

**EVERGREEN STATE VOLKSSPORT ASSOCIATION  
STANDING RULES**

**SECTION 1 – MEETINGS**

1. Whenever feasible, meetings shall be held in conjunction with a sanctioned event.
2. The order of business for the meetings shall be as follows:
  - a. Call to order
  - b. Welcome of members and guests
  - c. Acceptance of the minutes
  - d. Correspondence
  - e. Treasurer's report
  - f. Area Coordinators' or club reports
  - g. Standing committee reports
  - h. Special committee reports
  - i. Unfinished business
  - j. New business
  - k. Announcements
  - l. Adjournment
3. The Vice President, along with the Executive Committee, shall identify the times and places for the annual and regular meetings of the Association.
4. ESVA shall be responsible for the cost of the facility for the meeting (lunch optional).
5. Written motions must be submitted to the secretary.

**SECTION II - FEES**

1. All clubs in Washington State will pay ESVA \$25.00 per year commencing 7/1/16 (due in 90 days). At the end of the 2017-18 fiscal year, this provision shall be extended or revised. (review shall begin 1<sup>st</sup> Quarter, 2018)
2. Postponement of Payment. Requests for postponement of payment of fees must be made in writing to the Treasurer.
3. Late Fees: Clubs which have delinquencies thirty (30) days prior to an ESVA membership meeting shall be denied voting privileges at that meeting.

**SECTION III – COMMITTEES**

1. **Finance Committee.** A Finance Committee composed of the Treasurer and at least two (2) other members shall be appointed by the President. It shall be the duty of this committee to:
  - a. Assist the treasurer to prepare a budget for the **NEXT** fiscal year and to submit it to the association at its **NEXT** annual meeting. The Finance committee may from time to time submit supplements to the budget.
  - b. Approve unbudgeted items before presentation to the Board.

2. **Nominating Committee.** A Nominating Committee of at least three (3) members shall be appointed by the Executive Committee. It shall be the duty of this committee to solicit qualified candidates for State Officer and Area Coordinator positions.
3. **Publicity Committee.** It shall be the duty of this committee to promote volkssporting throughout the state of Washington.
4. **Washington Challenge Committee.** The Washington Challenge Committee shall consist of at least three (3) members. It shall be the duty of this committee to promote volkssporting throughout the state by establishing special programs.

#### **SECTION IV – REIMBURSEMENTS**

1. Travel shall be reimbursed as follows:
  - a. Reimbursement for mileage expenses incurred for participation in non-volkssporting functions for publicity purposes is authorized for defined ESVA members. (See section 4, below, for definition of ESVA members). The amount reimbursed to a defined ESVA member must be pre-approved by the ESVA President or Vice President (no officer may approve his or her own travel expenses). The mileage rate for reimbursement shall be the standard mileage rate. The “standard mileage rate” is that determined by the IRS to be used to calculate the deductible costs of operating an automobile for charitable purposes. The mileage rate is published by the IRS at their website at the end of each calendar year for the coming year. The IRS website is: <http://www.irs.gov/>.
  - b. The “Meetings/social package” registration fee associated with attending the biennial AVA convention for one ESVA delegate and one ESVA alternate. However, payment of the expense is not authorized if the officer or representative is reimbursed for the same expense by any other club or organization.
  - c. Other travel as approved in advance by a majority of the Executive Committee.
2. Requests for reimbursement for expenses shall be submitted using the form at <http://esva.org/files/reimbursement-voucher/view>, Reimbursement Voucher. Requests must be submitted no later than 30 days after the expense was incurred. Failure to submit requests timely will mean the reimbursement is forfeited.
3. The Treasurer may at his/her discretion establish a petty cash fund of not more than one hundred dollars (\$100).
4. Defined ESVA members are ESVA officers, members of the authorized committees and Area Coordinators. All defined ESVA members must be prepared to invest personal funds in addition to their time in order to effectively accomplish their duties. Each request for reimbursement must be accompanied by supporting documentation/receipts
5. ESVA reimburses defined ESVA members for the following expenses:
  - a. Mailing, shipping, and transmittal of materials: actual expenditures;
  - b. Copying: actual and reasonable expenditures;
  - c. Long distance phone calls: actual expenditures including taxes.
  - d. Reasonable and prudent office supply costs for ESVA business;

6. ESVA does not provide reimbursement for the following expenses:
  - a. Food
  - b. Any alcoholic beverage
  - c. Rental car expenses
  - d. Lodging
  - e. Any expenses reimbursable by ESVA member clubs
  
7. Approvals. The ESVA President reviews the Reimbursement Vouchers for approval. No reimbursements will be authorized for items not covered under this policy.

## **SECTION V – FINANCES**

When a new Treasurer is elected, all of the association's accounts and financial records shall be turned over to the newly elected Treasurer within 30 days of the end of the current Treasurer's term.

The only names on the bank accounts of the organization shall be the President's and the Treasurer's.

## **SECTION VI – AMENDMENTS**

These Standing Rules may be amended at any general or special meeting by a majority of the members present (must meet the quorum provision in Bylaws), providing the members have a minimum of thirty (30) days written notification and providing the amendments are not inconsistent with the Bylaws.

Adopted by membership on the 1<sup>st</sup> day of April, 2006. Amended by the membership on the 6<sup>th</sup> day of April, 2008; the 11<sup>th</sup> day of June, 2011; the 3<sup>rd</sup> day of May, 2014 and the 4<sup>th</sup> day of June 2016.

*Bonita J. Tucker*  
Secretary