

# Standing Resolutions on Operating Procedures

## **SR on OP updated on 3/20/2022:**

**Regarding Eligibility to Run for Office and the Board:** The Nominations Committee will exercise discretion when considering candidates for officers and directors.  
[6/2/2019]

**Regarding Liveries:** We reaffirm the club policy not to link the club with liveries. The availability of liveries may not be announced in PSC publications. A trip leader may provide a phone number for a livery if requested. [7/6/2021]

### **Other Resolutions:**

The Prairie State Canoeists' membership list may not be used for any purpose other than PSC business without written permission from the Board of Directors.  
[7/6/2021]

A co-leader should be qualified to take over in a trip leader's absence.  
[7/6/2021]

Sign-in sheets and trip report forms will be available on the website.  
[7/6/2021]

PSC will reimburse ACA membership and SEIC dues for certified instructors who are designated as an instructor during at least one PSC-organized class during the current year. The dues reimbursement will be limited to a maximum of the current year's ACA individual member and SEIC dues. Reimbursement must be approved by the Instruction Coordinator prior to payment. [1/11/2021]

First Aid Certification expense may be reimbursed up to the PSC sponsored class fee for the current year for ACA certified instructors who have taught or co-taught at least one club sponsored class within the past twelve months. [9/13/2021]

PSC will be an affiliate member of IPC.  
[7/6/2021]

A trip must be posted on the PSC website and all other criteria met to become an official PSC trip.  
[7/6/2021]

A review of the club's books will be performed after each election by the out-going and in-coming President, Secretary, and Treasurer.  
[7/6/2021]

PSC Bylaws and Standing Resolutions on Operations Procedures are to be available on the PSC website.

[7/6/2021]

A special meeting of all Officers and Directors will be held after elections to go through the PSC governing documents.

(7/6/2021)

The name, address, and function of the Corporation's Registered Agent will be provided by the Secretary to the Board at its first business meeting in the calendar year.

[1/11/2021]

A \$10 stipend will be paid to any volunteer as part of an instructional program as long as the ratio of aides to registered students fall within the ACA guidelines. [8/11/2017]

Prairie State Canoeists is to pay the one day ACA membership cost for qualified aides and safety boaters in PSC sponsored training classes. [7/6/2021]

### **Remaining SR on OP deferred on 9/13/2021 for later review:**

**Regarding the Contents of the directory:** The newsletter editor is instructed to get the tentative master trip list out as soon as possible after the trip leaders' meeting with the tentative list being published in publication #2 (Feb-Mar). The master list will be published in the directory. [3/21/99]

**Regarding the Newsletter:** All action items from a board meeting will be published in the newsletter. (This instead of publishing the entire minutes of the meeting. The sentiment was to keep the newsletter costs down by not publishing unnecessary stuff, while still informing the membership of the board activity.) [3/21/99]

### **Regarding depositing our documents in an archival repository:**

The board authorized Peg Strobel to negotiate with the Regional History Center at Northern Illinois University (Cindy Ditzler, Curator, Regional History Center, Swen Parson Hall, Northern Illinois University, DeKalb, IL 60115-2854, 815-753-1779).

[9/25/99]

So that the archives receives PSC materials on an ongoing basis, The Regional History Center address should be added to the list of those groups that receive complementary copies of the newsletter and the directory. If the board decides to authorize the appointing of a historian, that person would be responsible for seeing that a set of essential documents is (or has been) mailed to the Regional History Center at the conclusion of each PSC year (that is, after the fall dinner). These essential documents include, for example: newsletter, directory, minutes of the meetings, important correspondence, but not financial records. The historian might do this him/herself, or may just ensure that the secretary, newsletter editor, and/or chair has sent these materials to the RHC. [9/25/99]