

RASCAL
The Rogue Area Senior Computer Assistance League

GENERAL POLICIES AND PROCEDURES

May 25, 2002

1. The Procedural Manual referred to in the By-Laws is entitled **“The Manual of Standard Practices and Procedures”** and will generally be referred to as “The Manual.” It is intended that this manual should be a dynamic document with changes made as deemed appropriate to facilitate the efficient operation of RASCAL. Members are encouraged to become familiar with this manual and to recommend changes when they think it is necessary.
2. The Council will oversee all contracts and agreements between RASCAL and any other organization, and will select representatives for the purpose of negotiations with other organizations. These agreements will be reviewed annually by the Council and signed copies of all contracts and agreements will be filed with the Treasurer and the President. This includes, but is not limited to: agreements with Rogue Community College; the current Internet Service Provider; the Fairgrounds; Script Save; St. Ann’s; and the 501 3C Document.
3. It is RASCAL’s policy to encourage debate and the sharing of information and statements of opinion regarding all aspects of the club with all members with the intent of developing a more perfect method of operation. A member’s integrity should not be questioned due to a difference in view.
4. In the conduct of RASCAL’s business, any impropriety or even the appearance of impropriety, is prohibited. This includes, but is not limited to, any exchange of gifts, favors, or gratuities in any form. This applies to any member, and the people or firms with whom RASCAL does business, or with whom we are considering doing business.
5. It is RASCAL’s policy to make clear to each Council or Committee member, and other persons in a position of responsibility and/or authority, that the position is not an honorary one or a reward. These positions are important, with clearly defined job descriptions, and with clearly defined results expected. It is RASCAL’s policy that initiative is not only expected but is required in the carrying out of the responsibilities of an office. It is also to be understood that mistakes will inevitably be made and will be dealt with appropriately.

6. The By-Laws permit monitoring of Council activities by the general membership. It is also recognized that confidentiality is sometimes appropriate; and that nothing prohibits confidential meetings or discussions as long as they are in keeping with and in furtherance of the public agenda. It is expected that much debate and difference of opinion will occur regarding certain issues. Once a legitimate decision has been made, however, it is required that all involved will move forward with that decision, in concert and in full support.
7. It is the policy of RASCAL to encourage and promote the exchange of information by electronic means. This shall include, but is not limited to, distribution of the minutes of the prior Council meeting, and other communication to and between Council members. Hard copies of such reports shall be kept by the appropriate office or stored in an archive---to be established---for future reference. It is the policy of RASCAL to encourage all members to obtain E-Mail capability and Web access in order to facilitate timely information exchange.
8. Any ad hoc committee formed by a Council member does not have a vote on the Council decision on the issue. The ad hoc committee will submit the findings to the Council for a vote.
9. It is the policy of RASCAL to tolerate absolutely no misuse of funds, property, or resources (defalcation). In the event of any defalcation, the penalty is full restitution and expulsion from RASCAL. RASCAL will not allow deliberate misuse or unauthorized use of RASCAL equipment. The penalty for any such actions shall range from repair and/or replacement of damaged equipment, to a warning, to termination of membership at the discretion of the Council.
10. It will be the policy of RASCAL to conduct Council meetings under parliamentary procedure whenever the intended informal nature of the meeting is insufficient to maintain a congenial and orderly meeting.
11. No member, including Council members, may speak for RASCAL to any media except as authorized by the Council. In the event that contact with any media is unavoidable, it must be clearly stated that any opinions expressed are those of the member and not necessarily those of RASCAL.
12. No expenditure exceeding \$1,000.00 may be made until recommended by the Council and approved by the general membership in attendance at the meeting in which the expenditure is discussed. Proposals for such expenditures shall include purpose, detailed descriptions, and available options.
13. A minimum RASCAL Treasury Balance in the amount of \$5,000.00, or 10% of the prior years average Treasury Balance---whichever is larger---shall be maintained for the purposes of unforeseen eventualities, such as replacement of critical equipment and similar items. This fund shall not be drawn upon without a quorum vote of the Council.

14. RASCAL By-Laws provide for the recall of any Council member. In the event that a Council member determines that another Council member is not performing the duties of their office, then the Council shall consider a motion recommending a recall. Upon passage of such a motion, an indictment of the accused member shall be drawn up by the Secretary; signed by each Council member, excluding the accused member; and presented to the general membership prior to the vote in order to avoid a general recall vote by the members in attendance at the meeting. The accused member shall be given the option of resigning his/her office, or presenting his/her written or oral response to the Council and the general membership prior to the vote to avoid a general recall vote by the members in attendance at the meeting.
15. All on-line communications systems of RASCAL shall be limited to computer-related topics and club announcements. These related topics and club announcements may include, but are not limited to, technical tips and technical exchange, computer information exchange, weekly meeting announcements, class schedules at RCC, upcoming social events, and other topics as approved by the Council. The official on-line communication methods of RASCAL include RASCAL E-Mail, News Dispatch, Listservers, Technical News (PC & MAC) and the RASCAL Website.
16. All software used in RASCAL activities shall be properly licensed. Copies of any software or shareware that is sold at any RASCAL event or location, must first have the written approval of the manufacturer/writer. Instructor or Education Committee produced tutorials and handouts, plus professional textbooks, are acceptable teaching tools. These items may be sold, with the proceeds, after expenses, going to RASCAL as a donation.
17. Recognizing that matters of urgency may arise that require a Council vote, it is permissible to call an Emergency Meeting without prior notice. This provision will deal with a single issue that needs a quick resolution to be made to prevent damaging consequences to RASCAL by inaction. It is not permissible to use this Emergency provision to transact ordinary business where time is not a significant element.
18. Policies must be considered by the Council in a timely manner, and recorded in the minutes of the meeting during which they are considered. For reference, these policies will be posted on the RASCAL Website as soon as possible after the affirmative vote.
19. It is RASCAL policy that all members will be able to participate in any club activities or offices in an environment free of any type of discrimination, including harassment. Any requirements for any activity must be in compliance with applicable laws of the State of Oregon and the United States.

20. Misbehavior on the part of any member can result in expulsion, depending upon the severity of the offense. In the event that expulsion of a member is under consideration, the complaining party shall present his/her complaint in writing to any member of the Council, detailing and documenting the complaint. That Council member shall then draw up an indictment to be presented to the entire Council for a vote. The accused member must be offered the opportunity to answer the complaint in person, prior to any vote. If the vote is in favor of expulsion, the accused member must be given the opportunity to resign prior to any public announcement; or to present his/her defense in person to the membership in attendance at a meeting that all parties agree upon. In the event that a public defense is chosen, the final decision will be made by a vote of those in attendance at the meeting. In the event the accused party does not appear before the Council or the membership to present a defense, as agreed, then the Council or members (as appropriate) will make the final determination. In no case will normal disagreements or debates be a reason for expulsion, provided they are conducted in a civil, businesslike manner.