



CLAN IRWIN ASSOCIATION

POLICIES AND PROCEDURES MANUAL

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ABOUT THIS MANUAL

Effective with the Amendment of Clan Irwin Association Bylaws, July 2020, it became incumbent to develop a Policies and Procedures Manual. The purpose for this manual is multi-faceted and will delineate as much as possible, the Policies and Procedures of the Association. Many of the Duties and Responsibilities of various officers were removed from the Bylaws, to be placed in this manual. Additionally, details or “how to instructions” are found in Google Workspace Drive.

VISION STATEMENT

All those who share the genealogy and surname, with all its variations, will be proud members of the Clan Irwin Association for the amplification of their Scottish heritage.

MISSION STATEMENT

Clan Irwin Association seeks to promote the gathering, recording and dissemination of information through research, exchange and service while staying constant with our ancestral Scottish heritage and the long, proud history and genealogy of our surname. We facilitate opportunities for fellowship, education and service among our members, their families and local communities.

ABOUT US

Clan Irwin Association members come from a wide variety of roots in Scotland and Ireland. Hailing from the Borders, Royal Deeside, the Orkney Islands, Northern Ireland and the Republic of Ireland, we have been part of the great Scottish diaspora. From mostly humble beginnings, our emigrant forefathers settled in Canada, The United States, Australia, New Zealand and many other countries. They have left their indelible mark on the world we inhabit that continues unabated!

Clan Irwin Association does not limit membership to those who share the surname in its many spellings, or that of their ancestors.

THE NAMING OF CLAN IRWIN ASSOCIATION

The building of nations is a vast, majestic piece of the ongoing work of the world, even though their boundaries may eventually disappear. The cultures embodied in the nations as they come and go must result finally in a social network--an endless web--a tapestry that forms a record of the constructive elements that continuously elevate the status of mankind.

You as a descendant of the ancient Border Clan Eryvine may be well aware of the heritage of the culture that contributed to the development of the tiny nation, Scotland, that was the first to appear in Europe, and to the development of our own unique nation. Being loath to forsake it entirely, and recognizing its social value, many Scottish Clans, of which our Clan was one, about the turn of the century organized to re-enforce that heritage in America lest it fade into the past. Unfortunately, the first organization, The Irvine Society did not carry through to the present. So, on 21 March 1976 Clan Irwin Association was organized to carry on toward the same objectives. Realizing that history teaches; that Genealogy adds an enlivening personal footnote thereto; that our tartan and heraldic insignia engender solidarity, Clan Irwin makes the most of them all.

The choice of the name was not an arbitrary selection.

POLICIES AND PROCEDURES

ELECTIONS AND TERMS

POLICY: As stated in the By-Laws, there shall be an election every four years. The purpose of the election is to elect all the Officers and Regional Commissioners of the Association.

PROCEDURE:

- 1) The First Vice-Chairman will constitute and chair a Nominating Committee by appointing two Regional Commissioners and two other members, non-Honorary. The Nominating Committee shall be formed prior to September 30 preceding the election and complete its slate of candidates by December 31 preceding the election.
- 2) The First Vice-Chairman shall supervise the election which may be conducted both electronically and by paper ballot.
- 3) Electronic Ballots for the election shall be distributed no later than March 30th of the election year. Paper Ballots for the election shall either be available in the Association's newsletter for the 1st Quarter of the election year or may be mailed by postal mail. All ballots must be submitted to the designated address (email or postal) and received by "election day" of May 15th to count.
- 4) Any ballots received after that date will be discarded.
- 5) Members may vote for all officers and the Regional Commissioner for the region in which they live. The region descriptions will be articulated on the ballot.
- 6) The Chairman will appoint two additional eligible members, who along with the First Vice-Chairman will constitute the Election Committee.
- 7) Counting of paper ballots will be conducted by all members of the Election Committee, either in person or virtually. A common association mailbox will be utilized for receiving the email ballots so they can be accessed for validation by the Election Committee.
- 8) A simple majority of the votes received is all that is required to elect a nominee. If however, a tie occurs for a position, the existing Clan Council will convene to vote to determine the winner between the tied nominees. A simple majority of the Clan Council vote is all that is required. This vote is not in addition to the general membership votes, but is a separate and authoritative vote, only utilized in case of a tie.
- 9) Results of the election shall be published in the Member section of the Association's website as soon as possible after June 1 of the election year and included in the Second Quarter edition of the Association newsletter.
- 10) The term of all offices is four (4) years commencing on January 1 of the year following the election year.
- 11) All voting material (i.e., paper ballots received, voting results, Notice of Nominating Committee) shall be placed into the Restricted Folder / Elections & Surveys / Election Results in Google Drive.

NOMINATING COMMITTEE

POLICY: As stated in the Election and Terms section, the First Vice-Chairman will constitute and chair a Nominating Committee.

PROCEDURE: The duties of the Nominating Committee:

- 1) Make sure any candidate for office is duly qualified.
 - a. They must be a non-Honorary Member
 - b. Once a potential candidate has been identified, there should be a formal interview with Nominating Committee, outlining all the responsibilities of the position, the estimated time commitment, and specific questions asked (which are in Workspace for members of nominating committee. These questions should be asked in a positive way.)
 - c. They must be able to use a computer for virtual meetings and other uses.
 - d. They must be furnished a copy of the job description, acknowledge they have read it, and must agree to carry out the responsibilities.
 - d. They must be aware of the commitment as a newly elected officer to shadow the retiring officer, upon their election until they assume office, for the purpose of learning all about the new position to which they have been elected.
- 2) The Nominating Committee shall reach out to all current officers and Regional Commissioners for names of possible candidates and to obtain any relevant information, if available, regarding someone under consideration for nomination.

MEETINGS

POLICY: The Chairman shall call meetings of the Executive Committee and Clan Council as they deem necessary for the purpose of enabling each entity to perform and complete its duties and responsibilities.

PROCEDURE:

- 1) The Clan Council will meet a minimum of once every six months and the Executive Committee a minimum of once each three months.
- 2) For any meeting called other than these regularly scheduled meetings, it is desired that a minimum of seven (7) days notice shall be provided.
- 3) All members of the Executive Committee and Clan Council shall strive to participate in as many meetings as possible.
- 4) Meetings may be conducted by means of telephonic or internet communication, that is virtual meetings using Zoom or other venues that might be developed.
- 5) A majority of Clan Council members in office will constitute a quorum for meeting of the Clan Council.
- 6) A majority of the Executive Committee members in office will constitute a quorum for meetings of the Executive Committee.
- 7) All meetings called shall have an agenda that is distributed in advance to those invited to the meeting.
- 8) The current edition of Robert's Rules of Order, Newly Revised, shall generally govern all Member meetings, Executive Committee meetings, and Clan Council meetings of Clan Irwin Association.

POLICY: The Chairman will convene a general membership meeting at least once every year.

PROCEDURE:

- 1) The Chairman shall determine the date, time, and location of all membership meetings and shall announce them to the membership at least thirty (30) days in advance.
- 2) Membership meetings may include reports from Officers and Committees, and a Chairman's presentation on the State of the Association.
- 3) The meeting may be conducted in person or on a "Virtual" basis.

MEMBERSHIP

POLICY: In addition to what is stated in Article III of the Association By-Laws, we offer the following information. We offer several categories of Membership to appeal to and include the broadest number of people for membership in Clan Irwin Association.

PROCEDURE:

- 1) Membership is open to anyone.
- 2) Individual Membership — This means one adult. One vote. Dues may be paid annually or every 3 years.
- 3) Lifetime Member — Individual — This means one adult. One vote. Dues are paid one time.
- 4) Senior Lifetime Member — Individual — This means one adult, age 62 or older. One vote. Due are paid one time.
- 5) Family Membership — This was designed for two adults living in the same household, but also may include 2 other family members living in the same household. — Two votes. (If there are children in the household, they are considered members but have no voting rights.) Dues may be paid annually or every three years.
- 6) Family Lifetime Membership — Same as #4 above except dues are paid one time.
- 7) Youth Membership — This means one young person under the age of 25. One vote. At age 25, no longer eligible for Youth membership.
- 8) Honorary Membership is granted by the Chairman as he deems appropriate. This means one adult, one vote. There are no dues obligations for Honorary Members.
- 9) Currently, membership for new members is one year from the date of joining. For renewing members, it is one year from the date of renewal, unless there is a lapse of at least 90 days, when a new membership year begins.
- 10) Distribution of the Active Membership listing may be shared within the Association. All requests for sharing must be approved by the Chairman. Membership Secretary maintains all records concerning the members and assists all officers in obtaining reports as needed, and within a region to that specific Regional Commissioner quarterly, unless requested more often. State Commissioners may request listing for their state and Conveners may receive listing of those members within a geographic region where games are being held.
- 11) MEMBERSHIP IS NON-TRANSFERABLE OR REFUNDABLE— All levels
- 12) Additional information may be found in the Convener's Handbook.
- 13) Currently paid adult members may seek to serve as an Officer in the Association.
- 14) If Email and/or Postal mail is returned and all efforts to contact the member fail, the member shall be made Inactive.

DUTIES OF THE OFFICERS

DUTIES OF THE CHAIRMAN

POLICY: As stated in the By-Laws, Article IV, Paragraph A. 3. a., "Chairman - The day to day affairs and the business of the Association shall be managed by the Chairman, acting as its Chief Operating Officer. They shall exercise general charge and supervision of the daily affairs of the Association.

i. The Chairman shall preside at all Clan Council, Executive Committee, and Annual General Membership Meetings.

ii. The Chairman shall maintain all legal documents."

iii. Additionally, the Chairman is charged with other specific duties.

PROCEDURE:

- 1) Approve all expenditures associated with conducting the day to day operations of the Association.
- 2) Maintain custody of the Corporate Seal.
- 3) Submit all annual reports to members of Clan Council for review prior to January Clan Council meeting.
- 4) Plan and lead the AGM. Present an Annual State of the Association address to the members at the AGM.
- 5) Maintain records of the Association at a "cloud" based repository location approved by the Executive Committee. Certain of those records may be designated by the Executive Committee as requiring a "hard" copy and will be stored at the principal office of the Association.
- 6) Designate the mailing address for the Association.
- 7) Appoint temporary or limited subject-matter committees to advise the Clan Council; such committees are not authorized to make decisions on behalf of the Association.
- 8) The Chairman is automatically a member of all permanent and temporary committees.
- 9) The Chairman is authorized to enter contracts or execute any instrument in the name of, and on behalf of, the Association, so long as the value of that instrument is not greater than \$2,000.00. Any contract or instrument valued at an amount greater than \$2,000.00 must be authorized by the Clan Council. Any other person must be granted authority by the Clan Council to bind the Association to any contract or engagement or pledge its credit or to render it liable for any purpose or any amount.
- 10) Chairman has ultimate responsibility for maintaining Workspace account for the Association.
- 11) Perform other such duties as may be assigned to them by the Clan Council.
- 12) Upon receipt of notification of a new member, Chairman orders a piece of tartan to be sent by Corresponding Secretary and sends a Welcome Letter. At this time, Chairman notifies the appropriate Regional Commissioner of a new member in their region.
- 13) Schedules, develops agendas, and run EC and CC meetings.
- 14) Manages officer turnover, develops and trains backup officers and replacements.

- 15) Oversee treasurer and all funds decisions. Acts as internal controls for that position and works with Treasurer to reconcile funds quarterly. Understands and maintains log-ins to all Association accounts (Square, Bank of America, PayPal, Schwab, etc.)
- 16) Oversees Clan Steward and merchandise. Acts as internal controls for that position and works with Steward to reconcile merchandise quarterly (semi-annually?). Ensures new merchandise is ordered appropriately.
- 17) When needed, seek new vendors for new items desired to sell. Make sure photos of merchandise are included at website.
- 18) Leads and manages relationships with Chief of Clan Irvine, Drum Castle and at Bonshaw Tower as appropriate.
- 19) Leads and manages Association trip to Scotland on a bi-annual basis. May establish temporary committee for trip ideas; however, final trip decisions are between chairman and tour operator. Itineraries to be posted on website.
- 20) Manages scholarships and donations. Ensures that annual renewals are made timely. Publishes updates to these in the HLC as appropriate. Sets fundraising projects as appropriate.
- 21) Develop and leads strategy and manage advertising and new member recruitment, as well as current member retention.
- 22) Work with Webmaster and retain ultimate authority over what is posted at Website. Work with website designer / developer as needed to keep quality website.
- 23) As one of Admins for the website, receive all emails sent to "info@clanirwn.org" and respond as needed. This includes those who register as members and those seeking the free newsletter.
- 24) Work closely with editor of HLC to have sufficient articles for each quarterly issue and write Chairman's message for every issue. Proof the draft of HLC before release for printing or posting electronic versions.
- 25) Maintain relationship with a printer for the printed copies of HLC and make sure they get mailed. Printer will also be used for certificates, business cards, and other printed materials as needed, such as banners, stickers, etc.
- 26) Maintain close relationship with Graphic artist for development of artwork as needed.
- 27) Work closely with editor of HBB to make sure enough items are included monthly. Proof the draft before release on the 1st of month (8 times a year.)
- 28) Maintain relationship with NTS, COSCA, and CASSOC (now called 'Scots of Canada.')
- 29) Work with Square to resolve any issues that arise such as Conveners not being able to take payments in the field.
- 30) Work with Regional Commissioners and other officers to fill vacancies. Appointments to Regional Commissioner to be approved by EC. State commissioners and conveners do not require approval when made by chairman. When required, train new conveners and hold Zoom meeting for all conveners at least annually.
- 31) Train members as needed on use of Google Workspace. This would normally be new officers or conveners, and could include anyone who needs access to folders of information not kept at our website.
- 32) Seek professional opinions on various matters as needed from members or non-members such as Privacy issues, copywrite issues, marketing, etc.

- 33) Appoint members to manage and oversee Facebook page, Instagram, or any other social media. These members should have regular contact with chairman.
- 34) Maintain relationships with other Clan or association leaders for exchange of ideas for the betterment of each other.
- 35) Plan and oversee participation in Old Town Alexandria Scottish Day Parade and Christmas Walk. Includes registration, reserving venue for reception, and obtaining liquor license.
- 36) Make quarterly reports to Clan Council members who are not members of the Executive Committee on actions of EC.

DUTIES OF THE FIRST VICE-CHAIRMAN

POLICY: As stated in the By-Laws, Article IV, Paragraph A. 3. b., "First Vice-Chairman - The First Vice-Chairman shall perform the duties of the Chairman whenever the Chairman is unable to perform those duties and shall perform such other duties as are assigned to them by the Chairman or by the Clan Council. In the event of a vacancy in the office of Chairman, they will fulfill that role for the remainder of the Chairman's term. They shall fulfill all duties otherwise specified for the First Vice-Chairman in these By-Laws." In addition, the First Vice-Chairman has other various duties.

PROCEDURE:

- 1) Serve as a member of the Executive Committee and Clan Council.
- 2) Chair the Elections Committee and conduct the election as specified in this manual.
- 3) Chair the Nominating Committee as specified in this manual.
- 4) The First and Second Vice-Chairmen will divide the regions to stay in close contact with their members via the Regional and State Commissioners, and if none, directly with Conveners and members. Contact will be made at least quarterly.
- 5) Communicate at least Quarterly with the Regional Commissioners, State Commissioners, and Conveners. This communication is to help new conveners, making sure they have supplies and information necessary to run a tent at one or more games; To encourage each entity with their understanding of and their importance within the Association; and to develop a sense of camaraderie of the Regional Commissioners, State Commissioners, and Conveners to foster a sense of "Clan Community".
- 6) Contact each entity above, during the 4th Calendar Quarter to compile a report of proposed games for the next year and submit this listing to the Chairman and to the Editor of the Association newsletter no later than November 30 so that it can be published in the Fourth Quarter newsletter. This information will also be used to update the calendar at the Association website.
- 7) Encourage development of new Regional Commissioners, State Commissioners, and Conveners.
- 8) Present an annual report to the Chairman no later than January 15 and such Report to be printed in the first quarter Association newsletter. Report to also be presented to the membership at the AGM.
- 9) Other such duties as may be assigned by the Chairman and/or Clan Council.

- 10) The First Vice Chairman and Second Vice Chairman shall share in maintaining the following forms for the Clan Irwin Association:
- Membership Application
 - Tri-fold Clan Irwin Association Information handout that includes: Crests, Mottos, Clan Irwin Coat of Arms, where to find us on the web, short history of the Clan, photos of Bonshaw Tower and Drum Castle, and Authentic Clan Tartans with color descriptions, Variations of the spellings of the Name, our Clan Vision and Mission statements.
 - Various hand-outs for use by those convening at events.

DUTIES OF 2ND VICE-CHAIRMAN

POLICY: As stated in Article IV, Paragraph A. 3. c., "Second Vice-Chairman - The Second Vice-Chairman shall perform the duties of the First Vice-Chairman whenever the First Vice-Chairman is unable to perform those duties and shall perform such other duties as are assigned to them by the Chairman or by the Clan Council. In the event of a vacancy in the office of First Vice-Chairman, they will fulfill that role for the remainder of the First Vice-Chairman's term. That shall fulfill all duties otherwise specified for the Second Vice-Chairman in these By-Laws. the Second Vice-Chairman has various other duties.

PROCEDURE:

- 1) Serve as a member of the Executive Committee and Clan Council.
- 2) Communicate at least Quarterly with the Regional Commissioners, State Commissioners, and Conveners, as assigned. This communication is to help new conveners, making sure they have supplies and information necessary to run a tent at one or more games; To encourage each entity with their understanding of and their importance within the Association; and to develop a sense of camaraderie of the Regional Commissioners, State Commissioners, and Conveners to foster a sense of "Clan Community".
- 3) Contact each entity above, during the 4th Calendar Quarter to compile a report of proposed games for the next year and submit this listing to the Chairman and to the Editor of the Association newsletter no later than November 30 so that it can be published in the Fourth Quarter newsletter. This information will also be used to update the Association website.
- 4) Encourage development of new Regional Commissioners, State Commissioners, and Conveners.
- 5) Present an annual report to the Chairman no later than January 15 and such Report to be printed in the first quarter Association newsletter. Report to also be presented to the membership at the AGM.
- 6) Complete Special Assignments in support of the Chairman and Clan Council that may arise, such as, Help to organize membership Events (Virtual social meetings);

Contribute Articles for the newsletter; assist Clan Steward in selection of merchandise as may be needed for the Association.

- 7) Other such duties as may be assigned by the Chairman and/or Clan Council.

DUTIES OF TREASURER

POLICY: As stated in Article IV, Paragraph A. 3. d., "Treasurer - The treasurer shall have overall responsibility for the finances, financial records, properties and securities of the Association; (subject to such regulations as may be imposed by the Clan Council or by law); may be required to give bond for the faithful performance of their duties (in such sum as the Executive Committee may determine and shall be reimbursed for the cost of said bond); shall be responsible for keeping financial records for the Association in accordance with sound accounting practices; shall be responsible for filing appropriate financial reports and tax documents with the appropriate government entities." In addition, the Treasurer has various other duties.

PROCEDURE:

- 1) Serves as a member of the Executive Committee and Clan Council.
- 2) Actively manages and maintains control of all funds for the Clan; including bank, credit card, investment, PayPal, and Square accounts. Ensures all association bills are paid and no default actions are recorded against the Clan. Assumes all responsibility for funds management procedures. Ensures Clan tracking and reporting (spreadsheets / Google drive) are updated and accurate.
- 3) Obtains Clan credit cards with one retained by Treasurer, and ensures copies are given to Chairman and Clan Steward.
- 4) Ensures records are kept of all income from the various sources required for reporting: e.g. Dues, Merchandise, Donations, Investments, and Affiliate Merchant.
- 5) Reconciles Clan finances at least monthly, and updates clan reporting quarterly. Reports in HLC as appropriate.
- 6) Tracks Lifetime Membership dues and ensures that they are applied to investment account.
- 7) Reports on investment account to clan council and HLC.
- 8) Researches investments with appropriate level of risk for the Clan and executes trades in investment account after receiving approval from clan council.
- 9) Makes donations, approved by the Clan Council, to designated philanthropies, i.e., Scholarship fund, Bonshaw Trust, Drum Castle (National Trust of Scotland), DNA projects and any other items brought before the Clan Council.
- 10) Presents an annual report to the Chairman no later than January 15 and such report to be printed in the first quarter Clan newsletter. Report to also be presented to the membership at the AGM.
- 11) Prepares annual budget for approval at the January Clan Council meeting.
- 12) Files appropriate tax form annually (Form 990 for Tax Exempt Organizations annually or other as appropriate)

- 13) Along with Chairman and Clan Steward, maintains situational awareness of merchandise status and cost of new merchandise.
- 14) Along with Membership Secretary and Second Vice Chairman, maintains situational awareness of Clan advertising (e.g. FB group). Understands how advertising is reaching external people and if it's effective at obtaining new Clan members. Understands financial costs of advertising and provide recommendations for effective recruitment.

DUTIES OF MEMBERSHIP SECRETARY

POLICY: As stated in Article IV, Paragraph A. 3. e., "Membership Secretary - The Membership Secretary shall be responsible for keeping the roster and records of the Association membership. They shall maintain dues collection records. They shall keep a record of full contact information for all members of the Association." Additionally, the Membership Secretary has various other duties.

PROCEDURE:

- 1) Serve as a member of the Executive Committee and Clan Council.
- 2) Responsible for monitoring Membership Works to make sure renewal notices are being sent and followup if any are returned. This may include invoicing via USPS for those members for whom it has been requested.
- 3) Send lists of members to the Regional Commissioners quarterly, and State Commissioners and Conveners upon request.
- 4) Provide directions to all officers as to how to obtain complete list of members from Membership Works as they desire.
- 5) Upon receipt of new member information:
 - assign a membership number;
 - verify amount of money paid for membership level
 - record preference for receiving printed Holly Leaf Chronicle if member doesn't have email.
 - Notify Treasurer when we have a Life member to apply all those dues to the Investment account.
- 6) Handling dues money:
 - For monies received, record the payment in Membership Works; deposit checks into bank account, and send email of deposit amount to Treasurer.
- 7) If Donation money is received, deposit and notify Chairman and Treasurer. (Chairman to send Thank You letter.)
- 8) Create USPS Address list from Membership Works for the Printer to distribute the printed HLC to specific members. These list is done quarterly. Constant Contact is now being used for mass email.
- 9) Provide assistance to the Chairman, Vice Chairmen, Regional Commissioners and conveners' clerical support as necessary and in accordance with the By-laws regarding membership information.

- 10) Assist members who request assistance in setting up or editing their profile online.
- 11) Present an annual report to the Chairman no later than January 15 and such Report to be printed in the first quarter Association newsletter. Report to also be presented to the membership at the AGM.
- 12) If modification to Renewal Notices or anything in Membership Works needs to be made, must consult with chairman or chairman's designee.

DUTIES OF CORRESPONDING SECRETARY

POLICY: As stated in Article IV, Paragraph A. 3. f., "Corresponding Secretary - The Corresponding Secretary shall be responsible for all Association correspondence. They shall attend all Clan Council, Executive Committee, and General Membership meetings to record all minutes. These minutes shall be presented at the appropriate subsequent meeting for review and approval before being entered into the official Association records." Additionally, the Corresponding Secretary has various other duties.

PROCEDURE:

- 1) Serve as a member of the Executive Committee and Clan Council.
- 2) Recruit new members for the Association by assisting Regional Commissioners, State Commissioners, and Conveners at as many games and other events as can be attended. Work with others in attracting new members via as many methods as reasonably possible.
- 3) Establish and maintain email listing with an electronic card company such as Jacques Lawson or Blue Mountain for the purpose of sending cards for specific occasions such as Canada Day, Hogmanay, Canadian Thanksgiving, and other special occasions, as well as birthdays.
- 4) Make an effort to obtain birthday information, month and day, for all members with email to send an electronic birthday card. Other special occasions such as anniversaries may also be acknowledged.
- 5) Send Association paper cards when notified of serious illness or death utilizing Sympathy Cards, Get Well Cards, Thinking of You Cards, and Blank Cards to write personal notes. Paper Birthday cards will also be sent to members that opt out of e-cards or members without email. Paper birthday cards will only be sent if members provide their birthday month & day and a valid mailing address.
- 6) Prepare and mail packets to new members that contain the 6 inch X 8 inch tartan swatch and a welcome note.
- 7) Maintain the Constant Contact database listing of members when notified of such by the Membership Secretary. Assist in getting members re-activated when deleted in error from Constant Contact.
- 8) Assist in Amending By-Laws as necessary.
- 9) Assist in maintaining Policies and Procedures Manual as necessary.
- 10) Review quarterly Active Member listing to make sure Email lists are current.

- 11) As stated in the By-Laws, taking minutes of all meetings and distributing to Executive Committee or Clan Council as appropriate for review and approval at subsequent meeting. Minutes shall also be posted in Workspace. Minutes should be approved by chairman before posting or releasing.
- 12) Prepare quarterly report for Executive Committee.
- 13) Present an annual report to the Chairman no later than January 15 and such Report to be printed in the first quarter Association newsletter. Report to also be presented to the membership at the AGM.

DUTIES OF OTHER ELECTED OFFICIALS

REGIONAL COMMISSIONERS

POLICY: “ The Association shall elect Regional Commissioners. These Regional Commissioners shall serve on the Clan Council with the Officers. The number of Regional Commissioners and their geographic territory will be approved by the Clan Council, upon recommendation of the Executive Committee. The Regional Commissioner is the representative for members of their region to the Clan Council.”

Additionally, the Regional Commissioners have various other duties.

PROCEDURE:

1. Be members in good standing of the Association (dues are up to date).
2. Serve one geographical region only, as a liaison between the members of their region and the Clan Council.
3. Have a sincere interest in promoting the Clan Irwin Association.
4. Have good communication skills for interacting with members by listening and encouraging them to be active in the Association as well as share their ideas and concerns, which will be taken to the Clan Council or Chairman.
5. Convene at least one tent per year at a Scottish Games or Festival in their region and monitor supplies necessary for convening tents for themselves and other conveners.
6. Submit reports or articles and photos of the Games and activities of their regions to the editor of the Holly Leaf Chronicle.
7. Officially welcome new members to their region by phone call, email or card and notify the Corresponding Secretary to send special cards such as birthday, get well and thinking of you as needed.
8. Submit a yearly list of proposed events to be held in their region to the Vice Chairman no later than mid-November.
9. Try to attend all meetings of the Clan Council.
10. Encourage members in their Region to serve as State Commissioners and conveners. They may appoint members in good standing to serve as State Commissioners, conveners and/or tent staff at events.
11. Plan other events, in addition to participating in Scottish Games, such as concerts, reunions and other get togethers in their region, as well as virtual meetings.

DUTIES AND POWERS OF CLAN COUNCIL

POLICY: The Board of Directors shall be called the Clan Council and shall have responsibility for the entire management, control, and direction of the property, finances, and activities of the corporation. Members are the Officers and Regional Commissioners.

PROCEDURE:

1. Attend meetings.
2. Approve annual budget.
3. Approve additional expense, not in the budget, as needed.
4. Approve recommendations and resolutions made by the Executive Committee after review and consideration.
5. Broad powers are given to the Executive Committee in conducting the ongoing and regular business of the Association. Report from the Chairman on Executive Committee actions to be provided via email on a quarterly basis to those not on the Executive Committee.
6. It is prohibited that two members of the same household or immediate family unit can serve on the Clan Council at the same time, such as spouses or children.

DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

POLICY: The Executive Committee exists for the purpose of conducting, managing, and controlling the affairs and business of the Association, in a direct and timely manner. The Officers shall constitute the Executive Committee. This permanent committee operates under the authority of the Clan Council.

All decisions of the Executive Committee are binding only as far as the By-Laws have granted such authority to the Officers who serve on it. Any other decisions become recommendations to be presented to the Clan Council for approval.

PROCEDURE:

1. Members of the EC should attend all meetings and provide input on agenda items.
2. Meetings are covered elsewhere in this document.
3. Duties of the officers are covered elsewhere in this document.
4. Members of the EC should work with chairman in implementing programs that benefit all members, following appropriate research and discussion.
5. Members of the EC should contribute to the HLC, HBB, and website.

6. It is desired that members of the EC should attend Games whenever possible, and convene or assist in convening whenever possible.
7. Members of the EC should promote the Association to encourage others to join and participate in activities of the Association.
8. Establish Standing and Temporary Committees as needed and receive reports from the chairman of these committees

DUTIES OF APPOINTED OFFICIALS

STATE COMMISSIONERS

1. Each State may have at least one State Commissioner.
2. A state commissioner is a member in good standing (whose dues are paid) and they are appointed not elected.
3. The primary duty is to participate in Highland Games, Scottish Heritage related events, and any other community events in their state.
4. Provide a report to their Regional Commissioner and to the editor of the HLC on Games or Events they convene.

CONVENERS

1. East State may have at least one Convener.
2. Conveners are members in good standing (whose dues are paid).
3. Conveners are appointed specifically for convening a tent at Highland Games and Festivals in their area. (Look at New Convener Program in last section of this manual.)

CLAN STEWARD

POLICY: The Clan Steward is appointed by the Chairman and confirmed by the Executive Committee to serve without election.

PROCEDURE:

- 1) The Clan Steward shall maintain all merchandise owned by Clan Irwin Association and held for sale, except what has been given to conveners.
- 2) The Clan Steward may order merchandise up to \$500 from appropriated funds. This will include investigation and comparison of vendors for quality and price. Such comparison available upon request from Executive Committee.
- 3) All Tartan owned by Association will be inventoried semi-annually with report to Executive Committee.

- Ancient Irvine Tartan (poly viscose) and Clan Irwin Association Tartan (poly viscose) are stored with USA Kilts, PA.
 - All other Tartan stored with Lochcarron in Scotland.
- 4) The Clan Steward may from time to time, recommend purchases over \$500 to the Executive Committee, and in all cases the funds should be budgeted. Tartan must be ordered by someone with specific details and past ordering knowledge. (Past error in ordering cost Association several thousand dollars.)
 - 5) The Clan Steward shall promote the sale of Clan Irwin Association merchandise by whatever means appropriate.
 - 6) Only the Clan Steward or Chairman, or authorized representative can order merchandise.
 - 7) Maintain a list of vendors in Workspace.

BRANDING AND DESIGN POLICY

All items that publicize Clan Irwin Association shall be consistent with the branding designs of the Association. This could include merchandise, cards, articles of clothing, and any printed material. All printed material must be approved by Chairman. [We need to expand this.]

LIMITED FINANCIAL REIMBURSEMENT POLICY

GUIDELINES

Clan Irwin Association is strictly a volunteer organization. The Association does ordinarily pay for registration fees associated with games/festivals. All fees for games/festivals must be submitted for approval by the Chairman. If paid by the convener, reimbursement is available upon receipt of copy of payment from the convener. This program to be reviewed annually to see if funds are sufficient for continuation of this policy.

MEMBERSHIP LIST DISTRIBUTION POLICY

In order to protect the privacy of Clan Irwin Association members and to give that privacy the highest priority, the following policy has been implemented.

The Clan Irwin Association Membership List will not be sold or distributed to any outside entity (except those businesses who provide services for the Association) and within the Association.

Distribution of the Membership List within Clan Irwin Association:

- The entire List will be available only to the officers of the Association.
- Regional Lists will be available to the Regional Commissioners for members within their area of oversight.
- State Lists will be available to the State Commissioners for their specific State.
- At the discretion of the Chairman, Game Specific or Special Event lists will be available to the Conveners for members within driving distance of Games or Events they are hosting.

The Membership Secretary will review profile updates in Membership Works as new information is furnished. A reminder should be sent to officers monthly that they should obtain updated Membership List from Membership Works for their use

MEMBERSHIP CATEGORIES AND INFORMATION

Membership is one year from date of joining, or previous renewal date. If there is a lapse of 90 days or more, a new membership year begins. (There is no renewal for Life members.)

Individual	1 year (or 3)	1 vote @ election
Family	1 year (or 3)	2 votes @ election
Youth	1 year (or 3)	1 vote @ election
Life	Lifetime	1 vote @ election
Sr. Life	Lifetime	1 vote @ election
Family Life	Lifetime	2 votes @ election

What the categories mean

Individual Membership - It is one adult. Under this membership there is one vote..

Dues are paid at the appropriate renewal date, 1 year or 3 years.

Family Membership - This is designed for two adults, one of whom is considered head of household, and living at the same address. The cost of this membership is less than two individual memberships. Each adult has voting rights. Each adult would be counted as active/voting members. Children in the family are Clan members, but are not counted as active/voting members. Recording names and ages of any children in the family would be important information for the development of programs that would interest that particular group and to encourage their development into active/voting members at their 18th birthday. This information is also important for genealogical research, which is a function of the Association. Dues are paid at the appropriate renewal date, 1 year or 3 years.

Youth Membership - It is one young person between the ages of 18 and 24. This young person would be an active/voting member, having one vote. The dues are reduced for this category. Dues are paid at the appropriate renewal date to age 25. At that time, Individual Membership applies. Youth members may not be an officer or regional commissioner.

Life Membership - This is one adult. The Life member is counted as an active/voting member with one vote. Dues are paid one time only.

Family Life Membership - This is two adults, both living at the same address with or without children. Each individual would be an active/voting member; each individual has one vote. Dues are paid one time only.

Senior Life Membership - This is one adult, eligible at age 62 and beyond. The Senior Life member would be an active/voting member and have one vote. Dues are reduced for this category and are paid one time only.

Honorary Members - This is one adult. The Honorary member is counted as an active/voting member with one vote. The Honorary member pays no dues. Honorary membership is granted by the Chairman and approved by the Clan Council.

Gathering family information for genealogical purposes is a normal function of the Association's activities. This information will be requested, but is entirely voluntary. We will do our best to treat all information with respect and privacy. When the information is donated, the donating party will be required to give written permission, indicating that they understand the information is to be used for Association genealogy. Written permissions will be stored in Drive, Membership Folder.

The number of active/voting members will determine the "total number of Association members." People who have been active/voting members and have no longer paid their dues are considered "Inactive Members." If someone from the Inactive Category decides to re-activate their membership, they are not "new" members, but re-activated. After payment of dues, they would be active/voting members and counted in the total number of Association members. They would retain their original membership number.

MEMBERSHIPS ARE NOT TRANSFERABLE AND NOT REFUNDABLE.

SUMMARY OF REPORTS

Annual

- Executive Committee Members to Chairman
- Regional Commissioners to Chairman
- Chairman to Clan Council
- Chairman to Membership

Following Games or Other Activities

- Conveners to Editor of HLC
- Others Who Host Events to Chairman

INVESTMENT POLICY

All investments will be presented by Treasurer to Executive Committee who will recommend to Clan Council if approved. Clan Council will have final approval before investments are made. If necessary, a special meeting of the Clan Council may be called.

CHECK SIGNING POLICY

Only the Chairman and the Treasurer have check signing privileges. In the event the Treasurer is unable to sign, the Chairman would sign checks.

SENDING CARDS POLICY

Members of Clan Council, or any member, should advise Corresponding Secretary any time they are aware of Death, Sickness, Anniversary, Birth of Child, or any other occasion where it is appropriate for a card to be sent. Paper cards will be sent for Death, Sickness, and Thinking of You situations. All other occasions will receive e-cards, including birthday cards.

MERCHANDISE

POLICY

Clan Irwin Association will make available appropriate merchandise to sell to members and not restricted to members only.

PROCEDURE

- Attempt to limit on-hand inventory of merchandise.
- Promote sale of merchandise by whatever means practical, including games or events, Holly Leaf Chronicle, and website. Sale of merchandise at games not a primary function; sold as a courtesy to members and prospective new members.

- Orders by mail may be processed. Shipping by trackable and insured method with reasonable delivery time. Shipping charges added to invoice.
- Clan Steward may send merchandise to conveners for games or events, upon request. Retain reporting form of merchandise sent out.
- Conveners submit payment for merchandise to Treasurer upon sale of merchandise. Use Square app on Smart Phone to avoid collecting cash. If cash is taken, use Square app and personal credit card to avoid having to send cash.
- Inventory of unsold merchandise furnished by conveners to Clan Steward by December 31 each year.
- Sales via Marketing agreements utilized whenever a benefit to the Association.
- Custom orders are available. For kilts, skirts, or jackets, contact Clan Steward for various options. Embroidery on polo shirts, sweatshirts, and caps is available. Deposit required on custom orders.
- Complete list of vendors held by Clan Steward and Chairman.

TRAVEL

POLICY

Clan Irwin Association will contract with a private tour company to offer tours to Scotland and/or Ireland for the benefit of members.

PROCEDURE

Chairman will arrange with a tour operator for a sponsored trip to Scotland every 2 - 3 years as directed by Clan Council. The tour operator may be one previously used, or seek a new tour operator as needed. Any contract entered into shall not put funds of the Association at risk.

Ireland may be included on the tour if requested and fits with needs of the Association.

WEBSITE

POLICY

We will maintain a website to showcase the Association in a positive manner. The website will

include the following:

1. Easy option for joining and renewing

2. Easy option for making donations
3. History of the Association
4. Informative articles on Drum Castle and Bonshaw Tower
5. A calendar of upcoming events (who is responsible for providing info to chairman for updating and keeping it current? Add to their job description.)
6. Blog with current articles
7. Members Only Section to include HLC, HBB, Genealogy Assistance, Music, Leadership, Governance, Member photos, and Alexander videos.
8. Travel opportunities shown
9. Merchandise for sale
10. Info on Leadership of the Association
11. One click to contact the Association

REVIEW AND CHANGES

This document is approved by the Clan Council, the governing body of this Association.

It shall be reviewed annually by the Executive Committee, or more often if a situation arises that calls for an immediate change. All changes shall be submitted to the Clan Council for approval before implementing.