

**ROCKY MOUNTAIN ASSOCIATION OF FAIRS  
POLICY MANUAL  
FORWARD**

**Introduction**

A review and undertaking to prepare policies that will enable the Rocky Mountain Association of Fairs (RMAF) to conduct the business of the association in an equitable and professional manner. These policies may be changed or revised by the members, by a majority vote, to better conduct the business of the association when modification is needed for the future.

All copies of this publication are regarded as RMAF property, so copies provided to directors and staff are considered to be “on loan from the association”.

In addition, the date of the revisions will be generally noted on a separate page titled “Record of Revisions” located on the inside cover of each copy of this manual and will be more specifically noted on the bottom of the page where the actual changes to the Bylaws or Policy Manual occurred.

**ROCKY MOUNTAIN ASSOCIATION OF FAIRS  
BYLAWS & POLICY MANUAL  
FORWARD**

**Bylaws & Policies – How They Differ & How They Are Related**

As was mentioned previously the Bylaws and Policies are now combined into this one publication. The most obvious questions that follow are, “what is the relationship between the two important reference documents,” and “why is it important to have them maintained in one publication?”

Bylaws are general in nature and describe the scope and parameters of how the association operates within the regulations set out by the laws of the State of Montana. Changes or additions require both members and directors approval. Policy Statements are more specific in nature and provide standards or guidelines on how to deal with recurring issues that directors and staff face in the day to day operations of the RMAF. Changes or additions are established by the Board of Directors. Bylaws and Policies should compliment one another. Since the Bylaws provide the general scope of practice it is important to insure that as new policies are developed, they do not conflict with existing Bylaws. Hence, the reason and value of having both of these important documents contained in one reference manual.

**Future Additions & Changes to Bylaws & Policies**

A change to the Bylaws requires membership approval and registration with the State of Montana. Making changes to the Bylaws is more involved then Policy changes. The Policy Manual more specifically describes the policy and procedures for making the changes to both Bylaws and Polices.

A Bylaws & Policies Committee has been established as a standing committee, whose responsibility it is to recommend and coordinate the revisions to the Bylaws when they are deemed necessary. Upon approval by membership and executive secretary, the committee insures that the revisions are duly recorded with the State and in all registered copies of the Bylaws. This committee is responsible to insure that future modifications are recorded and updated in all registered copies of the current Policy Manual which is made available to the membership in the directory or association website.

## **ADMINISTRATION**

### **POLICY 1**

#### **A: PERSONAL WAGE AND BENEFITS**

Wages and benefits will be negotiated and an annual evaluation will be performed with the RMAF Board of Directors and employee. These negotiations will be the responsibility of the First Vice-President and Second Vice-President and their recommendations will then be forwarded to the full RMAF Board of Directors for approval. The evaluation and recommended wages will be presented during the annual RMAF Spring Board meeting to the Board of Directors with best intentions; a salary and benefit package for the next year. The Board of Directors will review all recommendations and may go forward with a motion to accept and approve the recommendations.

Policy voted & adopted: November 2010, Board of Directors: Bob Batista, Vicki Rupert, Sue Shockley, Steve Scott, Ron Edwards, Gary Fjelstad, Yvonne Robertson, Jeff Martin and Nancy Pitz, Executive Secretary

## **BOARD OF DIRECTORS**

### **POLICY 1**

#### **A: DRESS CODE**

The Navy Blue Blazer sport jacket will be the official attire of the RMAF Board of Directors. This jacket will be worn at the official opening and the closing dinner of the Annual RMAF Convention. This attire may be worn at other times at the call of the Chair.

#### **B: EXECUTIVE COMMITTEE**

Executive Committee members will include the President, Vice-President, and Second Vice-President.

Function: It is a mini-board to be used by the RMAF Executive Secretary as a quick resource team for new ideas or decisions. The Executive Committee does NOT have authority to change the RMAF Articles of Incorporation By-Laws or Policy, but will make recommendations to the Board for action.

#### **C: VOTING**

All members on the RMAF Board of Directors which include all elected District Representatives, elected Service Member(s) and the elected Director(s) At-Large will have a vote while meeting and acting on the RMAF's behalf.

The President is a non-voting member and should vote on motions only in the event of a tie.

## **BOARD MEETINGS**

### **POLICY 1**

A: Conduct of Meetings "state/province"- All meetings (with the exception of Board Policy or any state/province required procedures) will be conducted in accordance with Robert's Rules of Order.

The Agenda requires approval by President of the Board prior to the conduct of the business of the Association.

Emergency Board meetings of the full Board may be called only when Board action is required as a result of:

1. An event that severely impairs public health and safety. (Example: Bomb Threat, Strike, Flood, or Fire).
2. Administrative matters requiring immediate attention. (Example: Litigation, Resignation, Termination, Replacement of Board members).

Emergency meetings may be requested by the Executive Secretary or by the President. The Executive Secretary will only call an emergency meeting by first notifying the President or, in case of his/her

absence, the Vice-President. In instances where a quorum cannot be obtained, the Executive Committee is empowered to meet and act on the Board's behalf.

Policy voted upon & adopted: June 16 2010 by E-mail

Board of Directors: Bob Batista, Vicki Rupert, Sue Shockley, Steve Scott, Ron Edwards, Gary Fjelstad, Yvonne Robertson, Jeff Martin and Nancy Pitz, Executive Secretary

## **CONVENTION**

### **POLICY 1**

#### **A: CONVENTION SITE LOCATION**

All bids for RMAF Conventions will be in the office of the RMAF by February 28, 4 years prior to the Convention year being proposed by the host hotel and/or site; and/or fair. The RMAF Board of Directors will make the final decision on selection site.

All bid contracts to be discussed by management and board of directors before being approved for signature.

Sites should be selected four years in advance. Dates should be set for November, Wednesday through Saturday, 2 weeks before Thanksgiving. For example: dates for 2009 are November 11-14 and 2010 are November 10-13.

Convention site will rotate on a diagonal as follows: 2011 Northeast District (Billings, MT); 2012 Southwest District (Boise, ID); 2013 NW District (TBA); 2014 Southeast District; 2015 NE District; 2016 SW District; 2017 NW District; 2018 SE District. If a district passes on their rotation schedule, the board will make the decision for the site that year. *Refer to Board Minutes March 18, 2007*

Hotel presenting the bid for the conventions should have at least 200 rooms available in the host hotel. Extra rooms of 100 should be within close walking distance. The proposal should include the cost of rooms; number of suites within the 200; cost of suites; if there is an extra charge for meeting and banquet rooms. Extra tax to be charged, sales tax, bed tax, city tax needs to be included in the proposal. Prominent area for service members to be housed together, generally 70 - 80 rooms for service members. Travel access to the city. Hotel site needs a Banquet area large enough to seat 500 with round tables and also accommodate a showcase stage of approximately 24' x 40'. (Hotel needs to provide the staging) There needs to be at least three break out rooms that can hold 100 people plus some smaller rooms or space that can accommodate 12 – 50 people. RMAF would need to check the electrical hook-ups needed to accommodate sound and lighting for musical showcase acts.

A check-list of RMAF convention concerns prepared by the Exec Sec and Board of Directors will be gone over by the hotel and Exec Sec and when all aspects are agreed upon, signed by both the hotel and RMAF. The Hotel must agree to work closely with the Exec Sec of RMAF in room placements, meal functions and all aspects of the convention.

Policy voted upon and adopted: November, 2007

Board of Directors: John Pitz, Ron Edwards, Jeff Martin, Jay Scott, Gary Fjelstad, Bob Batista, Vicki Rupert.

Donna Rae Stollfuss, Executive Secretary

## **FINANCE**

### **POLICY 1**

#### **A: BUDGETS**

Budgets for the upcoming year will be presented by the Executive Secretary to the RMAF Directors no later than the first board meeting at the fall RMAF Convention with the intention of approval by the end of the fall convention.

This budget will represent a no less than a balance budget with an excess revenue budget strongly recommended. All information/figures in the budget must be obtainable with the intention to have the budgeted amounts become actual.

## **B: FUNDRAISING**

There will be no fund raising (raffles, 50/50 drawing, etc), without the RMAF Board of Directors approval, that will not be for the benefit of the entire organization of RMAF.

Policy voted upon and adopted: November 12, 2008, Coeur d'Alene, Idaho  
Board of Directors: Ron Edwards, Jeff Martin, Bob Batista, Barney Cosner, Gary Fjelstad, Vicki Rupert, Nancy Pitz, Executive Secretary

## **MEMBERSHIP**

### **POLICY 1**

#### **A: CONDUCT OF AN RMAF MEMBER:**

All members of RMAF will follow the Bylaws and Policies as they were intended. Any member or associate of RMAF not acting in good faith or abusing these policies and Bylaws will be brought forward to a Grievance Committee. This committee is responsible to bring forward to the RMAF Directors a recommendation of action of the said person or party.

Policies voted upon and adopted: March 21, 2006, Coeur d'Alene, ID  
Board of Directors: Barney Cosner, John Pitz, Ron Edwards, Jay Scott, Lorrie Wacker, Jeff Martin, Reed Williams  
Donna Rae Stollfuss, Executive Secretary

## **B: JAM SESSIONS**

The RMAF does not sanction any jam session by agents or individuals or be responsible for space, equipment, damage or related activities.

Policy voted upon and adopted: November 12, 2008, Coeur d'Alene, Idaho  
Board of Directors: Ron Edwards, Jeff Martin, Bob Batista, Barney Cosner, Gary Fjelstad, Vicki Rupert, Nancy Pitz, Executive Secretary

## **GRIEVANCE**

### **POLICY 1**

#### **A: CONCERNS AND COMPLAINTS:**

The RMAF recognizes the rights of its members and staff to express grievances and seek a solution concerning disagreements arising between RMAF Staff, Board of Directors, and/or business conducted by either staff or board or any current member regarding business related to the operation of the association, including its convention.

The member will submit a written complaint to the President of the Board of Directors, who will attempt to resolve the situation; or he/she will submit the grievance to the appointed RMAF Grievance Committee Chair. The committee will investigate and formalize a recommendation, which will be submitted back to the Board of Directors within 10 working days.

A final decision about what action will be taken will be forthcoming from the Board of Directors within 5 working days.

Policy voted upon and adopted: November, 2006, Rapid City, SD

Board of Directors: Barney Cosner, John Pitz, Ron Edwards, Jay Scott, Lorrie Wacker,  
Jeff Martin, Reed Williams  
Donna Rae Stollfuss, Executive Secretary

**EDUCATION FUND**

**POLICY 1**

**A: MONEY RAISED**

The Education Fund will be derived from revenue raised through silent, live auctions or any other means of fund raising designated towards the Education Fund. This fund will be divided equally amongst the four districts and to be used for district meetings in an educational means. A District has two (2) years to use these funds and if not used will be dispersed into the general RMAF account.

Policy voted upon and adopted: May, 2007

Board of Directors: John Pitz, Ron Edwards, Jeff Martin, Jay Scott, Gary Fjelstad, Bob Batista, Vicki Rupert.

Donna Rae Stollfuss, Executive Secretary

**SHOWCASE**

**POLICY 1**

**A: MEMBERSHIP & DUES**

All showcase applicants must be members in good standing of Rocky Mountain Assoc. Of fairs and with membership dues paid in full. Applicants that fail to adhere to this policy will not be considered.

**B: HYPNOTISTS**

Due to time restraints and the nature of a hypnotists show, a video will be permitted as a "showcase video". A limit of one hypnotist video showcase will be allowed per day of convention. All other policies and regulations pertaining to showcasing will apply.

Policy voted upon & adopted: November, 2009

Board of Directors: Jeff Martin, Bob Batista, Vicki Rupert, Sue Shockley, Steve Scott, Ron Edwards, Gary Fjelstad and Nancy Pitz, Executive Secretary

**POLICY - AWARD NOMINATION**

- |     |   |  |
|-----|---|--|
| 1.1 | These awards will consist of:<br>.....<br>.....<br>.....<br>..... | Fair Manager of the Year<br>Fair Person of the Year<br>Service Member of the Year<br>Hall of Fame Award (living)<br>Heritage Award (post hums) |
|-----|---|--|

To qualify for the following awards, the candidates must have five years of experience in the fair industry.

- Fair manager of the year
- Fair person of the year
- Service member of the year

To qualify for the following awards, the candidates must have 10 years of experience in the fair industry.

Hall of Fame Award (living)  
Heritage Award (post hums)

- 1.2 These awards would be presented during the RMAF Convention.
- 1.3 An awards package will be mailed after convention to each registered member for their consideration of award potential candidates. The deadline for applications to be filled out, with a complete candidate profile/resume and returned to the RMAF office is April 1<sup>st</sup> of the current year.
- 1.4 This is a RMAF board structured committee. Each district director and service director of RMAF will be asked to communicate with their district to seek out members of RMAF that would be eligible and deserving of these prestigious awards.
- 1.5 All nominations must be accompanied by a complete candidate profile/resume. If the candidate profile/resume is not returned, the nomination will be considered as incomplete and they “will not qualify” for an award.
- 1.6 Nominations will be returned to the RMAF office and the executive secretary will verify that policy requirements, via checklist, have been met. Additionally, the executive secretary will verify that all documents are in order prior to submitting them to the award committee chairperson.
- 1.7 With the award committee chairperson’s acceptance, the executive secretary will categorize copy and send the nominations to all award committee members within two-weeks after the closing date.
- 1.8 The committee members will then determine their final candidate choice for the awards that are to be presented.

#### Candidate Profile/Resume

- 1.1 Candidate’s profile/resume must include present and past fair experience, employment, and achievements that the candidate has contributed to the organizations mentioned.
- 1.2 Candidate’s achievements or involvement in the fair industry such as positions held in national, regional and state fair organizations, etc., must be included.
- 1.3 Candidate’s profile must include achievements, involvement and contributions within their community.
- 1.4 Other comments or letters of reference that would enhance the candidate’s profile/resume of past or present achievements is encouraged and recommended.

#### Committee Responsibilities

- 1.1 Each committee member to review the candidate’s profile/resume to determine the most deserving candidate for each position.
- 1.2 A scoring system of the candidate’s profile/resume will be as follows:

- a. Up to 25 points on current status of fair participation
  - b. Up to 15 points on related fair industry activities
  - c. Up to 10 points on community and other activities or achievements
- 1.3 The committee chairperson will then communicate with the committee members to begin tabulating the results to determine a final choice of candidates to be honored in each award category.
- 1.4 Upon completion of the tabulations, the committee chairperson will return the profile/resume to the RMAF office where the executive secretary will verify the tabulations. The committee chairperson will then communicate those selections to the President, who will then inform the RMAF board.
- 1.5 The final results must be submitted to the RMAF office no later than September 15 of the current year.
- 1.6 Notification to award recipient's family is the responsibility of the RMAF executive secretary.
- 1.7 All candidate profiles/resumes, and communication between committee members, executive secretary and the final results are to be kept confidential.

Policy voted upon & adopted: March, 2010, Casper, WY  
Board of Directors: Jeff Martin, Bob Batista, Vicki Rupert, Sue Shockley, Steve Scott, Ron Edwards, Gary Fjelstad, Yvonne Robertson and Nancy Pitz, Executive Secretary