

SCC YOGA CLUB
January 2022
Standing Orders

1. Annual Membership is \$10 in January or any time a person joins within the year but may be dismissed or increased by Board vote of approval.
2. Classes are \$10 per month for as many classes as a member wants to attend.
3. All people joining the Yoga Club must provide
 - 3.1. Legal signature on a Liability Statement
 - 3.2. CA# (or KP# or FP#)
 - 3.3. Phone number
 - 3.4. Local street address
 - 3.5. Contact person
4. While the first lesson is free, a student may *not* join a class until they have signed the Club Liability Statement and given their CA # and contact information.
5. The Club shall maintain an email list of all members who have one.
6. Emails sent to the Club Member list will consist of:
 - 6.1. Announcements of Club Events,
 - 6.2. Class changes, and
 - 6.3. Information of interest/value to the community of members.
7. The Board Members
 - 7.1. Shall each hold 1 position at a time.
 - 7.2. Shall see that their current job description is posted on the website
 - 7.3. Shall update their job description yearly as appropriate.
 - 7.4. Shall be able to take a Leave of Absence
If it is a short-term situation, the board shall recognize that the board member might be unavailable for a little while, like a person who has been ill and needs a bit of time to recuperate or a person who goes for a long vacation and will be out of touch. If it is a long-term situation, the board has every right to want to treat it as a resignation and provide a replacement who can serve fully. When the member is able to participate again, they could be appointed to fill a vacancy or nominated to replace someone who is rotating off. (Note: Most nonprofits do not normally have a long waiting list of people coveting board seats such that good people can't get back on the board if they wish.)
8. Board Meetings
 - 8.1. Open to the membership.
 - 8.2. Posted in advance on our website (sccyogaclub.uplifterinc.com), showing:
 - 8.2.1. Date
 - 8.2.2. Time
 - 8.2.3. Place
 - 8.2.4. Agenda
9. Board Meeting Minutes shall be posted on our website and accurately reflect the following:
 - 9.1.1. Date with Time at start and at adjourning
 - 9.1.2. Attendees
 - 9.1.3. Proceedings
 - 9.1.4. Who brought forth a topic or proposal
 - 9.1.5. What was proposed in a precise statement
 - 9.1.6. How each person voted
 - 9.1.7. Action Items assigned
 - 9.1.7.1. Who is responsible,
 - 9.1.7.2. Due date

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10. Board Members may spend up to \$100 for the Club before needing a Board vote. Receipts must be handed in to the Treasurer.
11. Annually offers to cover teachers' Continuing Education workshop(s) that enhance the club program.
 - 11.1. Amount covered not to exceed \$500 per teacher per year.
 - 11.2. The Full Board will make the decision on each case with a majority vote.
12. Board may offer a \$2000 scholarship to help defray cost of Certification for prospective teacher
 - 12.1. Will be announced on our website and open to all members.
 - 12.2. Candidate must be a member in good standing of the club.
 - 12.3. The Full Board will make the decision with a majority vote.
 - 12.4. Candidate must be willing to sign a contract to teach 2 classes a week for 2 years
 - 12.5. The Treasurer is responsible for providing the 1099 to teacher
 - 12.6. Scholarship preference may be given to someone who has taught for free for 50 or more classes in the previous 2 years running up to the present and willing to sign a contract to teach 2 classes a week for 2 more years.
13. Teachers who want to teach but do not want to be under contract may not apply for the scholarship
14. Only currently certified teachers with active teacher insurance may be paid for their services.
 - 14.1. Certified teachers are independent contractors
 - 14.2. All teachers begin at \$15 per class.
 - 14.3. The Full Board will make the hiring decision with a majority vote.
 - 14.4. The Treasurer is responsible for providing the 1099 to teachers
 - 14.5. The 1099 will include the teacher's pay and any reimbursement made to the teacher for training.
15. Standing Committees
 - 15.1. Education
 - 15.1.1. All teachers are on this committee
 - 15.1.2. Decide the classes and schedule
 - 15.1.3. Chaired by the Senior Teacher
 - 15.1.3.1. Communicates the schedule and classes to the Board and club members
 - 15.1.3.2. Communicates with the Board
 - 15.1.3.3. Communicates with the membership as needed or valuable
 - 15.1.3.4. Writes requests and news items for the Publicity Chair.
 - 15.2. Publicity
 - 15.2.1. Chaired by the Social Chair
 - 15.2.2. Places items in the appropriate news outlets including
 - 15.2.2.1. Requests for new teachers
 - 15.2.2.2. News about club activities
 - 15.2.2.3. Club personalities
 - 15.3. Social
 - 15.3.1. Chaired by the Social Chair
 - 15.3.2. Determines the appropriate venue
 - 15.3.3. Acquires for the number of people expected the appropriate
 - 15.3.3.1. food
 - 15.3.3.2. beverages
 - 15.3.3.3. ice
 - 15.3.3.4. napkins
 - 15.3.3.5. paper products (napkins, plates)
 - 15.4. Membership
 - 15.4.1. Is chaired by the Membership Chair

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15.4.2. Manages the club's Membership, including

15.4.2.1. Ensures the collection of new members' completed liability form *before* they attend a class.

15.4.2.2. Assists members in finding appropriate help for the website and choosing a class.

Updated by Lynne Sells 01 2022