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Policies and Procedures Manual

Utah Deaf Campers, Inc



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INTRODUCTION

The Policies and Procedure Manual (PPM) for Utah Deaf Campers (UDC) is a crucial tool that allows UDC to manage the organization effectively. It empowers UDC members, their families, and deaf friends to continue promoting access to local, state, and federal parks while enjoying outdoor sports, including camping and RVing.

The PPM provides a comprehensive framework for the executive board, committees, and active members to operate UDC beyond its by-laws. It provides clear guidelines and support for all involved in the organization.

Five or more active members, the Executive Board, or a committee formed for that purpose can propose changes to this PPM to the Board of Trustees. This process ensures that all voices are heard and considered in the evolution of our policies and procedures.

MEMBERSHIP

I. DEFINITION OF “MEMBER IN GOOD STANDING”

Any person who has fulfilled the requirements of UDC membership set in the UDC By-laws and has not voluntarily withdrawn, expelled, or been suspended from membership after appropriate proceedings consistent with UDC By-laws and PPM.

II. DEFINITION FOR TYPES OF ACTIVE MEMBERSHIP

1. INDIVIDUAL ACTIVE MEMBERSHIP

- 1.1 Single individual adult with no children.

2. COUPLE/FAMILY ACTIVE MEMBERSHIP

2.1 COUPLE

- 2.1.1 Two (2) adults who are either in a relationship or married with no children.

2.2 FAMILY

- 2.2.1 At least one adult or couple who has one or more children.
- 2.2.2 Children listed on the membership form shall not have any voice and voting privileges.

III. GRACE PERIOD FOR EXPIRATION OF ALL ACTIVE MEMBERSHIP TYPES

- 1. A month's grace period shall be based on the following month's days after the active membership's issued date.

Example:

If the member's membership expires at the end of January 2026, the active member will have until the last day of February 2026 to pay the dues to renew their membership and stay active.

CONDUCT POLICY

I. A CONDUCT POLICY FOR ACTIVE MEMBERS AND VISITORS

1. Active members and visitors will always follow and practice the conduct policy at the location(s) of the UDC meetings and sponsored events:

1.1 No Verbal Abuse

1. No swearing
2. No personal vendettas
3. No verbal harassments
4. No offensive/degrading comments
5. No threats in any form

1.2 No Physical Contact

1. No pushing
2. No confrontations in any threatening form
3. No fighting

1.3 No Disruptive Behaviors

1. No yelling
2. No forms of harassment
3. No distracting gestures during the meeting
4. No aggressive behavior

DUTIES OF EXECUTIVE BOARD

I. **PRESIDENT shall...**

1. Preside at all UDC Regular, Special, and Executive Board meetings.
2. Appoint a Sergeant-at-Arms before the Regular or Special Meeting starts.
3. Appoint a pro tem Secretary when the Secretary is absent.
4. Appoint a Public Relations Director for all Standing Committees except the By-Laws.
5. Serve as an ex-officio member of all committees.
6. Ensure the Executive Board is operating effectively and following through on the duties of every position respectfully and appropriately.
7. Maintain ongoing communication of the incoming/outgoing correspondence and prepare Regular, Special, and Executive Board meeting agenda(s) with the Secretary.
8. Schedule the Regular Meeting dates for the entire year, from January to December, with the Executive Board's approval.
9. Maintain UDC's accessibility to members of the Deaf community while promoting UDC's vision, values, and objectives.
10. Represent UDC's best interest.
11. Enforce the House Rules for the Regular, Special, and Executive Board meetings as follows:
 - 11.1 After a motion is seconded, the active member who made it shall have two (2) minutes to support its reasoning. Then, the discussion of the motion will be limited to three (3) active members who agree/support the motion and three (3) active members who disagree/reject the motion alternately, with a time limit of two (2) minutes per active member.
 - 11.2 Those whose comments do not apply to the motion or the open discussion topic will be deemed out of order.
 - 11.3 Active members, including the Executive Board members, showing inappropriate attitudes and behaviors shall be asked to be seated or leave the meeting.
 - 11.4 Executive Board members who abuse the power conduct during the meeting shall be asked to involuntarily resign his/her position by Executive Board unanimous vote.
12. They must turn over all records concerning their office to their successor by January 1st of the odd-numbered year or fourteen (14) days after the Executive Board accepts the resignation letter.

II. VICE PRESIDENT shall...

1. Assume the duties of Acting President in the event of the President's absence.
2. Become the Interim President when the President's seat is vacated before the term is complete.
3. Ensure the Regular, Special, and Executive Board meetings are conducted appropriately, according to the current By-laws, PPM, and most recent edition of Robert's Rules of Order.
4. Ensure the Executive Board is operating effectively and following through on the duties of every position.
5. Be the Chairperson of the Law Committee.

5.1 For the Law Committee Guidelines, go to page 17.

6. Represent UDC's best interest.
7. They must turn over all records concerning their office to the successor by January 1st of the odd-numbered year or fourteen (14) days after the Executive Board accepts the resignation letter.

III. SECRETARY shall...

1. Keep, maintain, record, and distribute the minutes and agendas of UDC's Regular, Special, Executive Board, and Committee meetings.
2. The draft of the Regular, Special, and Executive Board meeting minutes must be submitted to the Executive Board members within three (3) days after the meeting.
3. We reserve a meeting room, set up a videophone conference, and create a virtual meeting room link to hold regular, special, executive board, and committee meetings.
4. Assume the duties of the acting president if the president and vice president are absent or unable to perform their duties.
5. Communicate with the President to create agendas for UDC's Regular, Special, and Executive Board meetings.
6. Conduct the general correspondence between Executive Board members, Committee Chairpersons, Members, and those outside UDC.
7. Keep, maintain, and record the current membership list and forms with verifications (dates and membership types) from the Treasurer of the completed membership fee payments.
8. Establish an orientation for the newly appointed Executive Board members.
9. Ensure the Executive Board is operating effectively and following through on the duties of every position.
10. Represent UDC's best interest.
11. Ensure the Executive Board members follow the Regular meeting's order of business as follows:
 1. Call to Order
 2. Introduction of New Members and Visitors
 3. Reading of Minutes
 4. Executive Board Members' Reports
 5. Committees' Reports
 6. Unfinished Business
 7. New Business
 8. Announcements/Goodwill
 9. Adjournment
12. They must turn over all records concerning their office to the successor by January 1st of the odd-numbered year or fourteen (14) days after the Executive Board accepts the resignation letter.

Commented [SS1]: The President schedules the meeting, the Secretary sets it up.

IV. TREASURER shall...

1. Keep, maintain, record, and distribute the unaudited and audited Financial Reports.
2. Receive all monies and receipts incurred from the membership fee payments, approved expenses of motion(s), donations, and social events.
3. Be required to use the current bank's cashier's checks for UDC's approved expenses.
4. Deposit all monies in UDC's checking account within days of receiving them.
5. Assume the duties of Acting Secretary if the Secretary is absent, unable to perform, or is moved up to the Vice President or President position.
6. Assume the duties of Acting President when the President, Vice President, and Secretary are all absent or unable to perform duties.
7. Maintain a petty cash fund of at most fifty dollars (\$50.00).
8. Be responsible for collecting monies from the Committee Chairperson(s) of the events.
9. Keep, maintain, and record the completed membership list with the membership fee payments, dates, and membership types, and submit the completed and verified membership forms to the Secretary.
10. Present an audited financial report at every regular meeting.
11. Create and submit a Projected Budget for the Annual Camping Event to the Executive Board.
12. Ensure the Executive Board is operating effectively and following through on the duties of every position.
13. Represent UDC's best interest.
14. They must turn over all records concerning their office to the successor by January 1st of the odd-numbered year or fourteen (14) days after the Executive Board accepts the resignation letter.

V. BOARD TRUSTEE shall...

1. Provide oversight of all UDC operations/management.
2. Ensure the continuation of UDC.
3. A First and Second Board Trustee who is currently serving a first term and served previously as an Executive Board member.
4. A Third and Fourth Board Trustee with no previous experience serving a term as a Board Trustee or an Executive Board member.
5. Apply UDC's By-Laws, Policies, and Procedures Manual, and Robert's Rules of Order, current edition, to enforce the Executive Board's compliance with UDC's vision, mission, values, and strategic objectives.
6. Attend and monitor UDC-hosted events.
7. Represent UDC's best interest.
8. They must turn over all records concerning their office to the successor by January 1st of the odd-numbered year or fourteen (14) days after the Executive Board accepts the resignation letter.

GUIDELINES FOR COMMITTEES

I. A GENERAL GUIDELINE FOR ALL TYPES OF COMMITTEES

1. Chairpersons of Committees must be active members in good standing.
2. Chairpersons shall appoint a minimum of three (3) active members and a maximum of nine (9) active members.
3. Chairpersons report to the Director of Public Relations and attend the Executive Board meeting(s) per request.
4. Submit the Committee Meeting minutes to UDC's Secretary within three (3) days after the meeting.
5. Submit a Reservation Request to the Secretary for the location of an event or activity to be reserved.
6. Volunteers should be actively sought for any event or activity if needed.

II. EVENT COMMITTEE GUIDELINES

1. Chairpersons are responsible for...
 - 1.1 They are informing the public about their events and their details.
 - 1.2 Negotiations for fundraising opportunities.
 - 1.3 Maintain open communication with the President and Secretary.
2. Cancellation Policy:
 - 2.1 Chairpersons must give the Executive Board fourteen (14) days advance notice and provide the Committee meeting minutes that approve the cancellation.
 - 2.2 In emergencies, Chairpersons must contact the Executive Board immediately for assistance.
3. To receive the monies for an event...
 - 3.1 The Treasurer shall give or mail a check to the Committee chairperson within up to seven (7) days before the event with the Budget Report approved by the Executive Board.

- 3.2 Monies received from the Treasurer for the canceled event must be returned in full to the Treasurer by electronic methods (Venmo, PayPal, etc.) or the original cashier check or new cashier check (no personal checks) via mail or in person within five (5) days of the announcement of the cancellation.

III. COMMITTEE MEMBERS AND VOLUNTEERS RIGHTS

1. COMMITTEE MEMBERS

- 1.1 Active members can attend the Committee meetings, speak, and vote.
- 1.2 Active members have the right to request to hold a meeting by submitting a request to the Committee Chairperson.

2. VOLUNTEERS

- 2.1 Volunteers have the right to attend the Committee meetings but cannot have the right to speak or vote.
 - 2.1.1 Volunteers can share information or ask questions with the Committee Chairperson's permission during the meetings.
- 2.2 Volunteers do not have the right to request that a meeting be held without submitting a request to the Committee Chairperson.

AUDITING COMMITTEE GUIDELINES

I. AUDITING COMMITTEE

1. The President shall appoint the Chairperson of the Auditing Committee.
2. The Committee consists of two (2) auditors.
3. Treasurer shall submit an unaudited Financial Report with the Financial paperwork for the auditors to review and approve.
4. Auditors shall match the financial paperwork, bank statements, receipts, and an unaudited Financial Report.
5. If satisfied, at least two (2) auditors shall sign the financial paperwork and their initials on the receipts.
6. The auditors who signed the financial paperwork will report whether they are satisfied to the members at the next general meeting.
 - 1.1 The reason(s) must be provided if the Financial Report is unsatisfactory.
7. Submit the Financial Report with the auditors' signatures and the Committee Meeting minutes to UDC's Secretary within three (3) days after the meeting.

BY-LAW COMMITTEE GUIDELINES

I. BY-LAW COMMITTEE

1. The Chairperson of the By-Law Committee shall be the current Vice President.
2. The Committee consists of at least two (2) active members and one (1) non-member appointed by the By-Law Committee Chairperson.
3. The Committee shall meet as many times as needed.
4. The Committee shall review the referrals from the Executive Board, Regular and Special Meetings, and the proposed amendments submitted in writing by e-mail or U.S. Postal Services.
5. The Committee shall recommend reviewing the referrals and the proposed amendments that have been submitted.
6. The Chairperson shall only present the recommendations to the active members during the Election Meeting for approval.
 - 6.1 Any other types of meetings, such as Executive Board, Regular, Special, and Committees, shall not be able to approve the recommendations.
 - 6.2 The Election Meeting is the only time the Law Committee Chairperson presents the recommendations and asks for approval.
7. The Chairperson shall report the updated progress to the Executive Board and the active members during the Executive Board, General, and Special Meetings.

DIRECTOR OF PUBLIC RELATIONS COMMITTEE GUIDELINES

I. PUBLIC RELATIONS COMMITTEE

1. The president currently appoints the Director of Public Relations during the term.
2. The Director of Public Relations oversees the outreach program, the Chairpersons of all events, and the committees.
3. The Committee shall meet as many times as needed.
4. The committee shall create numerous events as part of public relations to build a connection with members and the broad community to be considered among the recruits.
5. The Committee shall publicize your organization's passion, show potential prospects what you are proud of, develop communication between other deaf, hard of hearing, interpreters, and hearing with fluent sign language organizations and the communities and vendors, and introduce new ideas, i.e., events.
 - 5.1 Bazaar event, Deaf Expo, and another major event to participate in as a vendor.
 - 5.2 Website, sponsorship (donators), Newsletters.
6. The Chairperson shall only present the events, activities, and ideas to the Executive Board during the Executive Board meeting for approval.
 - 6.1 Events, activities, and ideas cannot be approved by other types of meetings, such as general, regular, unique, and Committee meetings.
 - 6.2 The committees can assess the members' ideas, suggestions, and feedback to input public relations knowledge. "We hear you."
7. The Chairperson shall report the updated progress to the Executive Board and the active members during the meetings: Executive Board, Regular, and Special Meetings.

SUSPENSION PROCEDURE

I. SUSPENSION PROCEDURE

1. When an active member violates the By-Laws, PPM, and Robert's Rules of Order (current edition), the Executive Board Members may issue a suspension for the accused based on complainants and pieces of evidence during the Executive Board meeting.
 - 1.1 The active members can approve, adjust, or dismiss the suspension during the regular or special meeting.
 - 1.2 Once the active members approve the warning or suspension, it will be effective immediately unless stated differently.
2. When an Executive Board member violates the By-Laws, Policies, and Procedures Manual and Robert's Rules of Order (current edition), the Executive Board members, collaborating, have the authority to remove the accused from office during an Executive Board meeting. This action is based on the complaints and evidence presented and excludes the accused from decision-making.
3. Under the authority of the President, any executive board member can be removed for violations or inappropriate behaviors. They can be convicted for misconduct at meetings, violating confidentiality, moral misconduct outside the meeting, absenteeism, bribery, fraud, lying, disloyalty, working against the organization, conspiracy, and violating other values that an organization holds dear. It is crucial that each of us, as executive board members, uphold these values and standards. The President is empowered to immediately order the involuntary resignation of the accused from their executive position following a thorough review of the situation.
4. The secretary will type a letter and send it to the accused(s) via e-mail and mail a certified letter with the information via U.S. Postal Services.
 - 4.1 Whether the accused(s) is issued with a warning/suspension.
 - 4.2 The grounds for a warning/suspension.
 - 4.3 The length of the warning/suspension.
 - 4.4 The condition(s) of the warning/suspension, if any.