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| Document No. CCGC-PP01 |  Cañon City Geology Club Policies and Procedures | Version 1 Effective 3/1/2018 |
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**PROCEDURE FOR ADOPTION OF
POLICIES, PROCEDURES, RULES, REGULATIONS, OR GUIDELINES**

PURPOSE: To facilitate the efficient operation of the Organization by establishing a standard procedure for adopting policies, procedures, rules, regulations or guidelines (hereinafter “Policy” or “Policies”) regarding the operation of the Organization.

AUTHORITY: The Bylaws of the Cañon City Geology Club (hereinafter “Bylaws”), Articles of Incorporation, and Colorado law.

1. Scope. The Board of Directors of the Organization may, from time to time, adopt certain Policies as may be necessary to facilitate the efficient operation of the Organization, including the clarification of ambiguous provisions in other documents, or as may be required by law. In order to insure that such Policies are necessary and are properly formulated, the Board shall follow the following procedures when adopting any Policy.

2. Drafting Procedure. The Board shall consider the following in drafting the Policy:
 - (a) Whether the governing documents or Colorado law grants the Board the authority to adopt such a Policy;

 - (b) The need for such Policy based upon the scope and importance of the issue and whether the governing documents already adequately address the issue; and

 - (c) The immediate and long-term impact and implications of the Policy.

The Board may have a proposed Policy reviewed by legal counsel prior to adoption, at the sole discretion of the Board.

3. Adoption Procedure. After review by the Board and/or legal counsel, policies shall be adopted by a majority of a quorum at an open meeting of the Board of Directors. Upon adoption of a Policy, the Policy shall be made available to all Members prior to its effective date by any reasonable method as determined by the sole discretion of the Board, including but not limited to posting on the Organization’s website.



4. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of the terms and provisions of the Bylaws and the applicable laws of the State of Colorado governing the Organization.
5. Deviations. The Board may deviate from the procedures set forth in this Policy if in its sole discretion such deviation is reasonable under the circumstances.
6. Amendment. This Procedure may be amended by the Board of Directors.