

# **New Dungeness Light Station Association Standing Orders, FY 2012**

As revised and approved by the Board December 13, 2011

1. Board members and officers are to be elected in accordance with the approved By-Laws and implemented using procedures performed in CY 2000 and revised in FY 2010. Duties and responsibilities of Directors are outlined in the document, Organizational Structure.

2. Officers elected by the Board of Directors:

President –Steve Reed  
Vice President – Rick DeWitt  
Second Vice President – Bill Newblom  
Secretary –Roberta DeWitt  
Treasurer – Bill Bjorklund

3. Executive Committee:

Steve Reed- President  
Rick DeWitt- Vice President  
Bill Newblom-Second Vice President –  
Roberta DeWitt-Secretary  
Bill Bjorklund-Treasurer

4. Primary management responsibilities assigned by the President include:  
General Manager (Facilities, Membership, and Keepers) – Chad Kaiser

Membership & Scheduling Committee- Janet Jones  
Promotions Committee- Bill Newblom  
Fundraising Committee- Harvey Smith  
Maintenance, Restoration and Long Range planning Committee- Tom  
Sinton  
Transportation Committee- Bob Larsen  
Safety Committee-Rich Olmer  
Merchandising Committee- Roberta DeWitt  
Association Historian- vacant  
Legal Issues – vacant  
Education and Interpretation – To be determined  
Government Liaison –vacant  
Audit Committee – Kris Bryce  
Nominating Committee – Harvey Smith  
Foghorn Editor- Jean Reed

5. An audit of the Association's accounts is normally conducted during February and reported to the March Board of Directors meeting. Recommendations of the March 25 2011 Audit Committee have been implemented.

6. Dues will be \$50.00 per household (\$35 individual) annually. Weekly keeper fees will be \$350 per adult (18 or older) and \$195 per child (6-17) The approved Cancellation Policy is as follows:
  - At the time the reservation is made, Keepers will provide a \$50 per person non-refundable deposit or \$300 for the entire house.
  - If said deposit is not received within 30 days of the reservation request, the reservation will be cancelled.
  - Keeper's fees will be invoiced by the Association six months before the scheduled stay. The invoice will be sent to the primary Keeper point-of-contact.
  - Keepers will have 30 days from the date of the invoice to pay half of the fee. The reservation will be cancelled if payment is not received within 30 days of the invoice date.
  - The remaining balance of the fee will be due 90 days before the scheduled stay.
  - The reservation will be cancelled if the fee has not been paid in full 60 days before the scheduled stay.
  - Requests for cancellations within 60 days of the scheduled stay for emergencies or serious health issues will be handled on a case-by-case basis: Up to one half of the fee may be reimbursed if the vacancy cannot be filled. If the vacancy is filled and full fees are paid, the entire fee minus the non-refundable deposit will be refunded.
  - Payment due dates will be clearly indicated on the invoice. Prompt payments are requested to protect the Light Station's critical funding.
7. A safety inspection of the Association's area(s) of operation will be conducted annually and reported to the Board at the subsequent board meeting. Recommendations of the Safety committee (FY 2012) are to be implemented by the General Manager to the extent practicable and reasonable.
8. Board Minutes and budget documents are for distribution to Board members only.
9. The Lighthouse General Manager may expend funds necessary for maintenance and upkeep. The General Manager's expenditures shall not exceed \$250 per item or a total of \$500 per month without approval of the Association President or an authorized Board member. The authorized Board member for FY 2012 is the Association Treasurer, Bill Bjorklund. Project Managers have the responsibility to complete a project authorization form, seek board approval and manage an approved project within an approved budget. The President may authorize a Director or Manager an additional \$500 over the budgeted amount if deemed necessary. Reimbursement or payment for such additional expenditures must be requested of the Treasurer within 30 days. Expenditures not approved by the Board in advance must be reported to the Board at the next regular meeting.

10. Directors with responsibility for ongoing operations (e.g. scheduling, newspaper, transportation, maintenance and household supplies) may expend remaining FY 2012 budgeted funds for ordinary supply items on a recurring basis. Directors are authorized to make, and seek reimbursement for up to \$50 per month on incidental expenditures not specifically defined in the annual budget prepared by the Treasurer and approved by the Board, to carry out routine and *ad hoc* assigned duties.
11. Keeper bookings for a calendar year will be opened January 2 of the previous year (i.e., 12 months in advance). Other considerations:
  - Priority will be given to those members who have never stayed at the Station and to those who have not stayed for the last two years.
  - Duration of stay will be limited to one week unless, at the discretion of the General Manager, a longer period will be in the interest of the Association.
  - As one objective of the Keeper program is to raise funds for operations, every effort will be made to maximize revenue; at least six in a party will be booked when possible.
  - Partial week fees are not allowed.
  - If a stay must be terminated at the discretion of the Association (e.g. power outage, operational emergencies, or Keeper non-performance), a refund for the remaining period will be made.
  - One of the goals of the New Dungeness Light Station Scheduler is to maintain a minimum of four scheduled adult keepers in residence at the Station at all times. The primary purposes for maintaining this minimum is for both safety and the ability to provide tours to visitors. In the event there are unfilled cancellations or other circumstances where this minimum is not maintained, the General Manager of the Light Station has the authority to assign additional adult keepers to the Station. As determined appropriate by the General Manager, the assigned keeper(s) will reside either in the Keepers Quarters or in the West Apartment of the Main Lighthouse Building. The assigned keeper(s) will assist the scheduled keepers with visitor tours and/or other tasks as deemed appropriate by the General Manager.
12. An Annual Report will be prepared at the direction of the Secretary by March 31, and will include information on accomplishments, membership, visitor income and expenses, and anticipated expenses. The board secretary has the responsibility to assemble the report based on contributions by the responsible Directors and Managers.
13. All Drivers are required to take a minimum of 4-6 hours of annual training.