

**Policies and Procedures**  
for the  
**San Diego Chapter**  
of the  
**CLCA**

**Article I**

**Purpose:**

The purpose of this document is to assist the ever developing Board with a guideline for policies and procedures, and to express the intent of decisions made by the Board for future chapter development.

**Article II**

**Chapter Culture:**

- It is the intent to have the culture of the Board and Chapter set by the members of this Chapter of the CLCA. Decisions made are to be in the best interest of the Regular Member of the Chapter.

**Article III**

**Paid Positions:**

- Some positions of the Board are paid positions because of the amount of time necessary to complete assigned tasks. Rates for paid positions are approved by the Board prior to setting the next year annual budget. Positions and responsibilities assigned to positions are as follows:
- Chapter Editor – advertising, monthly newsletter, and website development and content.
  - Secretary – Documenting all membership meetings with minutes, dispersing communications from the public to the Chapter President, design and publication of local membership directory content, assorted clerical matters for the management of the chapter.
  - Public Relations – Mass emails to membership, articles for publication in local newspapers and magazines, chapter Facebook page, Google calendar.

**Article IV**

**Chapter Travel Reimbursement:**

All travel on behalf of the Chapter must be approved by the Board prior to travel if reimbursement is requested. Travel to a state sanctioned event participated by the association as a whole will be reimbursed on a scale based on Board positions. Examples of state sanctioned events are the Leadership Conference, Summer FX, or Annual Convention. Requests for reimbursement for another Chapter's event would have to be prior to the event and placed for a vote by the Board if reimbursement is requested.

**Article V**

**Communication:**

All mass email communication (i.e. Constant Contact) for the chapter must be approved by a member of the Executive Committee of the Board of Directors. Mass emails will be limited to CLCA sanctioned events which may be direct benefit to San Diego Chapter members. Communications about other industry related events are to be posted on the chapter Facebook page or chapter calendar. It is not the purpose of our chapter's website to promote other associations, schedules or events. A hot link may be placed on our Chapter website to link to another association and their schedule. This hot link is a collaborative effort to share information without overt publication or support.

**Article VI**

**Education:**

- The Chapter shall fund a minimum of \$1,000 to the San Diego Chapter LEAF Scholarship Account annually.

- The Chapter shall consider the partnership with Cuyamaca College Horticulture Department a priority because of their consistent support with the Landscape Industry Certified test site, as such, participation in their Aggie Open sponsorship annually is a reciprocation of support. Additional funding for scholarships may be voted upon by the standing Board at their discretion.
- If the Chapter votes on an annual memorial fund donation, that donation shall last 10 years in the absence of any other deadline.

**Article VII**

**Returned Checks/Balance Due:**

If a member registers or attends a Chapter event and submits payment that is subsequently returned or fails to pay while at an event must submit acceptable funds to defray the cost to the Chapter. If acceptable funds are not received within 6 months of notice to the member, then future events must be paid in cash prior to future events.

**Article VIII**

**Regular Monthly Meetings:**

Each monthly meeting of the Board and Membership shall be held on the second Tuesday of each month, except for the months of July and December. No meetings will be held on those months. Members of the Board are encouraged to attend the SFX hosted by CLCA-HQ in July, and hectic holiday schedules are respected in the month of December.

**Article IX**

**Adoption of Policies and Procedures:**

These policies and procedures, approved by a two-thirds (2/3) vote of the Chapter Board present at a Chapter General Membership Meeting and having had due and timely consideration, shall constitute the policies and procedures of the California Landscape Contractors Association, San Diego, until amended or repealed. Changes to this document may be submitted to Past Chapter Presidents and current Chapter Board for consideration and vote.

Signed,

-----  
Chapter President

-----  
Chapter Secretary

-----  
Dated

-----  
Dated