

**CAPITOL VOLKSSPORT CLUB**  
**Standing Rules**  
**Adopted October 8, 2013**

**Standing Rule 01-1 Expense Reimbursement to Club Members**

Club members that have paid with personal funds, for materials or services used for club activities, will be reimbursed by the club after submittal to the treasurer of a completed expense report CVC form, accompanied by expense receipts.

The club's official voting delegate attending the biennial AVA convention will be reimbursed for the full cost of registration. The delegate must document attendance and the cost of registration.

Expense reports must be submitted within 60 days from the time the expense was incurred. An exception is expenses in May and June, which must be submitted by July 3 in order to complete fiscal year end reports. Blank forms are available from the treasurer or secretary.

The treasurer at his/her discretion can approve and pay expense reports totaling up to \$50 before review by the Board. Expense reports above \$50 will be reviewed and approved by the board before payment.

**Standing Rule 01-2 Commitment of Club Funds**

Club members are authorized, without prior approval, to commit the club up to \$50 for supplies or services for club use. Expenditures from \$50 to \$150 must be approved by the Executive Board, prior to commitment. Expenditures exceeding \$150.00 must be reviewed and approved by a quorum of the membership at a general membership meeting, prior to commitment.

**Standing Rule 01-3 Dues**

Dues shall be paid annually and are due July 1 of each year. Annual dues will be as follows

- A. \$12 per family living in same household
- B. \$8 per individual
- C. \$6 per Senior (ages 55 or older)

Dues for new members will be as follows

- A. People who join any time between July - December, full year's dues, as in annual dues above
- B. New members joining between January - June will be ½ of the above dues.

### **Standing Rule 02-1 Retention of AVA Event Start Cards**

Completed AVA event start cards (the white top part of the card) from all club events will be retained for a period of seven years in accordance with AVA policy. It will be the responsibility of the event coordinator to give the start cards to the treasurer, who will, in turn, give them to the secretary for storage.

### **Standing Rule 02-2 Club Event Planning**

Both individual events and YRE's conducted by the club will be planned and carried out using the American Volkssport Association "Event Handbook". The club vice president will furnish the event coordinator the current edition of the Event Handbook to use in planning the event. The vice president will serve as advisor to event trailmasters and coordinators. The handbook will be returned to the vice president following the event.

### **Standing Rule 03-1 Responsibility of Year Round Event (YRE) Site Tenders**

Site tender shall maintain one or more YRE sites. The boxes shall have registration sheets, walk directions, stamp, inkpad, pens, money envelopes, and walk information.

Each walk shall have general instructions for walkers to follow along with a contact phone number. ESVAs and club YRE brochures should also be included.

### **Standing Rule 03-2 Retention of YRE Registration Log**

In accordance with AVA policy, the completed YRE registration log sheets will be retained by the club secretary for a period of seven years. It will be the responsibility of each YRE site tender to deliver all the registration log sheets to the secretary at the January club meeting. Each log sheet shall be bound together with a cover sheet showing the YRE sanction number, site name and year.

### **Standing Rule 03-3 Site Tender Monthly Activity Report**

YRE site tenders will complete a YRE Monthly Participation Report each month for each YRE for which they have responsibility. The cut off date for the report is the last day of the month. The completed report and YRE money must be submitted to the treasurer no later than the regular monthly club meeting for the succeeding month. The treasurer, after obtaining financial data from the Monthly Participation Reports will compile it and report it to the membership.