



Irish Heritage Society of Sacramento

Standing Rules and Procedures

Addendum #1: Relaxed Roberts Rules of Order

The Irish Heritage Society of Sacramento shall operate under a relaxed version of Roberts Rules of Order to facilitate expediency in meetings and where it does not conflict with the organizations current bylaws or standing rules and procedures.

Addendum #2: Board Ex-Officio Members of Committees

All members serving on the Board of Directors shall be ex-officio members of all standing and special committees. When it is determined by the board that a specific committee is sufficiently staffed with general membership, the board members may remove themselves from that committee if they choose.

Addendum #3: Amount of Fees for Annual Membership Dues

The amount of fees for annual membership dues shall be as follows:

General Membership	\$30.00
Senior Membership	\$25.00
Senior Couple Membership	\$40.00
Family Membership	\$45.00

Addendum #4: Privacy Policy

The Irish Heritage Society of Sacramento takes its collected personal information privacy very seriously. As such, the following shall be the club's use and policy of collected personal information.



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Collection:

The club shall collect personal information voluntarily given in applying for membership of the club or voluntarily given in other circumstances.

The information collected shall be name, address, phone number, email address and immediate family member information for membership applications or other personal information voluntarily given by the individual for other purposes.

Financial information may also be obtained from online membership payment or donations made through our 3rd party payment system.

Use:

Members' personal information will only be used for application approval and for maintaining a club roster database or contact by email or phone from the club board of directors on club business unless approval from the member is granted.

Personal information voluntarily given for other purposes might be saved for future contact from the club-on-club-related business.

Current members who are part of a standing or special committee may contact membership with club business only with board approval using the personal information collected.

No information collected by this club shall be used for personal use other than club-related business or matters without the consent of the individual.

Repercussions:

Failure to follow the above-mentioned procedures will be brought to the board for review. Members will have the right to appeal against any decisions by the board if they choose.



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Information updated and deletion:

Current members' information may be updated in the database by request of the member after notification at any time. Former members may have their information deleted from the database if they choose at any time after their membership has expired.

Personal information given in all other circumstances may be disposed of at any time with notice from the individual.

Addendum #5: Reimbursement Voucher

All receipts for reimbursement must be accompanied by an expense voucher. The voucher must include amounts, date of expense, reason for expense and original receipt when available. The voucher must be signed by two board members, both of whom are not individuals submitting the request should that apply. All vouchers and receipts will be turned in to the Treasurer for appropriate handling and record keeping.

Addendum #6: Monthly Meeting Schedule

Monthly general meetings shall be held on the first Wednesday of each month. Meetings will be scheduled for a start time of 6:30pm.



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Addendum #7: Secretary's Certificate

Any changes or additions to the bylaws or standing rules and procedures or permanent decisions voted on by the board or membership of this organization shall have a Secretary's Certificate filled out completely and attached to the original copy. These documents shall be kept organized by the secretary and presented for review if requested by the board.

Addendum #8: Child and Vulnerable Adult Protection Policy

1. Child and Vulnerable Adult Policy

We believe that every child and vulnerable adult who attends our meetings or events has the right to feel safe and protected from any situation or practice which might cause him or her physical or psychological harm. We work hard to minimize situations where any abuse may occur by careful planning of activities and events.

The terms 'child' or 'children' refer to any young person up to the age of 18.

The term 'vulnerable adult' is defined as someone over 18 who is or may be in need of community care services because of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

2. Our Organizations Responsibilities

- The Irish Heritage Society of Sacramento is a charitable incorporated organization, and the members of the board are responsible for making sure that the child protection and vulnerable adult policy and procedures detailed below, are being implemented correctly. • The President of the board is the designated person, who members, volunteers, children and vulnerable adults should approach with concerns or suspicions of abuse. •



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- The President of the board will then act by calling a meeting of the board or the committee to whom responsibility for handling such reports has been delegated by the board, to consider the concerns and if necessary, to take appropriate action. • This policy will be published on our website, supplied to all membership current and future and volunteers.
- This policy will be reviewed every two years.
- This policy is implemented and supported by the child and vulnerable adult protection procedures below.

3. Child and Vulnerable Adult Protection Procedures

3.1 Member and Volunteer screening

All members and volunteers who might have contact with children as a part of our meetings or events will have met with the board of directors of the organization and be or be well known by the families of membership

3.2. Responding to abuse, or suspected abuse

It is important that all members and volunteers communicate concerns immediately and accurately. To this end, members and volunteers will follow the procedure below:

- If a member or volunteer receives information or has any suspicions, they should report the concerns to the President of the board who will then call a meeting of the board to consider the concerns and take appropriate action if necessary.
- Membership and volunteers should always refer and never investigate any suspicions or allegations of abuse.

3.3. Training

- One member of the Irish Heritage Society of Sacramento's management team should undertake training in child and vulnerable adult protection through a recognized organization.



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- All volunteers must read and understand the organizations child and vulnerable adult protection policy and procedures as part of their induction and will agree to follow the Children and Vulnerable Adult's Code of Behavior for Staff and Volunteers (Appendix 1) and report any suspicions or concerns to the President of the Board.

4. Appendix

Appendix 1 . Code of Behavior for Staff and Volunteers

Appendix 1

Supervision

Membership and volunteers are not responsible for supervising children and vulnerable adults. Children and vulnerable adults who attend meetings or events should not be left unattended by their families or caregivers.

Physical contact with children

There is no reason why any meeting or event activity should require physical contact as a normal way of interacting with children.

Physical contact may be misconstrued. Touching, putting your arm around a child, patting them on the head, tickling and other forms of intrusive play will be avoided. Initiating physical contact with a child will be avoided. If a child initiates physical contact with a

member or volunteer this contact should be gently discouraged. It is the adult's responsibility to model appropriate boundaries of physical space.

A child or vulnerable adult should only be physically restrained to prevent an imminent injury to an individual or themselves, or to prevent serious damage to property.



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First aid must be given by group leaders accompanying the children and vulnerable adults or by parents and carers. If first aid has to be administered by a volunteer, then another adult must be present to reduce the possibility of any contact being misconstrued.

Good practice

All activities should take place in a way that will avoid misunderstandings. All members and volunteers should have contact with children and vulnerable adults in open areas, in rooms which have windows and if possible, doors which also have windows in them. Wherever possible, doors should be left ajar. No member or volunteer should be alone with a child or vulnerable adult in a closed area at any time. Members or volunteers must always be accompanied by another adult in eyesight when with children unless a family member is the member or volunteer in question.

Photography

Children and vulnerable adults should only be photographed at an event, for publicity purposes, provided parents or carers have previously given their consent. When reproducing photographs, it is good practice not to identify an individual child or vulnerable adult by name. Members and volunteers should not keep digital photographs of children and vulnerable adults attending meetings or events on their own personal devices.