

Procedures and policies 2016

1. Roberts rules of Order shall govern the organization. In the event of a conflict between Roberts Rules and our by-laws the by-laws prevail.
2. Members are requested to turn off or silence ringers on cell phones.
3. All Members and guest shall adhere to the Golden Rule of conduct (treating others as you would wish to be treated).
4. Membership cards for members in good standing shall be obtained from the Assistant Head Steer who is in charge of membership..
5. Problems or complaints are to be brought to the Steering Committee for discussion. No anonymous or second hand complaints will be accepted or discussed.
6. Property owned by AQUA shall not be loaned or rented for any reason, but are to be used exclusively for meetings or projects of the club unless otherwise directed by the Steering Committee.
7. Shows in which AQUA would like to participate are to be submitted to the Steering Committee before its brought to the members.
8. Financial Matters
 - a. No money shall be dispersed by the Financial Officer /or Head Steer outside of approved budget and /or items approved by the steering committee .
 - b. Approved monthly reports are available from the Financial Officer on request.
 - c. A receipt for all requested dispersals shall be submitted to the Financial Officer for payment.
 - d. There will be an annual Audit at end of Fiscal year by two members and the Financial Officer.

e. Financial Officer will keep a check list of Responsibilities

9. Record Keeping;

All Minutes from Steers and Member meetings will be sent to the website by the Secretary , and a paper copy kept by Head Steer in Head Steer record book.

10. Amendment or changes to these Policies and Procedures shall first be approved by the Steering Committee and then passed on to a vote of the Majority of Members present at the next regular scheduled meeting.