

Stringed Instrument Makers of Southern California

STANDING RULES

Section numbers in these Standing Rules correspond to Article numbers in the By-Laws.

Section 1 **STANDING RULES**

The following are the Standing Rules of the **Stringed Instrument Makers of Southern California**, hereinafter "SIMSCal", or "the Association".

Section 2 **PUBLICATION**

These Standing Rules shall be published on the SIMSCal website.

Section 3 **MEMBERSHIP**

- Entitlements of Membership
 - Discounts at benefactor woodworking retailers
 - Use of Association guitarmaking tools, subject to -
 - Approval by an Instructor or Board Member, for safety and competence
 - E-mail notice to an Instructor of possession of same
- In order to encourage membership, dues have been \$10 since the founding of the Association.
- Members are ENCOURAGED to actively participate in SIMSCal. This can take many forms, such as -
 - Assisting in Guitarmaking Classes, or
 - Providing a "Show and Tell" of a completed instrument - or work-in-progress - at a General Meeting.
 - Demonstrating a shop method, tool, jig or technique at a General Meeting, or
 - Leading a committee - or being a committee of one - to coordinate bringing in a guest speaker, shop visit, demonstration etc.
 - Submitting photos of meeting or guitars
 - Taking Minutes of Annual / General Meetings

Section 4 **MEETINGS**

- In accordance with the Association's Statement of Purpose, a member "Show and Tell" has been a key component of every meeting.

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- The last "New Business" item of a General Meeting shall be a proposed time and agenda for the next General Meeting. This provides an opportunity to survey members for potential conflicts. It is also an opportunity to poll members for topics of interest for subsequent meetings.
- In addition to Association business, General Meetings in the past have included "hands-on" demonstrations, lectures, and guest speakers, in accordance with the Association's Statement of Purpose.

Section 5 VOTING AND ELECTIONS [Reserved]

Section 6 OFFICERS

- President
 - The President who organized the Annual Meeting shall preside over that meeting until its conclusion. This includes setting the agenda for the subsequent General Meeting, per Section 4 above
- Secretary/Treasurer
 - The Treasurer shall pay Class-related expenses as indicated in Section 8.
 - The Treasurer shall collect Class-related fees as indicated in Section 8.
 - Update membership cards for the new year.
 - The Treasurer shall monitor the income and expenses of the Association in order to comply with quarterly estimated tax requirements, if any, and the issuance and reporting of 1099-Misc Income, if they become necessary.
- Director of Communications
 - Post minutes of General Meetings on the Association website.
 - Maintain Guitarmaking Class descriptions, schedules etc on the Association website.
 - Forwards website hosting and domain name fees to the Treasurer.
 - [Reserved for description of transfer of responsibilities to successor DoC.]

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- Director of Guitarmaking Operations
 - Responsible for the Guitarmaking Classes, including, but not limited to, safety, maintenance of tools, jigs, etc, and quality of instruction - monitored, for example, by a survey conducted at the end of the instruction period.
 - Establish and maintain current Guitarmaking Class student and waiting-list contact information, in coordination with the Director of Communications, and the Secretary/Treasurer.

Section 7 EXECUTIVE BOARD [Reserved]

Section 8 FINANCES

- Reimbursement by the Association is only via check request, or submission of receipts.
- As a backup to recordkeeping, the Association shall use, at minimum, duplicate checks for all Association business.
- Officers of the Association shall be uncompensated.
- Instructors shall be compensated in such a way as to avoid additional recordkeeping and filings. Given that \$600 per year is the threshold for filing IRS Form 1099 - Miscellaneous Income, the Association will pay instructors stipends not-to-exceed \$595 annually for services, depending on the term of instruction. [effective 2009]
- In order to change signature authority on bank accounts - the Association's Treasurer and President - the bank requires corroboration, typically, Minutes of the Annual Meeting.
- Class-Related Expenses
 - Payment for facilities expenses shall be in advance of use, as normal rent, not in arrears.
 - Payment of the Association's open account for items purchased for classes shall be not less monthly.
- Meeting-Related Expenses
 - Members who sponsor meetings at their shops shall receive nominal compensation for such.

Section 9 CHANGES TO THE STANDING RULES

- Article VII of the By-Laws empowers the Executive Board to change the Standing Rules without a vote of the membership.

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Section 10 OTHER

- Guitarmaking Classes (2006 - 2009)
 - \$550 for 11 sessions;
 - \$50 deposit,
 - \$250 due at the 1st meeting;
 - \$250 due at the 6th meeting.
 - Reimbursement to students who cannot finish the class shall be pro-rated.
- Summertime "Open Shop"
 - On a first-come; first-served basis
 - Monitored by senior Association members for safety
 - Cost to participants is "facilities cost" divided equally among participants.