Directors shall manage the business of *The L.C. Smith Collectors Association, Inc.* under the leadership of the Executive Director.
2. Vacancies shall be filled by majority vote of the Board of Directors.
3. The Board will set the dates for the Annual Meeting. The next Annual Meeting date will be set by the Board each year at the Annual Meeting to be posted in the next Newsletter.
4. The Board of Directors will elect the Executive Director, Recording Secretary, Treasurer, and Corresponding Secretary to begin their term on January first (1<sup>st</sup>) of the following year. They shall serve a three (3) year term or until their successor is elected and shall perform the usual functions of the office.
5. A summary of any actions of the Board of Directors shall be furnished to each member of the Board in a timely fashion.
6. A quorum of the Board of Directors shall be four (4) members.
7. The Board of Directors will conduct an Annual Meeting each year at such time and place as shall be determined by the Board of Directors. The purpose is transacting such business as may properly come before the meeting which may include elections, committee annual reports, code of conduct issues, Honorary Membership review and proposals, financial reports, policy review, and planning. The Executive Director will preside.
8. Special Meetings shall be held at the discretion of the Executive Director and shall be called upon the written request of three (3) members of the Board. The said petition shall specify the purpose of the Call and shall be stated in the meeting notice.
9. Business may be conducted by mail or by telephone. Such action shall be ratified at the next Board of Directors meeting.
10. The Officers elected by the Board of Directors shall be the Executive Director, Recording Secretary, Treasurer, and Corresponding Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted.

### Officers:

#### Executive Director

Responsibilities:

Bylaws:

1. Shall perform the usual functions of a presiding officer. He shall preside at all meetings of the Club.
2. Shall be a member, ex-officio, of all committees except the nominating committee
3. Shall exercise supervision over the affairs of *The L.C. Smith Collectors Association, Inc.*
4. Shall appoint the Standing Committee Chairmen for a three (3) year term or until their successors are appointed. Other Committee Chairmen may be appointed by the Executive Director, as deemed necessary to fulfill the objectives of the Club.
5. Shall appoint the Nominating Committee by July 1.

Standing Rules of Order

6. Shall appoint an auditor (in January) to examine the reports of the treasurer and financial records and to certify at the bottom of the report that "Examined and found correct", signed and dated prior to the annual meeting.

## Recording Secretary

Responsibilities:

Bylaws:

1. Maintain an accurate record of all meetings of the Club and of the Board.
2. Maintain an accurate list of the Membership.
3. Establish a quorum and maintain attendance records.
4. Shall maintain files consisting of the minutes and Annual Reports, etc.

Standing Rules of Order:

5. Shall send a draft of the Board minutes to the Executive Director for correction before duplication
6. Shall keep a file of corrected minutes of all meetings, financial reports, and annual reports.

## Treasurer

Responsibilities:

Bylaws:

1. Shall be the custodian of the funds of the Club.
2. Shall collect and receive all moneys due, pay bills and handle or disburse Club funds approved by the Board of Directors.
3. Shall keep full and accurate accountings.
4. Shall present a current and detailed financial statement at the Annual Meetings and at meetings of the Club if requested
5. Shall prepare and present his books for an annual audit.

Standing Rules of Order:

6. Checking account shall require 2 signatures on the checks - Treasurer and Executive Director on the Account; new signature cards when office change.
7. Maintain a complete ledger (payment record stating purpose of check or cash and accurate name and address to who received a payment and/or to whom you received funds for review of **all** money handled by the organization. The official records will be entered in *Quicken* software for easy storage and retrieval of financial information. This will provide a monthly accounting (for inclusion in the Executive Director's Report) to the Board and the IRS of the financial condition of the organization.
8. The final records of all projects (fund raisers, etc.) must be part of the Treasurer's report.
9. Keep all copies of receipts and records of each transaction. Deposits slips should list source of deposit, i.e., each individual name and amount, donation, sale of items on the slip to identify deposit for audit.
10. Use **Reimbursement Form**. All invoices (bills) will have receipt and *reimbursement form* submitted to the treasurer for payment. Treasurer will keep these forms attached with receipts in chronological order for audit.
11. Use **Income Form** All monies sent to treasurer will include this form to provide source of income for keeping of accurate records.
12. Authorization by the Board of Directors should be noted (date and names) and must be secured prior to payment. **Reminder:** Estimates of proposed expenses must be approved by the Board (even for Sanctioned Events) **prior** to spending!!!! No organization (or Board) gives any individual *Carte Blanc* on spending the organization funds. The Board is responsible for all finances of the organization!
13. New members and amounts should be included in each monthly Treasurer's report to the Board of Directors as part of the "Executive Director Monthly Report".
14. All disbursements (financial activity) during the month (listing the names and amounts) should be included in the monthly Treasurer's report to the Board of Directors as part of the "Executive Director Monthly Report".
15. The Executive Director shall have an annual audit of the treasurer's books before the annual meeting in which it will be presented to the Board of Directors (prior to it) The auditor's report will be presented at the annual meeting and be incorporated in the records of the meeting.
16. Shall send to the Executive Director in January for annual audit the following items: Copy of previous audit to show cut off date and balances; Bank statements and cancel checks - entire period; check register; receipts; list of assets: Savings, CD's, bonds, etc.
17. Shall be familiar and comply with requirements of federal, state and local taxes.

### **Corresponding Secretary**

Responsibilities:

Bylaws:

1. Shall conduct the general correspondence of the Club.
2. Shall give due notice of all meetings of the Club and of the Board of Directors in accordance with Article VI. Section 2 of these bylaws.

Standing Rules of Order:

3. Shall keep a file of incoming and outgoing correspondence.

### **Standing Committees**

Responsibilities:

Bylaws:

1. Shall be Membership, Newsletter, Web Master, Historian, and Events.
2. All other Chairmen of the committees shall have such duties as set forth as needed to perform the usual functions of the committee to further the objectives of the Club.

### **Events Committee**

Responsibilities:

Bylaws:

1. Shall research, plan, implement and coordinate details and organization of the events which will enhance the objectives of the Club.
2. Shall attend and report on the activities or progress of the committee at the meetings.
3. Shall provide a written summary of the term with suggestions to the Executive Director.
4. Shall provide a folder of all transactions of the committee for the ensuing chairman.

Standing Rules of Order:

5. Shall coordinate the organization sanctioned events and keep the Board of Directors informed
6. Approved 2004 "Group Sponsored Events" - Include the details (Place and Dates and theme if possible) of the Proposed Events for the coming year in the next Newsletter.
7. Shall coordinate the themes for both the organization sponsored and sanctioned shows for the upcoming year to be announced as soon as possible in the newsletter to allow all who have something to share plan on contributing and attending

### **Historian**

Responsibilities:

Bylaws:

1. Shall research and disseminate the history of the L.C. Smith shotguns.
2. Shall be a regular contributor to the Newsletter.
3. Shall attend and report on the activities or progress of the committee at the meetings.
4. Shall provide a written summary of the term with suggestions to the Executive Director.
5. Shall provide a folder of all transactions of the committee for the ensuing chairman.

### **Membership**

Responsibilities:

Bylaws:

1. Shall receive all applications for membership.
2. Shall determine eligibility for membership.
3. Shall be responsible for orientation to the purposes of the Club and perform all such duties as set forth herein in Article IV.
4. Shall attend and report on the activities or progress of the committee at the meetings.
5. Shall provide a written summary of the term with suggestions to the Executive Director.
6. Shall provide a folder of all transactions of the committee for the ensuing chairman.
7. The fiscal year shall be from January through December thirty-first (31<sup>st</sup>). The period of membership shall be for 12 months, beginning with the month of the member joining the club. Membership dues shall become due upon the 12 month anniversary date of the member joining the club and shall be paid within three months. Any member whose dues are not paid within that time after notification by the Membership Chairman, shall be dropped automatically from the roll

of membership. Dues and assessments can increase at the discretion of the Board based on need.

Standing Rules of Order:

8. Shall follow all leads.
9. Shall remind members about dues due.
10. Shall maintain membership files.

### **Newsletter**

Responsibilities:

Bylaws:

1. Shall acquire, publish and mail the Newsletter including articles, advertising, and information about all aspects of the objectives of *The L.C. Smith Collectors Association*. The number of Newsletters per year shall be determined by the Board of Directors.
2. Shall attend and report on the activities or progress of the committee at the meetings
3. Shall provide a written summary of the term with suggestions to the Executive Director.
4. Shall provide a folder of all transactions of the committee for the ensuing chairman.

Standing Rules of Order:

5. Shall provide a quarterly newsletter to be sent to members in good standing.
6. Members are expected to submit information.
7. The Nominating Committee report will be included along with an addressed return postcard for voting in the third quarter newsletter
8. Shall sell advertising space at approved rates; payment should be made prior to printing
9. Shall keep records of advertising, contacts, rate, space, dates ad is to appear, and any other prudent information.
10. Shall keep a file of all issues of the Newsletter.
11. Shall keep record (send one to Executive Director) of the names, membership status, and addresses of all current mailings of newsletter.

### **Nominating Committee**

Responsibilities:

Bylaws:

1. All nominees must be approved by the Board.
2. Shall submit an approved ballot for the next Newsletter or mailing by August 15.
3. The results will be published in the following Newsletter.

Standing Rules of Order:

4. The chairman will be responsible of presenting recommendations for the Board of Directors for elections for approval.
5. Biographies of each nominee will be secured by the chairman and sent to the Newsletter Chairman in time for the next newsletter.
6. A postcard addressed to the membership chairman with postage paid will be included in the mailing; he will tally the votes and send them with his report to the Executive Director for verification and announcement of the results.
7. There will be at least two *members* should be on the nominating committee
8. Robert's Rules of Order (Page 390) "*A plurality vote is the largest number of votes to be given any candidate when three or more choices are possible; the candidate receiving the largest number of votes has a plurality.*"

### **Web Master**

Responsibilities:

Bylaws:

1. Shall promote the Club's objectives using a website
2. Shall keep the website informative and current
3. Shall attend and report on activities or progress of the committee at meetings
4. Shall provide a written summary of the term with suggestions to the Executive Director
5. Shall provide a folder of all transactions of the committee for the ensuing chairman

## General Information

### Annual Meeting

1. Each Chairman must file a written annual report with the Recording Secretary.

Proposed Agenda:

- I. Call to Order
- II. Report of the Executive Director
- III. Treasurer's and Auditor's Report
- IV. Standing Committee Reports
- V. New Business
- VI. Announcements
- VII. Adjournment

It can include a speaker or program.

### Tele-conference Meetings

Standing Rules of Order:

1. Shall be held at 8:30pm EST, the second Tuesday of the second month in each quarter.

### Properties

Standing Rules of Order:

1. A list of items purchased by the association for use in the displays will be kept by the events chairman for future use in displays. This will prevent redundant purchases by the association. (The type and present location will be noted).

### Ways and Means

Standing Rules of Order:

1. Should we have this committee to do Fund Raising Research about possible sales and projects to raise funds (programs, speakers, shirt & cap sales, silent auctions, raffles, dinners, book sales, services, advertisement, pins, etc.

### Rules of Conduct

Standing Rules of Order:

1. The **BOD members shall not appraise guns** (LCSCA is not in the **business** of buying or selling guns) nor shall they speak badly about someone's gun no matter its condition. However, the BOD may strive to educate any interested party in the accepted methods of double gun evaluation and point to the available resources of gun prices, such as in the *Gun List* and the *Blue Book of Gun Values*. Research sources such as the **Cody Museum** and **LC Smith Shotguns** book by Col. Brophy may be encouraged for use.
2. **LCSCA Forum Use Policy** -The following proposed policy had been **approved** by the Directors at the 4-24-05 BOD Meeting in Sanford.

The purpose of the L.C. Smith Collectors Association (LCSCA) Forum is to promote discussion and exchange information about L.C. Smith shotguns such as questions regarding qualities/grades, design, manufacturing, history, features, and repair. Other purposes for using the Forum include locating replacement parts, obtaining information about individuals who repair or restore L.C. Smith shotguns, and acquiring information about shooting events and gun shows. The LCSCA desires to provide a means and environment that is conducive to this exchange of information. The success of the Forum depends on the quality posts of the participants, and participants are expected to follow a brief set of rules of conduct.

- a. Ads seeking to purchase or sell shotguns may not be posted on the Forum.

- b. Ads seeking to purchase or sell parts are encouraged.
- c. Participants must show respect at all times. A potential LCSCA member's first impression by be formed by their experience at this site. Personal attacks at any level will not be tolerated.
- d. Private messages from other individuals should not be copied and pasted in posts on the Forum unless the sender of the private message agrees.
- e. Postings containing offensive language, pornography, racist or otherwise discriminatory remarks, anything that violates a law, threats, or links to sites containing this type of material are totally unacceptable.
- f. Removal of posts, bans, and warnings will not be discussed on the Forum.
- g. Deliberately posting for the purpose of angering and/or insulting any other participant on the Forum is unacceptable.
- h. Spamming is prohibited.  
Improper postings will be removed from the Forum by the moderator. Individuals not following these rules of conduct will be contacted by the moderator if they have included their email address with their posting. If an individual repeats an improper posting after being contacted, the moderator will ban the person from posting. The Forum software provides the means of identifying and electronically banning individual computers.

**3. LCSCA "Director Emeritus" Policy** -The following proposed policy had been **approved** by the Directors at the 12-10-07 BOD Teleconference Meeting.

BOD members who have completed their term in good standing will receive a standard metal badge with the inscription "Director Emeritus" to replace their badge with the inscription "Director".

**4. LCSCA "Disclaimer" Policy** -The following proposed policy had been **approved** by the Directors at the 12-10-07 BOD Teleconference Meeting for use in the Policy and Procedures Manual as well as posted on the lcsmith.org website.

"The opinions expressed by members of the board are their individual opinions only and not necessarily those of the LCSCA Organization".

