



www.shamrockclubofcolumbus.org

The Shamrock Club

STANDING RULES

Effective November 18, 2013

SHAMROCK CLUB PRIORITIES

- Saint Patrick's Day Parade
- Saint Patrick's Day Reunion
- Club Meetings
- Club Events

SUB-ORGANIZATIONS

- If any sub-organization or unit of the Shamrock Club is to use the name of the Shamrock Club and be financially supported by the Shamrock Club, then that sub-organization or unit must be aware of, and in synchronization of the priorities and goals of the Shamrock Club.
- Under no circumstances shall a sub-organization or unit of the Shamrock Club make statements or undertake actions that cause it to be in conflict with the priorities or goals of the Shamrock Club, or cause injury to the good name and reputation of the Shamrock Club.
- No sub-organization or unit of the Shamrock Club shall have bylaws or guidelines that are in conflict with the bylaws, priorities or goals of the Shamrock Club.

The DRUMS and PIPES of the SHAMROCK CLUB

- **BAND OFFICERS**
 - **Pipe Major** [Leader of the Band]
 - **Drum Major** [Responsible for deportment and marching of the band]
 - **Pipe Sergeant** [Assists the Pipe Major]
 - **Drum Sergeant** [Assists the Drum Major]

- **Quartermaster** [Responsible for maintaining an accurate inventory of the Band's property (uniforms and equipment). An annual audit should be conducted and the results presented to the E-Board]
- **Colonel in Chief** [The current President of the Shamrock Club]
- **Band Liaison** [E-Board will assign a Liaison to the Band to facilitate communications]

IRISHMAN/IRISHWOMAN OF THE YEAR

- The selection of the Irishman/Irishwoman of the Year is made at the discretion of the President.
- This Honoree should have made many outstanding contributions to the Club over a long period of time and have been a member of the Club for a minimum of ten (10) years; any less tenure must be approved by the E-Board.

PARADE MARSHAL

- The selection of the Parade Marshal is made at the discretion of the President.

MEMBER OF THE YEAR

- The selection of the Member of the Year award is made at the discretion of the President.
- To preserve the value of this award, no more than two members shall be selected each year.
- This Honoree should have made an outstanding contribution to the Club for the year under consideration and have been a member of the Club for a minimum of five (5) years; any less tenure must be approved by the E-Board.

TICKETS, EVENTS AND RAFFLES

All tickets shall be numbered for control and to establish disposition. The following information shall be printed on tickets (except for commercial half & half tickets):

- Name of Shamrock Club
- Name of Event or Function
- Date
- Time
- Location
- Price of event or function
- Individual numbers, where appropriate for proper accounting
- Solicitations of any kind, including but not limited to raffle tickets or 50/50 for money from organizations or individuals not sponsored by the Shamrock Club, shall not take place on Shamrock Club grounds without prior approval of the

Board. Approval must be requested at an Executive Board meeting two week prior to the date for which the solicitation is requested.

STANDING RULES AND PROCEDURES

The Secretary [or his/ her designee] shall:

- Maintain correct membership list. Update addresses and telephone numbers
- Mail Seanachai to members and approved distribution lists including monthly E-mail and website posting
- Mail Roster to members, advertisers and approved distribution lists
- Write and maintain all Club correspondence as directed by the President and Executive Board
- Ensure that the General Meeting minutes are posted to the Shamrock Club website

SERGEANT-AT-ARMS

The Sergeant-at-Arms shall:

- Assist in preserving and maintaining order on the floor of the meeting hall as the chair may direct.
- He may also be directed to verify the eligibility of those seeking to enter the meeting hall.

IMMEDIATE PAST PRESIDENT

The immediate Past President shall:

- Schedule and coordinate Past President's Luncheon.
- Provide advice and counsel to the incoming President.

CHAIRMAN, EVENT OR FUNCTION

- A detailed report of any Shamrock Club event or function must be presented to the Executive Board within sixty (60) days of end of the event and/ or function, or within sixty (60) days of the end of their term of appointment (no later than July 1, of the year following their event or function).
- These reports are to be included in the year end report of the Shamrock Club to become a permanent record of the Club, and for use in establishing parameters of future events and functions.

COMMITTEE CHAIRPERSON

- The Vice-President should select his Committee Chairperson one year in advance of their term as President in order that the incoming chairperson may serve on the committee as a member to gain experience in the committee they will chair.
- Committee Chairperson should be listed twice in the Seannchie (i.e.; November and February).

ENTERTAINMENT

- Entertaining groups, requested by official invitation, to perform at any Shamrock Club event, to be admitted free of charge. Except when a meal is served, the individual will be obligated to pay the actual cost of the meal. This motion is not intended to include any paid professional entertainers.

Carried

EXECUTIVE BOARD MEETING September 20, 1983

(Became part of the Standing Rules)

Organization Chart

- **(Included in Addendum # 18)**

Standing Rules Defined

- **(Addendum # 1)**

Procedures for attending Executive Board and Specific Committee meetings

- **(Addendum # 2)**

Parliamentary Procedures Defined

- **(Addendum # 3)**

Robert's Rules of Order – 10th Edition – Chapter XV & XVIII

- **(Addendum # 4)**

Amendment of Bylaws

- **(Addendum # 5)**

Nominating Committee

- **(Addendum # 6)**

Teller's Selection and Duties

- **(Addendum # 7)**

Voting Terminology & Requirements

- **(Addendum # 8)**

Teller's Tally Sheet

- (Addendum # 9)

Tabulation Summary Sheet

- (A # 10)

Teller's Report

- (Addendum # 11)

Capitalization Policy

- (Addendum # 12)

Cash Handling Procedure – Irish Family Reunion

- (Addendum # 13)

Counter Cash Drawers – Irish Family Reunion

- (Addendum # 14)

Chairman/ Chairperson Defined

- (Addendum # 15)

Duties of Major Committee Chairperson(s)

- (Addendum # 16)

Club Photographer

- (Addendum # 17)

Employee Policy & Procedural Manual

- (Addendum # 18)

Hall Rental Policy & Procedure

- (Addendum # 19)

Addendum # 1

Standing Rules Defined:

A set of rules that organizations find helpful are *standing rules*, which concern the administration of the organization. A main motion brings them into being, and they remain in effect until rescinded or amended. A common standing rule sets the time for a meeting.

When an organization adopts motions that are for a lasting duration, the secretary should add them to a book entitled “Standing Rules.” Many standing rules are adopted by a *resolution* instead of a main motion. The secretary should record each motion or resolution in its final version as adopted by resolution, then the “resolved, that” phrase is dropped when recording it in the book. If the rule is later rescinded, the secretary should strike it out and make a notation stating when it was rescinded. By keeping a record of these motions, each new administration knows what they are required to do. A list of standing rules keeps continuity in the organization so that new members do not need to perpetually ask long time members what to do and when.

If an organization does things “because that is always the way it has been done,” the organization should write these customs down so that everyone knows what to do. A custom, whether it is written down or is a continual practice of the organization, becomes a force of law and needs a formal motion to rescind it, just as if the assembly had enacted it. Perhaps the assembly enacted a custom many years ago, but members have forgotten this fact.

Sometimes organizations have different names for their rules. Instead of naming the documents “Standing Rules,” they may call them “Guidelines” or “Policy Statements.” To figure out what vote is needed to amend or rescind standing rules, use the following principal:

- If the document or individual rule deals with parliamentary procedure, it is considered a rule of order. A two-thirds vote can suspend it for a meeting. A two-thirds vote and previous notice can change it.
- If the document or individual rule deals with administration, such as giving out awards for achievement, it is a standing rule. It can be suspended by a majority vote for a meeting. Members can rescind it without previous notice by a two-thirds vote or a majority vote with previous notice.

Addendum # 2

Procedures for Attending Executive Board & Specific Committee Meetings (including non-member criteria)

All Shamrock Club members are welcome to attend all Executive Board meetings or Club Committee meetings. But in order for the Shamrock Club to conduct effective and efficient meetings it is necessary to establish criteria and procedures for Non-Board and Non-Committee member attendance.

Non Executive Board or Non-Committee members cannot address or present proposals to the Executive Board or Club Committees, without requesting that their name and their subject be added to the agenda prior to the meeting. They must contact the President or Secretary for Executive Board meetings, or the Chairman of the specific Committee meetings to request inclusion in the meetings.

Non-Members of the Executive Board or Committees cannot under any circumstances vote on pending proposals or other business that are to be voted on at the meeting.

Opinions or suggestions may be solicited from the Non-Members in attendance by the Executive Board or Committees.

The only exception to an “Open Meeting Policy” would be a “Disciplinary Hearing” or “Trial.”

- A trial is held in executive Session.
- The accused has a right to due process – to be notified of the charges, given time to prepare a defense, and allowed the right to appear and defend himself or herself.

Addendum # 3

Parliamentary Procedures Defined

DEFINING PARLIAMENTARY PROCEDURE

Parliamentary procedure enables members to take care of business in an efficient manner and to maintain order while business is conducted. It ensures that everyone gets the right to speak and vote. Parliamentary procedure takes up business one item at a time and promotes courtesy, justice, and impartiality. It ensures the rule of the majority while protecting the rights of the minority and absent members. Adhering to parliamentary procedure is democracy in action.

The procedures, or rules, are found in the organization's Bylaws, in its Standing Rules, and in its adopted parliamentary authority. A parliamentary authority is a reference book that helps the members decide what to do when the group has no written rules concerning how certain things are done.

BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

Before learning the specific rules, everyone needs to know three fundamental principles of democracy and parliamentary procedure. If you can remember these principles, you'll be able to solve problems that come up in your organization and meetings, even if you can't remember the specific rules:

- **Take up business one item at a time.** Doing so maintains order, expedites business, and accomplishes the purpose of the organization.
- **Promote courtesy, justice, impartiality, and equality.** This ensures that everyone is heard, that members treat each other with courtesy, that everyone has the same rights, and that no individual or special group is singled out for special favors.
- **The majority rules, but the rights of individual, minority, and absent members are protected.** This principle ensures that, even though the majority rules, the minority have a right to be heard and its ideas are taken seriously. Similarly, the minority doesn't leave the organization because it didn't win; it knows that it may win another day. Following this principle preserves the unity and harmony of the organization.

Majority: A number greater than half of a total.

Plurality: A number of votes cast for a candidate in a contest of more than two candidates that is greater than the number cast for any other candidate.

Quorum: The number of members of a body that when duly assembled is legally competent to transact business.

Illegal Votes: An illegal vote refers only to a vote taken by ballot. An illegal vote is a ballot:

- That is unreadable.
- In which someone who is not a member of the organization has been voted for (for example, in an election if someone writes in “Robin Hood”).
- In which a person who is a member but does not meet the eligibility requirements to run for office has been voted for.
- In which two or more ballots are folded together. However, if a blank ballot is folded inside a written ballot, it is not considered an illegal vote because blank ballots are not counted.
- In which someone votes for too many candidates for a given office (this part of the ballot is considered illegal, but not necessarily the entire ballot).
- That has been cast by someone who is not eligible to vote.

Addendum # 4

ROBERT'S RULES OF ORDER 10th EDITION

CHAPTER XVIII - BYLAWS

PRESENTATION OF REPORT

After the proposed bylaws are approved by the committee, the report of the committee is presented to the assembly and is considered seriatim-article by article, and whenever an article consists of more than one section, section by section.

A revision of the bylaws is adopted by the vote required to amend the existing ones, two-thirds (2/3) vote, rather than by a majority vote as in the case of bylaws that bring a society into being.

In presenting the report of the bylaws committee to the assembly, the committee chairman should explain each section and-in the case of a proposed revision of bylaws-make clear what is new about each provision or how it differs from the corresponding provision of the existing bylaws.

CHAPTER XV - OFFICERS, MINUTES AND OFFICERS' REPORTS

Appointed Officers or Consultants

PARLIAMENTARIAN

The Parliamentarian is a consultant, commonly a professional, who advises the president and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one-since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

- (**Note:** A member of an assembly who acts as its parliamentarian has the same duty as the presiding officer to maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote. He does not cast a deciding vote, even if his vote would affect the results, since that would interfere with the chair's prerogative of doing so. If a member feels that he cannot properly forego these rights in order to serve as parliamentarian, he should not accept that position. Unlike the presiding officer, the parliamentarian cannot temporarily relinquish his position in order to exercise such rights on a particular motion - page 451).

A small local organization should rarely require the services of a parliamentarian, unless it undertakes a general revision of its bylaws.

Time at which a Bylaw Amendment takes effect:

An amendment to the bylaws goes into effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective, or the assembly has set a time by a previously adopted motion.

Addendum # 5

Article IX - Amendment of Bylaws

Method of Handling Bylaw Amendments

The extensiveness of amendments to the bylaws will determine the method of handling them, as follows;

GENERAL REVISIONS: Changes of the bylaws that are so extensive and general that they are scattered throughout the bylaws should be effected through the substitution of an entirely new set of bylaws, called a *Revision*.

ISOLATED CHANGES: If only an isolated change is to be made in the bylaws, it can be treated as any motion to *Amend Something Previous Adopted* - page 574.

DESCRIPTIVE TERMS RELATED TO CHANGES TO THE BYLAWS:

ADOPTED: Bylaws can only be Adopted once – any major changes after that are called Revisions.

REVISIONS: Revisions are major changes to the Bylaws that have also been opened to the floor.

ADMENDMENTS: Minor changes that are not a revision are called amendments.

Addendum # 6

SHAMROCK CLUB BY-LAWS:

Article IV – OFFICERS

- **E. NOMINATING COMMITTEE [see bylaws]**
 - At the first Regular Meeting in February, a Nominating Committee composed of five general voting members shall be elected through nominations from the floor; any vacancy in the Committee shall be appointed by the E-Board. The members designated to be the Nominating Committee by the assembly must be voted on by the membership.
 - The Shamrock Club’s By-Laws, Article IX Parliamentary Authority defines the most current edition of “Roberts Rules of Order” as the Clubs Parliamentary Authority. (Newly Revised, 10th Edition).
 - The Shamrock Club’s membership names the Nominating Committee, it also has the power to designate any one of them as Chairman, if the Chairman is not designated when the Committee is appointed the Committee has the right to elect its own Chairman.
 - After the Nominating Committee is elected, they shall solicit qualified nominations from the membership for each office to be filled.
 - At the Regular Meeting immediately preceding March 17, the Nominating Committee shall present at least two (2) candidates for each of the following offices: Secretary – two (2), and Director – two (2). Additional nominations may be made from the floor, with the consent of any qualified nominees.
 - It shall be the duty of the Nomination Committee and the Seannchie Committee to publish the slate of candidates prior to the election.
 - All Candidates biographies that are to be printed in the Seanachai be printed in 11 point Times New Roman font and limited to 350 words for the office of Secretary and 200 words for the office of Director.
 - At the head of the Candidates printed biographies that are to be printed, the Candidates qualifications for office must be listed according to the By-Laws.
 - The Seannchie issue that contains the Candidates biographies must not contain committee reports or informational articles related to any of the candidates.

- If the Nominating Committee is unable to comply with the requirements of securing at least two qualified candidates for each office as specified, if this situation should arise, the Nominating Committee must refer the problem to the Executive Board for resolution. The Nominating Committee has no authority to deviate from the By-laws.

Usual Order of Business in Ordinary Societies (Agenda)

- Reading and Approval of Minutes
- Reports of Officers, Boards, and Standing Committees
- Reports of Special (Select or Ad Hoc) Committees
- Special Orders
- Unfinished Business and General Orders
- New Business
- Nominations for offices should be conducted under Special Orders.

After the Nominating Committee has been selected, the Secretary will provide the following qualification information to the Committee Chairman:

- Copy of the Membership list of eligible voters
- Copy of the General Meetings Members attendance list as kept in Excel file
- Copy of the Chairpersons for the current and the immediate past two (2) years
- Copy of the Current Club Bylaws

Report of the Nominating Committee

Chairperson of Nominating Committee:

Mister President, the nominating committee submits the following nominations for Secretary:

- Name _____ Name _____

And, the following nominations for Director:

- Name _____ Name _____

[The Chairman hands the nominating report to the President and sits down]

The Nominating Committee is automatically discharged when its report is presented to the assembly.

The President should thank the Committee Members for their presentation of candidates. The President must call for further nominations from the floor.

The closing of Nominations from the floor:

- Requires a motion to close the Nominations

- Requires a second
- Requires a 2/3 Vote because it takes away the members right to nominate
 - A Rising Vote is always taken on this Motion. The President asks the members who are in favor of the motion to close the nominations, to rise so that the Sergeant at Arms can make an accurate count. We must count those in favor of the motion and those against.

Announcement of the Nominees

- For the record, the President will announce the names of the Nominees for Secretary, and the names of the nominees for Director, from both the Nominating Committee and the floor.

Addendum # 7

TELLERS SELECTION and DUTIES

- The Head Teller is responsible for the proper conduct of the election and procedures.
- No Election Advertisement, Banners, Posters or Signs are to be attached to the Club building by any method.
- No Election Advertisements, Banners, Posters or Signs are to be hung or displayed anywhere inside the Club Building.
- No Election Workers, Club Officers are allowed to wear “Vote for Tags” while working the election.

Shamrock Club Bylaws:

- **Article IV - F. Elections:**
 - 2. The President shall appoint at least three (3) but no more than five (5) Past Presidents to act as tellers in counting the ballots cast.
 - The President should also appoint the Head (Chairman) of the tellers. The tellers should be chosen for accuracy and dependability, and should have the confidence of the membership.
 - Five Tellers is an excellent number for this task, assign as follows:
 - Teller #1: Have the Voter sign-in.
 - Teller #2: Check the Voters name on the eligibility list.
 - Teller #3: Verify the Voter name on the 2nd eligibility list.
 - Teller #4: Hand Ballot to Voter and direct to the ballot box.
 - Teller #5: Is the Head Teller and will supervise the balloting procedures and fill in the Tellers Report for presentation to the Chair, he can also relieve other tellers.
- After the vote counting has been completed and verified, the Head Teller, standing, addresses the Chair, reads the Tellers Report, and hands it to the Chair without declaring the results. The Chair will inform the Membership of the results.

- After the election results have been announced, a motion from the floor can be made to destroy the ballots, if there is no call for a recount. All candidates must be given an opportunity to challenge the results before the ballots are destroyed.
- By specifically asking the members who were not elected, if they wish to have a recount, would be an excellent method to eliminate any problems, or the perception of a problem. The motion to have a vote for a particular office recounted needs a second. It is not debatable, and takes a majority vote to adopt.
- The Tellers Report must be entered in full in the minutes, becoming a part of the official records of the organization. Under no circumstances should this be omitted in an Election or a vote on a critical motion out of a mistaken deference to the feelings of unsuccessful candidates or members of the losing side of an issue. **[Robert's Rules of Order newly revised, 10th edition, page 404. Also see Shamrock Club Bylaws Article IX].**

Addendum # 8

VOTING TERMINOLOGY and REQUIREMENTS

- A legal Quorum for the Shamrock Club elections is forty-five voting members.
- The Presiding Officer, the President of the Shamrock Club should declare the polls open at the prescribed time 12:00 Noon and also announce the polls closed at the prescribed time 3:00 PM.
- After the election results have been announced, a motion from the floor can be made to destroy the ballots, if there is no call for a recount. All Candidates must be given an opportunity to challenge the results before the ballot are destroyed.
- The Tellers Report should be entered in full in the minutes, becoming a part of the official records of the organization. Under no circumstances should this be omitted in an Election or in a vote on a critical motion out of a mistaken deference to the feelings of unsuccessful candidates or members of the losing side of an issue. **[Robert's Rules of Order newly revised, 10th edition, pp 404. Also see Shamrock Club Bylaws Article IX.]**
- This is the single most important annual business of the Club and must be documented.
- The method of sorting the ballots in lots of twenty for the counting of the ballots is very fast, accurate, verifiable and would prove especially helpful if a recount of the vote is requested.

CONDUCT of TELLERS DURING ELECTION

- There must be no electioneering signs in the room or on the Tellers.
- Under no circumstances may the Tellers offer suggestions or directions on who to vote for, while you are a teller participating in the conduct of the election.
- If any voter asks for candidate information, refer them to the last issue of the Seannchie for information about the candidates.

Requirements:

- Copy of the latest Official Revised Shamrock Club Bylaws
- Official number of Voting Members as of March XX, XXXX
- List of eligible Voting Members, two copies as of March XX, XXXX
- Copy of the Seannchie
- Log Book to record voters signatures
- Ballots

- Ballot Box
- Calculator W/tape
- Pens
- Paper clips
- Tabulation Forms
- Tellers Report

Addendum # 9

Teller's Tally Sheet

| | <u>Secretary</u> | | <u>Directors</u> | | | |
|------------|-------------------------|-------------------|-------------------------|--------------------|--------------------|----------------------|
| | <u>Green</u> | <u>Red</u> | <u>Brown</u> | <u>Blue</u> | <u>Pink</u> | <u>Yellow</u> |
| 001 | _____ | _____ | _____ | _____ | _____ | _____ |
| 002 | _____ | _____ | _____ | _____ | _____ | _____ |
| 003 | _____ | _____ | _____ | _____ | _____ | _____ |
| 004 | _____ | _____ | _____ | _____ | _____ | _____ |
| 005 | _____ | _____ | _____ | _____ | _____ | _____ |
| 006 | _____ | _____ | _____ | _____ | _____ | _____ |
| 007 | _____ | _____ | _____ | _____ | _____ | _____ |
| 008 | _____ | _____ | _____ | _____ | _____ | _____ |
| 009 | _____ | _____ | _____ | _____ | _____ | _____ |
| 010 | _____ | _____ | _____ | _____ | _____ | _____ |
| 011 | _____ | _____ | _____ | _____ | _____ | _____ |
| 012 | _____ | _____ | _____ | _____ | _____ | _____ |
| 013 | _____ | _____ | _____ | _____ | _____ | _____ |
| 014 | _____ | _____ | _____ | _____ | _____ | _____ |
| 015 | _____ | _____ | _____ | _____ | _____ | _____ |
| 016 | _____ | _____ | _____ | _____ | _____ | _____ |

017 _____

018 _____

019 _____

020 _____

Totals: _____

Teller: _____ **Initials**

Addendum # 10

Tabulation Summary Sheet

| | <u>Secretary</u> | <u>Directors</u> | | | | |
|-----|-------------------------|-------------------------|---------------------|--------------------|--------------------|----------------------|
| | <u>Green</u> | <u>Red</u> | <u>Brown</u> | <u>Blue</u> | <u>Pink</u> | <u>Yellow</u> |
| 020 | _____ | _____ | _____ | _____ | _____ | _____ |
| 040 | _____ | _____ | _____ | _____ | _____ | _____ |
| 060 | _____ | _____ | _____ | _____ | _____ | _____ |
| 080 | _____ | _____ | _____ | _____ | _____ | _____ |
| 100 | _____ | _____ | _____ | _____ | _____ | _____ |
| 120 | _____ | _____ | _____ | _____ | _____ | _____ |
| 140 | _____ | _____ | _____ | _____ | _____ | _____ |
| 160 | _____ | _____ | _____ | _____ | _____ | _____ |
| 180 | _____ | _____ | _____ | _____ | _____ | _____ |
| 200 | _____ | _____ | _____ | _____ | _____ | _____ |
| 220 | _____ | _____ | _____ | _____ | _____ | _____ |
| 240 | _____ | _____ | _____ | _____ | _____ | _____ |
| 260 | _____ | _____ | _____ | _____ | _____ | _____ |
| 280 | _____ | _____ | _____ | _____ | _____ | _____ |
| 300 | _____ | _____ | _____ | _____ | _____ | _____ |
| 320 | _____ | _____ | _____ | _____ | _____ | _____ |

| | | | | | | |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------|
| 340 | _____ | _____ | _____ | _____ | _____ | _____ |
| 360 | _____ | _____ | _____ | _____ | _____ | _____ |
| Totals: | _____ | _____ | _____ | _____ | _____ | _____ |
| Tellers Initials: | 1: _____ | 2: _____ | 3: _____ | 4: _____ | 5: _____ | |

Addendum # 11

Teller's Report

| | |
|--|-----------------------------|
| Date | 04/09/06 |
| Voting Hours: | 12:00 noon to 3:00pm |
| Number of Voting Members prior to March 24, 2006: | 1,335 Head Teller |
| Eligible voter's required for a quorum: | 45 Head Teller |
| Total number of Members who Actually voted: | 259 Head Teller |

SECRETARY

| | |
|--|------------------------|
| Number of votes cast: | 259 Head Teller |
| Number required for election, (Majority): | 130 Head Teller |
| Mr. Green received: | ===== President |
| Mr. Red received: | ===== President |
| Illegal votes: | 0 Head Teller |

DIRECTOR

| | |
|--|------------------------|
| Number of votes cast: | 259 Head Teller |
| Number required for election, (Majority): | 130 Head Teller |
| Mr. Brown received: | ===== Director |
| Mr. Blue received: | ===== Director |
| Illegal votes: | 0 Head Teller |

_____ **# 1 Affirm**
_____ **# 2 Affirm**
_____ **# 3 Affirm**
_____ **# 4 Affirm**
_____ **# 5 Affirm Head Teller**

These results must become an official part of the election meeting minutes.

Addendum # 12

THE SHAMROCK CLUB OF COLUMBUS

CAPITALIZATION POLICY

Date Issued: October 1, 2006

Effective Date: October 1, 2006

PURPOSE: To provide a uniform procedure for determining whether expenditures should be capitalized or expensed, as well as, to stipulate the retirement and depreciation methodologies associated with capitalized assets.

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I. General Overview

Determining whether an expenditure should be capitalized or expensed can be one of the most difficult decisions in classifying an invoice for payment, since not all expenditures fall into that straightforward “black/ white” arena and, therefore, require an informed decision making process to alleviate as many “gray” judgment areas, as possible.

For the purposes of this policy, capitalization is defined as the act of recording an expenditure involving a “Unit of Property” (Attachment A) that may benefit a future period as an asset rather than to treat the expenditure as an expense of the period in which it occurs.

Capital assets should be valued at cost including all ancillary charges necessary to place the asset in its intended location and condition for use (in-service).

Expenditures for items with an expected useful life of less than one year should never be capitalized regardless of cost.

If assets are donated, use the fair market value at the time of acquisition plus all appropriate ancillary costs. If the fair market value is not practicably determinable due to lack of sufficient records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

The Shamrock Club shall capitalize all assets (including ancillary costs) that meet the capitalized threshold amounts specified in Attachment B of this policy/ procedure, and that have an estimated useful life of more than one (1) year, unless otherwise noted. However, bulk purchases of like capital assets with unit costs of less than those detailed in Attachment B (i.e.; 100 chairs costing \$15 each) may be capitalized as a group where the allocation of costs for the bulk assets (i.e. depreciation) over time is matched to the corresponding revenue generated by the bulk assets. This exception allows for the capitalization of a complement of low cost equipment for the outfitting of a tangible capital asset (i.e., chairs for the meeting hall).

Additionally, capital improvements, or major asset and/ or building alterations that involve an expenditure that meets or exceeds the capitalization threshold amount and, that are of a **non-recurring nature** (emphasis added), and that increase the efficiency, productivity or useful life of the asset/ building beyond what it was before the improvement was made, should also be treated as a capital expenditure.

A. Fixed Assets (Land, Buildings and Equipment)

Fixed Assets is a classification heading for those tangible properties of a relatively permanent character that are used in the normal conduct of a business and are generally reported under the following asset categories: Land, Buildings and Equipment.

1. Land

Land refers to the earth surface and includes the building site, and surrounding yard.

Land improvements consist of betterments, site preparation and site improvements that ready land for its intended use. The costs associated with improvements to land are added to the cost of the land.

Land and land improvements are characterized as having an unlimited life and are, therefore, not depreciated. Land and land improvements should be capitalized at the purchase price or fair market value. The capitalized cost also includes the following ancillary costs: original contract price, brokers' commissions, title searches, legal fees for examining and recording ownership, cost of real estate surveys, payment of non-current taxes accrued on the land at the date of purchase if payable by the purchaser, costs incurred subsequent to acquisition to permanently improve the land for the purpose acquired, such as draining, clearing, grading, and subdividing.

2. Buildings

Buildings refer to structures permanently affixed to land and include not only the main building, but the heating and air conditioning systems, the garage, shelter house, walks and drives.

(Note: When land and buildings are acquired together, the total cost is allocated between the individual assets on the basis of fair market value or appraisal.)

Some examples of the items of cost to be included in the building account are as follows:

| | |
|---|---|
| <ul style="list-style-type: none"> • Original contract price or cost of construction | <ul style="list-style-type: none"> • Signage permanently attached to building |
| <ul style="list-style-type: none"> • Expenses incurred for the preparation of plans, specifications, and blueprints | <ul style="list-style-type: none"> • Platforms, railings and gratings when constructed as a part of a structure |
| <ul style="list-style-type: none"> • Cost of building permits | <ul style="list-style-type: none"> • Partitions, including movable |
| <ul style="list-style-type: none"> • Architects' and engineers' fees for design and supervision | <ul style="list-style-type: none"> • Storage facilities constituting a part of a building |
| <ul style="list-style-type: none"> • Security alarm system | <ul style="list-style-type: none"> • Roofs |
| <ul style="list-style-type: none"> • Drainage and sewage systems | <ul style="list-style-type: none"> • Screens |
| <ul style="list-style-type: none"> • Docks | <ul style="list-style-type: none"> • Sewer systems, for general use |
| <ul style="list-style-type: none"> • Elevators | <ul style="list-style-type: none"> • Sidewalks, curbs, and parking lots |
| <ul style="list-style-type: none"> • Fire protection systems when forming a part of a structure | <ul style="list-style-type: none"> • Yard surfacing, gravel, concrete, or oil (first cost only) |
| <ul style="list-style-type: none"> • Fences and fence curbs | <ul style="list-style-type: none"> • Sprinkling systems |
| <ul style="list-style-type: none"> • Flagpoles | <ul style="list-style-type: none"> • Storm doors and windows |
| <ul style="list-style-type: none"> • Floor covering (permanently attached) | <ul style="list-style-type: none"> • Window shades and ventilators |
| <ul style="list-style-type: none"> • Landscaping, lawns, shrubbery, etc | <ul style="list-style-type: none"> • Yard drainage system |
| <ul style="list-style-type: none"> • Lighting fixtures and outside lighting system | <ul style="list-style-type: none"> • Furnaces, piping, wiring, fixtures, and machinery for heating, lighting, ventilating, and air conditioning systems, etc |
| <ul style="list-style-type: none"> • Playground structures and improvements | <ul style="list-style-type: none"> • Outdoor horseshoe pits |
| <ul style="list-style-type: none"> • Excavation, including shoring, bracing, bridging, refill, and disposal of excess excavated material, and test borings | <ul style="list-style-type: none"> • Permanent paving, concrete, brick, flagstone, asphalt, etc. within the property lines |

(Note: The list above is not all inclusive and other items including all fixtures permanently attached to and made a part of a building and, which cannot be removed without cutting into the walls, ceilings, or floors, or without in some way impairing the building are considered to be included in the building account. In addition, see the paragraph entitled Fixed Equipment below.)

3. Building Improvements

Building Improvements are upgrades or capital events that materially extend the useful life of an existing building, enhance the functionality of the space, or increase the value of a building. Examples include, but are not limited to, projects such as interior or exterior reconditioning, adding new or significantly improved air-conditioning, heating, or ventilation equipment, fire alarm systems, emergency lighting, or a complete roof replacement.

Replacement or restoration to an original utility level (i.e.; the painting of a room) does not constitute an improvement and, therefore, should not be accounted for as a building improvement, nor should this type of expense be capitalized.

B. Movable Equipment

Movable Equipment consists of a wide variety of items including sound, kitchen and bar fixtures, as well as, furniture and office equipment.

Capital equipment is equipment that is durable (economic useful life greater than one (1) year), and has a cost, which equals or exceeds the Shamrock Club's established capitalization threshold amount.

Expensed equipment is equipment that is not durable (has an economic useful life of one (1) year or less) or does not have a cost, which equals or exceeds the Shamrock Club's established capitalization threshold amount. Parts and labor used to repair or maintain existing equipment should be expensed.

The total unit cost is determined by the sum of purchase price less applicable discounts plus applicable transportation and installation charges* for each unit.

***Note:** If Ancillary charges such as transportation and installation costs are invoiced separately, they should be added to the capitalization amount when paid.

Examples of capitalized movable equipment include, but are not limited to the following type of items: book cases and shelves; desks, chairs, bar stools, tables and desk equipment; filing, storage and other cabinets; floor covering; and office equipment, such as, calculators, typewriters, personal computers, copy and scanning machines, and safes.

1. Group Purchases

Group Purchases: As noted in the General Overview above, occasionally it will be necessary for the Shamrock Club to purchase a group of like assets that have a unit cost less than the stated capitalization threshold, however, when purchased as a group equal or exceed the threshold cut off amount (i.e.; 100 chairs costing \$15 each = \$1,500). Group purchases that fit within these parameters are eligible to be capitalized if they have an expected life of more than one (1) year. Another example could be the purchase of an office workstation where the component pieces cost less than the capitalize threshold amount on a per unit basis, however, when assembled, functions as a stand-alone working unit. The working units should be capitalized as individual units and accounted for as such in the property records.

2. Fixed Equipment

Fixed Equipment consists of equipment, components, machinery, and other furnishings that are attached to a building. Fixed equipment generally cannot be removed without detaching the item from the building itself. Initially, fixed equipment is generally included in the total cost of a building. Fixed equipment acquired after original construction of a building may be capitalized and depreciated separately from the original building.

3. Small and Attractive Assets

The Shamrock Club needs to identify those assets that are particularly at risk or vulnerable to loss. Assets so identified that fall below the Shamrock Club's new capitalization policy are considered small and attractive assets and, therefore, will no longer be included in the Shamrock Club's capital records. Examples of assets that might fall into the "attractive asset" category include, but are not limited to the following type of equipment: communication, audio and video equipment, laptop and notebook computers, information technology accessorial components, radios, televisions, tape recorders, VCR's, etc. In order to maintain control and to minimize potential risks, inventory records should be kept and contain, at a minimum, the following type of information for those assets identified.

| | |
|---|--|
| <ul style="list-style-type: none"> • Acquisition Date – the date the asset was purchase | <ul style="list-style-type: none"> • Serial Number – the sequential identification number assigned by the manufacturer |
| <ul style="list-style-type: none"> • Cost – the original cost of the asset including any ancillary costs | <ul style="list-style-type: none"> • Model Number – the model number of the asset |
| <ul style="list-style-type: none"> • Description – a description of the asset | <ul style="list-style-type: none"> • Quantity – the physical count of the item(s) |
| <ul style="list-style-type: none"> • Location – room where asset resides | <ul style="list-style-type: none"> • Disposal Date – the date the asset was disposed of |
| <ul style="list-style-type: none"> • Manufacturer – the name of either the manufacturer or the commonly accepted trade name | |

4. Computer(s)/ Software

When initially purchasing a computer system, the following items will be considered as one unit: system unit including disk-drive(s), modems, expanded memory, cables, keyboard, monitor, operating system software, and other peripheral devices purchased as an integral part of the system. The purchase of printers, text scanners, and other similar devices for office systems are typically not considered an integral part of the system

Individual application software programs, not purchased with the computer system should be expensed, per the requirements of Statement of Position (SOP) 98-1 which was issued by the AICPA.

C. Contributions in Aid

Where members of the Shamrock Club contribute monetarily to help with the cost of a project (i.e.; memorial patio stones, bar room paneling, etc.), the amount of the contribution equal to the cost of the asset is to be accounted for as a contra asset (credit) to Fixed Assets, and depreciated along with the asset to which it is attached, under the same class of property. Any excess amount over the cost of the project is to be accounted for as income in the current period.

D. Depreciation Policy

The depreciation method that a business uses for any particular asset is fixed at the time you first place that asset into service. Whatever rules or tables are in effect for that year must be followed as long as the business owns the property. Since Congress has changed the depreciation rules many times over the years, businesses may have to use a number of different depreciation methods if they've owned the business property for a long time.

For most business property placed in service after 1986, if the entity does not claim the equipment expensing deduction for the full cost of the item, the IRS requires the entity to depreciate the asset using a method called the Modified Accelerated Cost Recovery System (MACRS). Capital outlays for virtually all tangible depreciable business or income-producing recovery property are recovered through depreciation deduction allowances determined under MACRS. The depreciation deductions under MACRS are determined by applying a specified depreciation method to the asset's depreciable basis after reduction by the expense election amount (if any).

MACRS categorizes all business assets into classes and specifies the time period over which the business can depreciate the cost of the assets in each class. The main characteristics of this method are that property class lives are less than actual useful lives and the salvage values are disregarded or are assumed to be zero.

The classes and recovery time periods under MACRS for the Shamrock Club assets are as follows:

| <i>Class of Property</i> | <i>Items Included</i> |
|--|---|
| <ul style="list-style-type: none"> • Five (5) - Year Property | <ul style="list-style-type: none"> • Computers and peripheral equipment, office machinery (faxes, copiers, calculators, etc.) |
| <ul style="list-style-type: none"> • Seven (7) - Year Property | <ul style="list-style-type: none"> • Office furniture and fixtures, and any property that has not been designated as belonging to another class. |
| <ul style="list-style-type: none"> • Ten (10) - Year Property | <ul style="list-style-type: none"> • Trees |
| <ul style="list-style-type: none"> • Fifteen (15) - Year Property | <ul style="list-style-type: none"> • Depreciable improvements to land such as shrubbery, fences, roads, and bridges |
| <ul style="list-style-type: none"> • Thirty-nine (39) - Year Property | <ul style="list-style-type: none"> • Nonresidential real estate (Note: the value of land may not be depreciated.) |

Whatever depreciation method a business uses, depreciation must stop when the cumulative depreciation that has been claimed over the years is equal to the original cost of asset, or when the asset is retired from service (i.e.; the asset is no longer used or useful).

E. Retirement Policy

Assets should be retired from the balance sheet and the depreciation program when it has been determined that the asset is no longer operable, has been replaced, or is no longer available for use. In addition, for existing assets that have been modified or replaced by a building renovation project, the original cost and accumulated depreciation of the item being replaced should be removed from the depreciation program.

Attachment A

Unit(s) of Property

Units of property include, but are not limited to the following asset types:

| Bar Fixtures | Building |
|----------------------------------|------------------------------|
| • Beer Taps & Lines | • Building |
| • Carpeting | • Gutters & Soffet |
| • CD Player & Receiver | • Roof |
| • Ceiling Speakers | • Docks |
| • Ceiling Tiles | • Elevator |
| • Cooler – Stand-up | • Doors |
| • DVD Player | • Windows |
| • Fryer | • Drainage & Sewage Systems |
| • Ice Machine | • Restroom Fixtures |
| • Lighting – Bar | |
| • Lighting – Stage | Sound Equipment |
| • Tables | • Lighting |
| • Television – 2 HH Gregg | • Monitors |
| • Television - 25" | • Sound System |
| | • Speakers |
| | • Microphones |
| Furniture & Fixtures | |
| • Bar Railings - Upper Hall | |
| • Blinds - Upper Hall | Building Improvements |
| • Chairs & Umbrellas | • Carpet & Tile |
| • Cabinets | • Tile Floor - Upstairs Hall |
| • Printer/ Fax/ Copier | • Front Door |
| • External Hard-drive – Kangardo | • HVAC Systems |
| • Floor (Buffer) Machine | • Lobby Paneling |
| • Gas Grill | • Memorial Patio |
| • Irish County Flags | • Paneling - Upper Hall |
| • Typewriters & Calculators | • Playground Structures |
| • Outdoor Stage | • Shelter House |
| • Personal Computer (Gateway) | • Shelter House – Electric |
| • Radiator Covers | • Ventilation- Duct Work |
| • Security System | • Ventilation System |
| • Tables & Chairs | • Outdoor Horseshoe Pits |
| • Time Clock | • Stair Rail - St. Pat's |
| • Recognition Plaque | • Playground – Stone |
| • Safe | • Window A/C – Office |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Storage Shed |
| Kitchen Fixtures | <ul style="list-style-type: none"> • Storage Shed - Concrete Pad |
| <ul style="list-style-type: none"> • Cooler on Casters - Thu Model | <ul style="list-style-type: none"> • Parking Lot |
| <ul style="list-style-type: none"> • Fire Suppressant | |
| <ul style="list-style-type: none"> • Freezer on Casters - Thu Model | |
| <ul style="list-style-type: none"> • Fryer | Land |
| <ul style="list-style-type: none"> • Fryer Pit | <ul style="list-style-type: none"> • Land |
| <ul style="list-style-type: none"> • Gas Stove – Vulcan | |
| <ul style="list-style-type: none"> • Oven Hood - Bud's Welding | |
| <ul style="list-style-type: none"> • Walk-in Cooler – Shelf | Land Improvements |
| <ul style="list-style-type: none"> • Walk-in Cooler - Kold Pak | <ul style="list-style-type: none"> • Shrubbery |
| | <ul style="list-style-type: none"> • Fences |
| | <ul style="list-style-type: none"> • Trees |
| | |

Attachment B

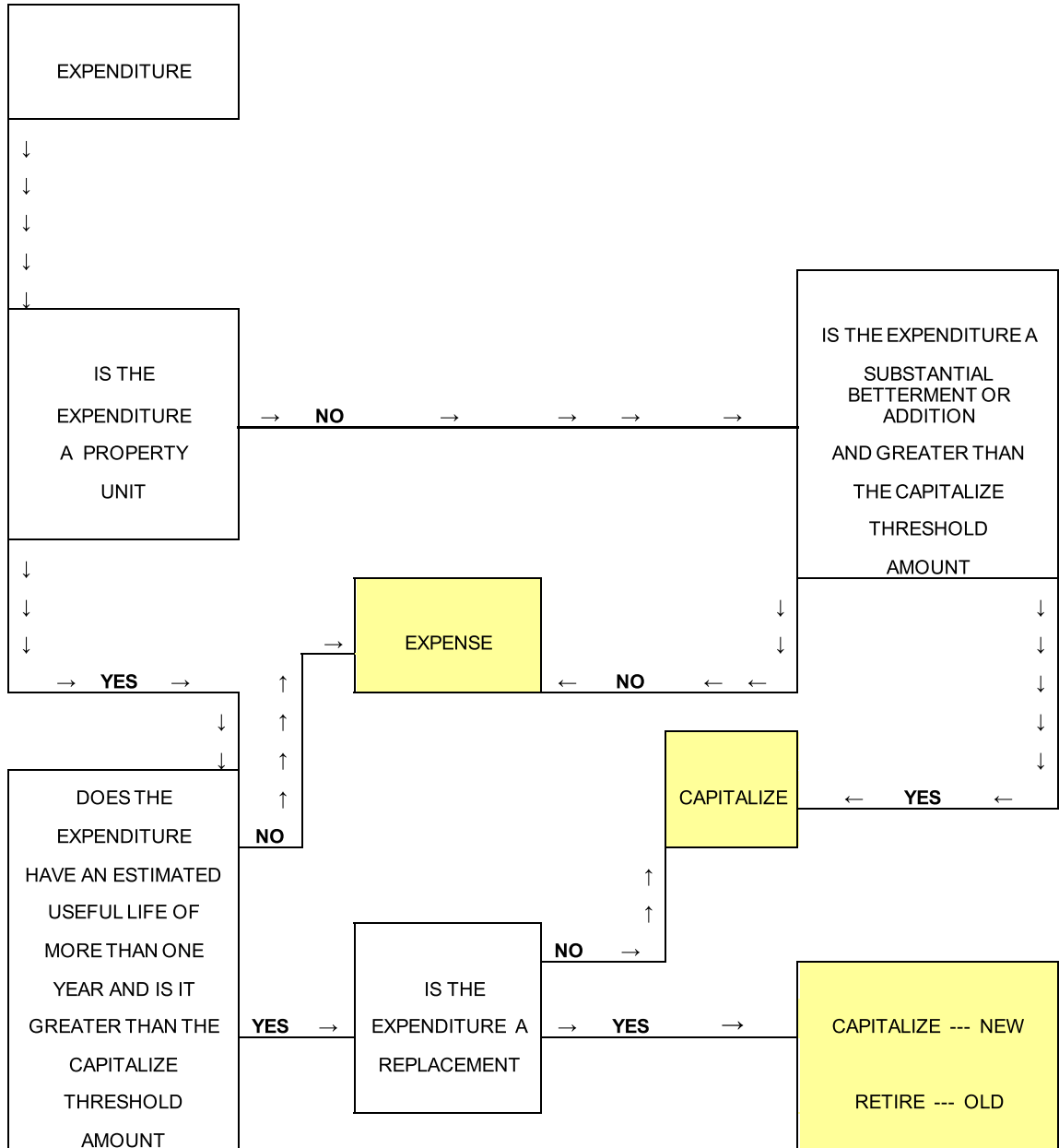
Any expenditure that does not equal or exceed the capitalization threshold amount for the asset types listed below should not be capitalized even though they might be listed as Units of Property.

Capitalization Threshold Levels:

| <u>Asset Type</u> | <u>Capitalization Threshold Amount</u> | <u>MACRS Class of Property</u> |
|--------------------------|---|---|
| Land | 5,000.00 | N/A |
| Land Imprv. Depreciable | 1,000.00 | 15 Years |
| Buildings | 5,000.00 | 39 Years |
| Building Improvements | 1,000.00 | 39 Years |
| Bar Equipment | 500.00 | 7 Years |
| Furniture & Fixtures | 500.00 | 7 Years |
| Kitchen Equipment | 500.00 | 7 Years |
| Sound Equipment | 500.00 | 7 Years |
| Computer Equipment | 500.00 | 5 Years |

Attachment C

CAPITAL VS. EXPENSE DECISION CHART



Attachment D

Examples of Capital vs. Expense Expenditures

Note: Repairs and maintenance are activities performed to obtain the expected service life of an asset. Repairs put an asset back into normal or expected operating condition. Therefore, any work that constitutes normal maintenance activity should be expensed regardless of the cost. Examples include repair to an existing HVAC system, paint, and roof repair.

- The purchase of a memorial wall plaque. This plaque will contain the names of the individuals who originally contributed to the Building Fund. The project will cost \$700 – **Capitalize**.
 - **Reason:** The plaque is considered a Unit of Property and part of the Furniture and Fixtures in the building. The plaque also has an estimated useful life of more than one (1) year and the cost will exceed the capitalization threshold amount.
- The purchase of mulch, flowers, shrubs and rubberized landscaping tile for the annual springtime landscaping. The project will cost \$1,400 – **Expense**.
 - **Reason:** Even though the project cost exceeds the capitalized threshold amount, this is considered normal maintenance activity.
- The sink in the restroom is clogged and the piping is corroded and needs replaced. The project will cost \$450 – **Expense**.
 - **Reason:** Not only is this normal maintenance activity, but the expenditure does not meet the capitalized threshold amount.
- The portico pillars are in danger of collapsing. The grout has deteriorated, as has the cap. The condition permits water to leach in. During the winter the thawing and freezing process will cause the column to collapse. The required repairs will cost \$500 – **Expense**.
 - **Reason:** The project cost does not meet the capitalized threshold amount and even if it did, this is considered normal maintenance activity.

- Replacing ten percent of the roof on the building as a result of a leak. The project will cost \$1,200 – **Expense**.
 - **Reason:** Even though the roof is a Unit of Property and the project cost exceeds the capitalization threshold amount, this is considered normal maintenance activity.
- Replacing the seventy percent (70%) of the roof due to a number of leaks. The project will cost \$9,000 – **Capitalize**.
 - **Reason:** The roof is considered a Unit of Property and replacing over fifty percent (50%) of the roof is considered a significant building improvement. The new section of the roof has an estimated useful life of more than one (1) year, and the cost will exceed the capitalization threshold amount.
- Rainwater from the downspout is settling in the northwest corner of the building. This causes moisture problems in that area and in the adjacent parking area. The project cost is not estimated at this time – **Could be capital or expense**.
 - **Reason:** The Drainage & Sewage Systems are Units of Property and would qualify as a capital expenditure as long as the capitalized threshold amount was met or exceeded, however, if the cost falls under the capitalized threshold amount, the expenditure should be expensed.
- Painting the interior of the upstairs meeting hall. The project is estimated to cost \$4,000 – **Expense**.
 - **Reason:** Even though the project cost exceeds the capitalized threshold amount, this is considered normal maintenance activity.
- Purchase and spread four (4) tons of gravel over the parking area. The project is estimated to cost \$1,400 – **Expense**.
 - **Reason:** Even though the project cost exceeds the capitalized threshold amount, this is considered normal maintenance activity.
- Pave the entire parking area with asphalt. The project is estimated to cost \$14,000 – **Capitalize**.
 - **Reason:** The parking lot is considered a Unit of Property and part of the Building Improvements for the building. The paved parking lot also has an estimated useful life of more than one (1) year and the cost will exceed the capitalization threshold amount.
- Resealing parking lot. The project is estimated to cost \$1,500 – **Expense**.

- **Reason:** Even though the project cost exceeds the capitalized threshold amount, this is considered normal maintenance activity.

Other Considerations:

Repairs - costs necessary for the upkeep of property that neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition. These costs should never be capitalized even if they exceed the capitalized threshold amount.

Major repairs, remodeling, and renovation – The capitalization decision for these categories depends on the nature of the asset, including dollar threshold, and the effect on the life of the asset.

- a). If renovating an equipment item and the cost equals or exceeds the capitalization threshold amount and significantly extends the life of the asset – **Capitalize**. However, if costs to restore a piece of equipment to such condition that it may be effectively utilized for its designated purpose and does not extend its life – **Expense**.
- b). If replacing a building system and the cost equals or exceeds the capitalization threshold amount, and significantly extends the life of the asset – **Capitalize**. However, if costs to repair, remodel, or renovate are less than the dollar threshold specified for that type of asset, but will extend the life of the asset – **Expense**.

It is important to remember; replacements or repairs that maintain or restore a building should never be capitalized.

Attachment E

Questions

Please contact members of the Financial Oversight Committee (FOC) for any questions you may have regarding this Capitalization Policy/ Procedure.

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In addition, members may also contact Francis Doyle, the author of this Capitalization Policy/ Procedure, with any questions, or for a point of clarification.

Francis Doyle

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Addendum # 13

Irish Family Reunion Cash Handling Procedures

In an effort to provide the Shamrock Club with appropriate safeguards for funds from ticket sales and income derived from the Irish Family Reunion, these procedures are recommended for the Irish Family Reunion Committee.

Table Sales

As funds (cash & checks) are received from reserved table sales, the committee will complete a deposit ticket for all funds received. The Shamrock Club will provide deposit tickets and endorsement stamp. A \$300 bank will be retained by committee, to assist in weekly sales.

Checks received through other areas (Shamrock Club mail or checks collected by Committee) will be included with the earliest possible deposit.

Any E-Board Member or Officer will assist the committee with these deposits. Checks should be listed on deposit ticket with check numbers. *Both* participants preparing the deposit should count all cash. *Both* participants will initial deposit ticket and place cash and checks into a sealed bank deposit bank. The top of each bank bag has a detachable receipt and should be stapled to the Shamrock Club copy of the deposit ticket.

All completed and sealed bags for deposit should be given to the bartender for placement in the drop safe. The Operations Manager will ensure the bags are picked up by our courier bank service. Also, the Treasurer will maintain the Shamrock Club copy of the bank deposit receipt, including bag receipt for review.

Counter Sales at Veteran's Memorial

Each cashier will be provided with a beginning bank of a predetermined amount of money and predetermined number of tickets. Each cashier will have one cash till, no sharing. At certain intervals, at the discretion of the committee chair, cash drawers from counter cashiers will be exchanged with a fresh bank and predetermined number of tickets.

The cashiers till and remaining tickets will be audited by two committee members and recorded on a worksheet. After the cash till has been audited, a new cash drawer will be created for this process to repeat itself throughout the day.

All funds derived from over-the-counter ticket sales will be kept separate from any other funds. This will allow for a defined deposit amount for review of counter sales. Six cash tills are available from the Shamrock Club.

Tickets are recycled from the people working the entrance to the event. These tickets should be counted and banded for resale at the front counter. These processes are cumbersome, especially at the beginning of the event, so any officers or extra volunteers should make an attempt to be available to assist.

All funds will be accounted for and deposit tickets completed by two committee members. Sealed deposit bags will be available for deposits. A security officer and one committee member or officer will drive the bulk of the deposits to the bank, to be placed in a night depository.

Any additional funds should be handled in the same manner and delivered to the Shamrock Club for placement in the safe.

Misc.

- A large amount of cash is needed for the event. \$500 in ones, \$500 in fives and \$500 dollars in tens should be available the day before event.
- All payments will be done by check, when possible. A predetermined list of payees and amounts should be delivered to the Shamrock Club one week prior to event.
- Certain vendors can cash their checks with two committee members disbursing funds and all cash payouts should be verified under dual control
- Half-n-half ticket sales should be controlled in a similar manner.

Addendum # 14

Counter Cash Drawers:

Each cashier begins with a \$200 bank, 200 adult tickets and 100 kid tickets. At regular intervals, the cash drawer should be replaced with a new cash drawer and a new set of 200 & 100 tickets.

The cash drawer and remaining tickets should be counted. Fill out the form provided and place excess cash in appropriate bag market OTC Ticket Sales.

Notes:

- No cash should be removed from individual cash drawers unless counted and a receipt is put into the drawer.
- Additional tickets can be given to cashiers but please mark on cashier sheet.
- Ticket sales should remain open until 6:00 pm
- Extra cash drawers are available during the rotation cycle

All Cash Handling:

We are attempting to implement some cash controls to better manage these funds. Please keep all money separated so that each area can be evaluated for improvement. There is one cash bank that will be used for all beginning banks for the cashiers, half & half sales, program sales and other areas. A worksheet is available to track beginning bank balances.

When monies are turned in, the beginning bank amount should be returned to the one cash bank. So if the cash bank gives the program sales workers a \$200 bank, it should be returned to the cash bank before counting the proceeds from program sales. This should be followed for all cash flow areas.

Checks will be paid for all expenditures. If the recipient of the check wants to cash the check, we can do that out of any available pool of money. The endorsed check needs to remain with that particular pool of money. IE. OTC-Ticket sales, program sales, etc.

Addendum # 15

CHAIRMAN: [CHAIRPERSON]

The presiding officer of a meeting or an organization or committee
(Merriam Webster Collegiate Dictionary, 10th Edition)

We need to define what the specific criteria (Duties & Responsibilities) are to designate our justification of assigning the following titles:

Chairperson: Somewhat straight forward.

Co-Chairperson, as a pair: Again, somewhat straight forward, if work load is approximately equal.

Chairperson with multiple Co-Chairpersons: We have many committees where this could apply; we need to be specific as to real work criteria.

The Descriptions, Titles and Exceptions in the Bylaws were not intended to be manipulated so as to designate members as eligible candidates if they have not met the criteria as stated in the Bylaws.

The changes in the last revision to the Bylaws were made so as to double the number of possible eligible members to be qualified as candidates.

The committee chairperson is the most important member of a committee. He or she is responsible for calling the committee meetings, overseeing all of the work and completing the work. Most committee chairpersons are appointed by either the president or an executive board. The purpose of a committee determines its size, as well as who serves on it.

When selecting a committee chairperson, those who do the appointing should select someone who is enthusiastic about the committee work, has the time to devote to the committee and knows how to do the work. This person should also be able to work with others and inspire them to do the work. The other committee members should be appointed for what each can contribute to the work of the committee and for their ability to work with others on the committee. Committee work is teamwork, not a one man band.

In the Shamrock Club these selections and appointments are made by the president with the approval of the executive board, with the exception of the nominating committee.

Dave Hartigan, 02/16/08

Addendum # 16

Major Committee Duties & Responsibilities:

The Shamrock Club annually presents the following Athletic Awards:

- Woody Hayes Award to the best Football Coach in Franklin County
- Knute Rockne Award to the best Scholar/ Athlete in Franklin County
- Jack Cannon Award to the best Scholar/ Athlete in the Central Catholic League (CCL)

Athletic Awards Committee Chair shall:

- Coordinate a date with the President for the Awards Presentation
- Review the Schools & Coaches for changes, adjust as necessary
- Select & secure Presenters for awards presentation
- Update letters & selection forms
- Mail letters & forms, with return envelope to Coaches
- Count return forms to decide winners of the Awards
- Notify Athletes & Coach of their selection,, date & time of Awards
- Have plaques made, two each (1 for winner & 1 for school)
- Prepare Agenda & information on winners for presenters
- Coordinate program with the President
- Arrange for photos & publicity

Corn Roast Committee Chair shall:

- Select committee members and assign tasks
- Organize committee meetings, prepare agenda for meetings
- Select menu for event, determine quantities of food required
- Prepare advertising, tickets, and printing
- Select date and times for event
- Select Musician, budget for music
- Establish budget for event
- Provide membership with Final Report

The Entertainment Committee Chair shall:

- Meet with the E-Board to determine the times of year that music in the Pub will be needed
- Put together a budget, for approval from the E-Board
- Based on the approved budget, book bands for the required evenings
- Coordinate between the bands and the Club sound manager to determine the Club's sound responsibility

- Assemble volunteers to cover the door for all events
- Advertise in the free local publications
- Give the Club Manager one week notice to write a check to the band

Directory Committee Chair shall:

- Gather a complete list of registered club members in electronic form from the Membership Chair
- Coordinate with other Directory Committee members all advertisement layout and deadlines, to assure timely generation of the roster
- Collaborate with the current Club President on final copy of roster

Family Picnic Committee Chair shall:

- Book the date with Camp Mary Orton (CMO) – usually done while we are at the picnic the preceding year
- Apply for the liquor license (4 to 6 weeks prior)
- Schedule the beer truck and beer order (4 to 6 weeks prior)
- Decide on a menu and plan for food
- Meet with Mickey O’Brien in regards to games and prizes (2 to 3 weeks prior)
- Purchase ice, pop, water, condiments, tickets for food, beverages, and half and half (just prior)
- Meet with Mike McConahay about Mass (a couple of months in advance)
- Schedule arrival time with CMO representative
- Schedule volunteers
- Walk through CMO checklist before and after event
- Secure golf cart key
- Have two checks ready for grounds rental and beer
- Pay lifeguard
- Set up/ clean up grounds
- Secure receipts and prepare financial report after event
- Report event net profit/ loss to general membership at the July meeting

Financial Oversight Committee Chair shall:

The Financial Oversight Committee serves as an advisory body to the Treasurer, as well as to the other officers and Executive Board members, in the following matters:

- Review of budgets
- Investment policies and procedures
- Internal accounting and financial controls
- Not-for profit accounting and tax issues

The Committee meets on a quarterly basis and membership consists of three members of the Shamrock Club who have recognized expertise in the above accounting and financial

matters, and who have an understanding of and a demonstrated long term commitment to the objectives of the Shamrock Club.

Golf Committee Chair shall:

- Submit a budget proposal to the Executive Board
- Negotiate costs, date, starting time, and food & beverage with a local golf course
- Must submit a contract to the SC Executive Board for approval
- Must submit information to the chairman of the Seannchie for the monthly newsletter
- Oversee sponsorships
- Oversee foursome selection and starting holes
- Recruit volunteers for golf course and after party
- Work with SC Lead Bartender on the purchase of food and beverages for the after party
- Purchase awards
- Proclaim the winner of the most prestigious award in all of golf the “Beer in the Bush Award”
- Oversee clean up of facility
- Submit a final report to Executive Board

The Half-Way to St. Patrick’s Day Committee Chair shall:

- Confirm the day of the week for September 17th and confirm with the E-Board the best day to hold the event, typically a Friday or Saturday
- Arrange with Pipe Band to make sure that Bagpipers are scheduled for the event – possibly more than one group
- Decide on other live entertainment for the evening
- Discuss with the Lead Bartender the best way to provide food for sale for the event
- Determine the entrance fee or Daily membership necessary for non-members and members
- Put together an event budget and submit it to the E-Board for approval
- Put together a volunteer list to cover the door and any other aspect of the event that may require attention
- Report immediately to the E-Board liaison or the President to discuss any obstacles that may prevent you from accomplishing your goals or maintaining the budget

Home Committee Chair shall:

- Select committee members
- Regularly visit building and review potential issues
- Regularly talk with officers
- Maintain material for home committee closet i.e. light bulbs, tools, etc.
- Prepare list of potential improvement projects, establish budget, present these project to E-Broad for consideration
- Listen to fellow member's complaints, or recommendations for improvements
- Enlist help when needed, including finding donated material or labor
- Establish long term goals for improvements

Information Technology Committee Chair shall:

- Participate in the ongoing planning and support of information technologies for the Shamrock Club
- Conduct regular monitoring for updates and enhancement of both the office PCs as well as the wireless network
- First level support for the Operations Manager when experiencing computer related issues is the Help menu; contact IT Committee member for second level support
- Support as needed for the broadband network inside of the Shamrock Club
- Support the Executive Board for technology enhancement

Installation Committee Chair shall:

In consultation with the incoming President determine the following

- Date of installation dinner
- Venue
- Entertainment
- Type of meal - sit down, buffet, etc; menu
- Caterer, if not provided by Venue establishment
- Master of Ceremony
- Dignitaries/Invitees/Special Guests of incoming President and other officers
- Chaplin
- Oath of Office, Bible, certificates
- Assemble Committee
- Assign duties for the following (if needed)
- Invitations/Reservations/Seannchie/Flier, etc
- Entertainment coordination, sound, etc
- Caterer coordination
- Decorations
- Table, chair, etc rental, if needed
- Set-up/clean-up, if needed

- Flowers for spouses/escorts
- Photography
- Security
- Parking
- Greeters
- Schedule of events/handout
- Bar, bartenders - if needed
- Contracts as needed - venue, entertainment, caterer, bar, bartenders, rentals, speaker(s), security, parking, etc

Irish Family Reunion Committee Chair shall:

- Meet with Vets in Dec. and discuss set up and information for upcoming year
- Confirm ticket sponsor and order tickets
- Choose entertainment for day of event
- Prepare tickets in envelopes for day of sale
- Ticket sales open at Past President Luncheon
- Make deposit after each sale down at the club
- Ticket sales open to the club membership after luncheon by contacting Committee Chair
- Table sales only permitted to club members
- Tickets for sale through the club at all times and at Sunday meetings
- Set up tables the night before by placing name cards
- Oversee members entering the hall and setting up their tables
- Arrive at Vets at 8 am the day of event
- Handle any problems that arise through out the day
- Oversee ticket sales booth and stage management
- Oversee the hospitality room
- Assign special duty officers to area for coverage and call upon when needed
- Oversee event tear down and close event by 7pm

Membership Committee Chair shall:

- Collect all applications from members, the pub, and office for people seeking admission/ renewal to club membership. (In addition to forms received at the membership table set up for certain club functions.)
- Enter data for up to 17 items in an Excel file for people whose dues payment was included with the application. Deposit cash/ checks/ money orders received, with deposit slips in pub safe. (Bill applicants who did not include payment.)
- Complete & mail membership cards to all paid members on a flow basis
- Provide membership reports to Editor for the newsletter, to the membership at club meetings, and to the Executive Board monthly
- Ensure that dues notices are mailed by the end of the calendar year for current members to renew their membership

Music and Arts Festival Committee Chair shall:

- Decide on date with input from Shamrock Club officers
- Hold monthly meetings beginning in January to plan the event
- Choose subcommittee heads for:
 - Bar
 - Publicity/Graphics
 - Sponsors/Signage
 - Food Vendors
 - Art Vendors
 - Front Gate
 - Entertainment/Sound
 - Mass
 - Environmental Cleanup
 - Raffle
- Follow up on each subcommittee to make sure things are running smoothly
- Design Ticket to be used
- Arrange for Volunteers to help set-up and tear down the Festival Grounds
- Provide a detailed report after the event

Procession / Parade Committee Chair shall:

- Work with the President, Officers and E-Board to establish the Procession and Parade routes.
- Get permits for the painting of the Shamrocks for Proclamation day as well as the permits for the Procession and Parade.
- Prepare parade entry form and sponsorship forms.
- Inform the Seannchie Chairman of all the information regarding the Procession and Parade including the printing of the parade and sponsorship entry forms.
- Order and secure all items necessary for the Procession / Parade including the shuttle bus, golf carts, two way radios and the bagging of the meters along the parade route.
- Recruit and train the Parade Marshals.
- Send letters to various High School bands and Pipe and Drum bands seeking their participation in the parade.
- Organize and type in a written format the actual Procession and Parade order of march.
- Organize and direct the Procession and Parade on St. Patrick's Day.
- Have a post St. Patrick's Day meeting to discuss and review the operation of the Procession and Parade.

Publicity Committee Chair shall:

- Coordinate media contact with newspaper, radio, magazine and appropriate websites
- Create press releases, media kits and promotional flyers to effectively promote club activities, fundraisers and community efforts
- Have authority to determine when final approval of all media materials has been met

Pub Operations Committee Chair shall:

The Pub Operations Committee shall have the responsibility for the oversight of the management and operation of the Pub in the following matters:

- Set meeting dates for the committee at least quarterly and give at least seven (7) days notice to the Lead Bartender and members of the committee, with the goal that all will be able to attend the scheduled meeting. If the Chair finds it necessary for the committee to meet prior to any quarterly meeting, he/she may do so as long as seven (7) days notice is given to the committee members and the Lead Bartender, however, the seven (7) day notice requirement can be waived if all members of the committee and Lead Bartender can agree on a date.
- At said meetings, the committee shall review all bi-weekly reports with the Lead Bartender, which will be generated by the Treasurer between meetings. This is to enable the committee to suggest ways to improve the efficiency and operation of the Pub
- The committee shall have authority to initiate disciplinary action against any Pub employee, including the Lead Bartender. However, according standing rule Addendum No. 2, any employee so disciplined can request a disciplinary hearing before the Executive Board at the next scheduled Executive Board meeting. The request shall be made to the President within seven (7) days of the disciplinary action taken by the Pub Operations Committee. The President shall put the matter on the next available agenda, and the Board shall hear the matter in executive session.
- Discipline by the Pub Operations Committee with respect to employees shall take a progressive course as follows: (1) personal meeting and/or counseling with the employee with respect to his/her conduct and/or how that conduct is expected to be remedied. A summary of the meeting shall be placed in the employee's personnel file; (2) written reprimand if the conduct or similar conduct of the same or similar nature persists. Said reprimand shall be placed in the employee's personnel file; (3) suspension and/or termination recommended to the full Executive Board. This shall not be placed in the employee's personnel file until the Board conducts a full due process hearing as provided for by standing rule Addendum No. 2. The majority vote of the Board shall determine whether the disciplinary action shall be sustained, modified, and/or reversed.
- Violations of a serious nature such as theft shall be reported to the President immediately. The President shall then determine the appropriate action to

take, such as immediate removal of the employee. However, the employee will still be entitled to a due process hearing pursuant to Addendum No. 2 upon request.

- ~~Any member of the Executive Board who is also a member of the Pub Operations Committee shall not have a vote with respect to any disciplinary action taken by the Board due to possible conflicts of interest.~~
- Any Complaints from the Lead Bartender, Officers, or any members concerning a member who voluntarily violates the Code of Conduct of the Shamrock Club shall be referred to the committee. Upon receiving such complaints, the committee upon majority vote shall determine the appropriate sanction for said member, including barring such member from the Pub. The committee may take any appropriate actions in this regard, however, any such sanctions shall be reviewed by the Board at the next scheduled meeting upon request.
- All complaints or observations concerning Pub operations shall be submitted to the committee for review and/or action. The Pub Operations Committee will then consult with the President, who will be the ultimate decider of what appropriate action to take unless he/she feels it should be submitted to the Executive Board.
- The committee shall meet with the chairs of major events after the event to determine the effectiveness of the pub operation during the event and how it might be improved for the next time. This meeting shall take place within sixty (60) days of the event and shall include the Lead Bartender, the full Pub Operations Committee, and the Chair(s) of the event.
- Any other matters that the Pub Operations Committee Chair feels shall be directed or considered by the Board shall be discussed first with the President, who shall then decide whether it is appropriate for Board action.

Seanachai Committee Chair shall:

- Gather information monthly and generate a hard copy of the Seannchie
- Deliver the hard copy and a disc containing the current mailing list to the printing company
- Provide printed copies to the Club each month
- Produce a file, containing the current months issue, for electronic distribution and forward that file to the designated person for distribution

Sunshine Committee Duties & Responsibilities

- Report on members or family members who are ill
- Report on members or family members who have passed away
- Publish names of those members or family members who are ill or have passed away in the Seannchie

Addendum # 17

The Club Photographer shall:

- Take pictures at Shamrock Club events in exchange for a stipend amount as determined by the sitting E-Board annually
- Make pictures available to be view on the Shamrock Club web-site by coordinating this with the club's webmaster
- In the event the club photographer is not available to take pictures at a particular Shamrock Club function, seek out a another volunteer photographer for assistance to serve in this capacity



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The Shamrock Club

STANDING RULES

Effective November 8, 2013

Addendum # 18

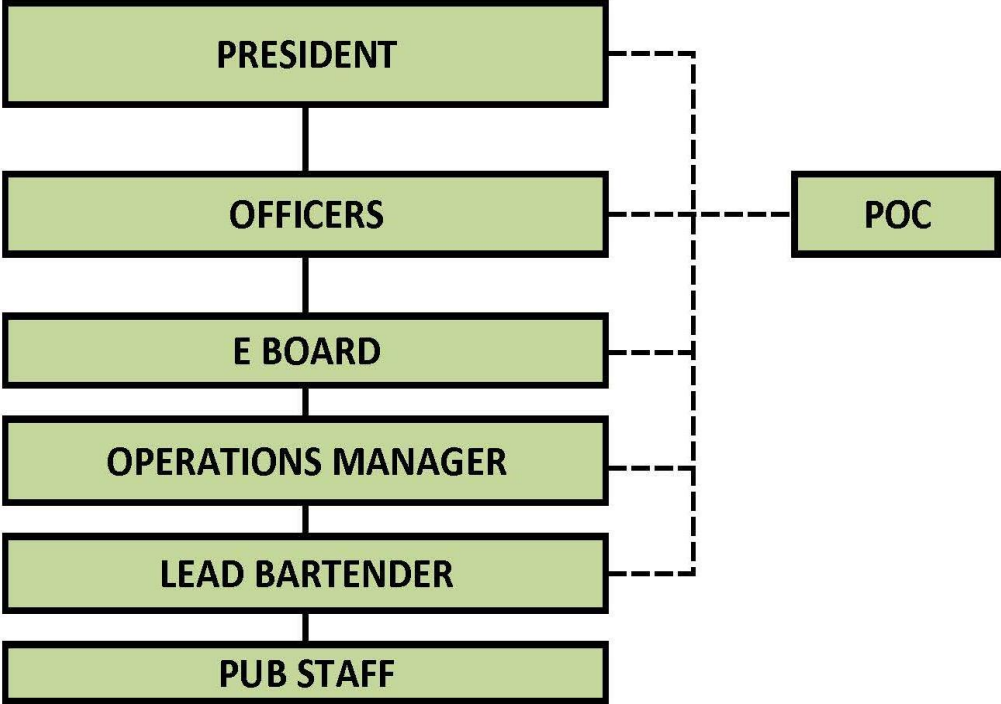
EMPLOYEE POLICY AND PROCEDURE MANUAL

**Revised
November 2013**

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Shamrock Club Organization Chart



Operating Statement

It is the intent of the Shamrock club to provide a quality work environment for the employees that assist the Officers, Executive Board and the many volunteers in making the Shamrock Club an enjoyable destination for the members and guests. We are equally committed to ensuring all members and guests are being served to the best of our abilities by our employees.

The Shamrock Club is unique in many ways and has many variables that challenge the Executive Board, Officers and employees in day-to-day operations. This manual has been developed to assist in these efforts.

Every employee is obligated to following these procedures set forth and will be reviewed annually using these policies as a gauge for continued employment and pay rate increases.

By signing this document you are acknowledging that you have read and understand this Policy/ Procedure.

Vacation, Sick and Bereavement Leave

Vacation Policy

Full time employees (Operations Manager) receive an equivalent of 1 week of paid vacation leave after one (1) year of uninterrupted service. After five (5) years of continued service, employee will receive eighty an equivalent of two weeks vacation time per year. Vacation time does not accrue and should be used every year it is earned. Vacation Leave is approved by President or designee and tracked by the Treasurer for auditing purposes.

It is the responsibility of the Lead Bartender to make sure the hours of operation will be covered by other staff prior to the vacation request being approved. Full time employees request for vacation must be made to the President at least one week in advance. Vacation time will be approved based on activities at the Club. This means if the Club will be short staffed during a busy time or large function, vacation time may not be approved.

Vacation time is for full-time employees only. After earning prescribed vacation time and employment is terminated; employee will receive any unused balance of vacation time for that year.

Sick Leave Policy

All employees are responsible to be at work during their assigned shift. If an employee is sick, it is the employee's responsibility to notify the Lead Bartender or President of the Shamrock Club and to find coverage to cover the scheduled hours. It is the responsibility of the Lead Bartender to make sure all hours are covered and the coverage is adequate. A list of phone numbers will be provided to each employee to facilitate the calls.

Bereavement Policy

Full-time permanent employees are entitled to 3 days bereavement leave with pay upon the death of a member of the employee's immediate family.

An immediate family member is defined as: spouse, parents, step-parents, children, step-children, grandparents, siblings, step-siblings, grandchildren, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, mother-in-law, father-in-law or a legal guardian or other person who stands in place of a parent.

Unpaid Leave Policy

Full time employees who need time off without pay may do so at the discretion of the President. In order to take unpaid leave, an employee must find coverage and have the time off approved one week prior to the time requested. In emergencies, the one-week rule can be overlooked. The time will be unpaid unless the scheduled shift is traded with another employee. Employees will not be allowed to vary or flex their hours by coming in early or staying later to make this time up. The time off will only be granted providing the hours missed are covered by someone else.

Sexual Harassment Policy

It is the policy of The Shamrock Club of Columbus to maintain a working environment free from any discrimination and to prohibit sexual harassment among its employees, including discriminatory sexual advances or harassment from fellow employees or members that adversely affects an employee's terms and conditions of employment either directly or indirectly.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature in the workplace that creates discomfort or interferes with the job.

Such conduct should be immediately reported to the President or the Vice-President. An investigation and appropriate actions will be taken immediately.

Smoking Policy

According to state law, The Shamrock Club of Columbus is a smoke-free facility.

Personal Appearance and Attitude Policy

This policy exists to ensure that each employee's demeanor, dress, grooming and personal hygiene are appropriate to the work situation and reflect the values of the Club. A positive attitude and professional appearance shows the commitment of employees to our members and guests. Polite and friendly conduct is expected at all times. Mutual respect to fellow employees should be paramount in working as a team. Volunteers providing assistance should be treated with courtesy and respect.

Acceptable dress is as follows:

- Dockers, corduroys, dress or casual slacks
- Denim is allowed provided it is not faded, torn or tattered
- Shirts with collars or finished necklines and properly tucked in
- Shamrock Club provided shirts

Unacceptable dress is as follows:

- Clothing that is torn, frayed, faded, tattered or stained
- See-through or transparent clothing
- Tight or form fitting clothing
- Shirts with tasteless or offensive printing, halter tops, midriff and crop tops, or tank tops (Shamrock Club provided shirts only)
- Slippers/Sandals

Work Schedule Policy

A shift schedule for bar staff for the current month and the following month will be posted in the bar area. This schedule is to be made by the Lead Bartender. Any changes to the posted schedule are to be approved by the Lead Bartender and must also be changed on the posted schedule.

Employee Safety Policy

The Shamrock Club is sincerely concerned with each employee's safety and health and will strive to provide the safest working conditions possible.

We will endeavor to maintain a workplace as free from recognized hazards as possible, by providing each employee with proper training and safe equipment and tools.

As an employee of The Shamrock Club, you are encouraged and expected to follow recognized safety practices including federal, state and local safety regulations, and the safety rules of The Shamrock Club, which are outlined in the company safety program manual.

We believe most accidents can be avoided by using common sense and personal initiative, and we ask you to be a part of the Shamrock Club's commitment to safety.

We look forward to your employment with us being accident-free and productive.

Safe Ride Home Program

The bar will have a supply of vouchers provided by Safe Ride Columbus that can be given to members or guest who may be impaired and need a taxi ride home.

This Safe Ride Home Program is for use by any member or guest. Bartenders should NOT discriminate its use for any reason. It should be politely recommended to any of our members or guests.

Bar Tabs

If a member leaves a bar tab at the end of a shift, the tab should be signed, if possible, and rung into the register as an account receivable.

When the member returns to the Club, bartenders should politely ask if they would like to pay this tab.

All bar tabs generated during the first three weeks of the calendar month must be cleared [paid-in-full] by the end of the calendar month; bar tabs generated during the last week of the calendar month, must be cleared [paid-in-full] by the end of the following calendar month. No new bar tabs can be generated until the prior bar tab is paid off. In no instance may a new bar tab be started until the prior bar tab is satisfied [paid-in-full].

Mileage Reimbursement Procedures

When an employee is required to travel for purposes of Shamrock Club business, mileage reimbursement will be provided with proper documentation and proper approvals.

A Mileage Reimbursement Form is to be completed by the employee and turned into the Operations Manager for processing. All reimbursement will be paid on paychecks, after processing is complete.

Mileage Reimbursement Forms should be turned in on a monthly basis.

A sample form is included.

No reimbursement for normal travel to and from home. If an employee travels to a location between home and work, for the purpose of the Shamrock Club, the difference in mileage will be reimbursed.

For example: If an employee leaves home and travels to pick up something for the Shamrock Club on the way to work, the reimbursement will be for the difference in mileage between the Shamrock Club and the employees home. If the employee lives 10 miles from the Shamrock Club and the mileage travel is 20 miles; employee will be reimbursed for 10 miles of travel.

MapQuest will be used to validate mileage and determine reimbursable mileage. Mileage reimbursement will be based on IRS calculations for that given year.

Please sign this sheet and return to Operations Manager

Employee (Print and sign)

Lead Bartender

Date

Note: Please forward this signed page to Shamrock Club Office for safekeeping and record that each employee has read and understands the expectations of this manual.

Operations Manager

- Maintains data entry into QuickBooks accounting software
- Prepares checks for payments to vendors
- Maintains simple updates to website, including calendar updates
- Maintains calendar of events for Club activities, all meetings and rentals. Posts and updates a three month calendar in kitchen
- Confirms all dates for Club hall rentals
- Prepares and distributes hall rental contracts
- Ensures bank deposits are made
- Answers phone calls, returns messages and provides communication of messages to appropriate officers or event chairpersons
- Forwards faxes and emails to appropriate officers and chairpersons
- Assists officers in maintaining reports for events and activities
- Provides support to officers and committee chairpersons for generation of letters, mailings, faxes and emails
- Presents Shamrock Club for hall rentals to potential customers
- Operates office hours between 9:00 - 3:00 pm, with a one-hour lunch break. Any variances should be documented on a weekly basis
- Enters inventory from bar manager
- Supervisor of lead bartender, Club employees and or contractors
- Verify Club is ready for daily business
- Accept deliveries of inventory and supplies
- Assist lead bartender with responsibilities and communication with employees
- Ensure that all employees understand policies and procedures set forth in manual
- Is encouraged to attend quarterly meeting with P.O.C. and Pub Staff
- Making sure the facilities are cleaned, stocked and ready for business

Lead Bartender

The Lead Bartender is a non-voting member of the Pub Operations Committee. It is the duty of the Lead Bartender to be responsible for the day-to-day operations of the Pub and making sure that the Pub is ready for business. However, these duties of the Lead Bartender shall be performed under the guidance and direction of the Pub Operations Committee. The Lead Bartender's duties include but are not limited to:

- Making sure the facilities are cleaned, stocked and ready for business
- Ensuring that there is proper staff coverage for all shifts and events.
- Ensuring that sufficient supplies are ordered, delivered and accounted for.
- Make sure that the Lead Bartender and/or employees hours of work co-ordinate with the Pub's open hours and special events and communicate with Operations Manager.
- Ensuring that employees are meeting expectations as set out in the listed duties per employee manual, as well as training so that the employees are able to work at major events.
- Ensuring that all employees understand policy and procedures set forth in manual.
- Complete inventory sheet and enter into computer.
- The Lead Bartender shall submit to the Pub Operations Committee and Operations Manager for pre-approval his/her work schedule; staffing before major events and bereavement events; requests for vacation, which shall be submitted thirty (30) days prior to vacation being taken; wage and hour statement including overtime, as well as any other matters that are necessary for the efficient operation of the Pub
- Ensure all bartender duties are done.

Weekly

- Scrub sinks.
- Disinfect ice bins (Tuesday) using hot water from coffee maker and five (5) sanitizing tablets
- Wipe down bottles and entire bar area.
- Mop floor behind bar (more often as needed).
- Check bulletin boards and remove outdated materials.
- Clean walk-in cooler.
- Wipe down bottle shelves (more often as needed).
- Wash and wipe down beer coolers.

Monthly

- Clean mats on bar floor.
- Clean and disinfect beer coolers

BARTENDER DUTIES

START OF THE DAY

- Clock In
- Verify cash register starting bank and back-up bank. Initial Daily bank sheet
- Run **Cash In Drawer Report** to ensure all balances are zeroed out from previous day's receipts. Verify starting cash in each cash drawer is balanced at \$50. On daily bank log record date, amount and initial.
- Fill ice bins.
- Check inventory and stock, if necessary.
- Restock plastic cups, stirrers, napkins etc.
- Stock chips, pretzels, nuts, etc.
- Check tables and carpet, clean and sweep if needed.
- Check restrooms for cleanliness. Clean restroom counters, restock toilet paper, towels and hand soap, and empty trash cans.
- Check fruit and re-stock as needed.
- Take all trash from previous shift to dumpster at the rear of the building.
- At multiple times during shift, inspect restrooms for debris on floor and general cleanliness. Make necessary adjustments.
- Check kitchen for general cleanliness.
- Empty all trash cans, including restrooms (if necessary).

END OF THE DAY

- Balance and close register. **(See listed procedure on pg 15)**
- Calculate deposit and place in prescribed deposit bags.
- Empty all trash cans, including restrooms and re-line with trash bags for next shift.
- All glassware is to be washed and put away.
- Turn coffee machine off.
- Re-stock coolers. Do not over-stock or under-stock.
- Sweep or vacuum floor around bar and seating area.
- Wipe down beer tap towers, entire bar surface and tables.
- Review condition of restroom and provide a brief cleaning removing all debris from floor and emptying trash.
- Turn off all lights, HVAC units, televisions, stereo and ceiling fans.
- Take all trash to large green trash cans located near building if two [2] employees are working. For security reasons employees will not take trash cans to the rear dumpsters. Use green trash barrels that are on wheels to put trash in.
- Check exterior doors and secure building by setting alarm.
- Turn off security monitor
- Lock door if there are less than three people in the pub.
- Go through checklist and initial items were done
- Clock Out

KITCHEN STAFF DUTIES

- Check inventory and stock, if necessary.
- Check kitchen for general cleanliness.
-

END OF THE DAY

- Empty all trash cans and re-line with trash bags for next shift.
- All cooking pans and utensils are to be washed and put away.
- Turn coffee machine off.
- Re-stock coolers. Do not over-stock or under-stock.
- Sweep or mop kitchen floor.
- Wipe down beer tap towers, entire bar surface and tables.
- Review condition of kitchen and provide a thorough cleaning removing all debris from floor and emptying trash.
- Turn off all lights and hood.
- Take all trash to large green trash cans located near building if two [2] employees are working. For security reasons employees will not take trash cans to the rear dumpsters. Use green trash barrels that are on wheels to put trash in.
- TURN OFF ALL COOKING EQUIPMENT.
- Go through checklist and initial items were done

BALANCING AND CLOSING REGISTER

- Make sure all tabs are closed out.
- Make sure all the tips are recorded for each tab. Every tab must have amount entered, even if the amount is 0, you must enter 0 in field box.
- Touch **Options/Admin/Reports**
- Select **Daily** from report group list
- Select **Cash in Drawer Report** from report list.
- Touch **Run** and repeat previous 3 steps at each terminal used during the business day/night.
- Enter the starting cash amount if prompted and touch **OK**
- Touch **Options/Admin/Establishment/Post Credit Cards**
- Touch **Batch/Close Settle**
- Touch **Close End of Day**
- Count money in register. Leave \$50.00 in register drawer (usually ones, fives and quarters).
- Make sure change bank equals \$650.00
- After verifying Cash in drawers and bank, record and initial daily bank log.

Fill out daily balancing sheet from register tape

After balance sheet is properly completed, finalize closing the register with the following:

- Turn register key to (X'/Z') position
- Push the □ and then (CA/AT/NS) key

This completes closing the register. All register reports and additional material go with daily sheet in box located under register.

All excess funds should be deposited in drop safe after all funds have been accounted for. The procedure for bank drops is as follows:

- Fill out front of bank bag by listing check amounts and check total
- Fill out bank bag by listing dollar amount and coins of each increment of bill (1's, 5's, 10's, etc.) and cash total
- Fill out two (2) part deposit ticket and place white copy in bank bag with all funds to be deposited
- Fill out entire deposit amount on both the bottom of the bag and the perforated top portion of the bag
- Tear off top portion of bag and staple to yellow copy of deposit ticket
- Place white copy in deposit bag and seal
- Place sealed bag into drop safe

Whenever possible, this process should be done under dual control to ensure amounts of deposit.

CLOSING CREDIT CARD MACHINE

Entering tips in credit card machine:

- Push the orange “**adjust**” button
- Enter four (4) digit REF number from credit card slip
- Enter tip amount, if total is amount on credit card slip push “**enter**”
- Repeat this process for all credit card slips

Closing out credit card machine:

- Add all credit card slips, then:
- Push “reports” then “**2**” then “**3**” this should equal all of the added slips. If amounts match, push “**transmit**”, “**yes**”, “**yes**”. This will close out the credit card transactions for the day and transmit funds. All slips go with the daily sheet and excess funds.

End of Manual

Addendum # 19-Hall Rental Policy & Procedures



60 West Castle Road Columbus, Ohio 43207 (614) 491-4449

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Hall Rental Agreement

| | | |
|-----------------------|---------------------|-----------------|
| EVENT DATE: | | |
| | | |
| MEMBER: | NON-MEMBER: | |
| | | |
| CLIENT NAME: | | |
| | | |
| ADDRESS: | | |
| | | |
| CITY: | STATE: OH | ZIP CODE: 43209 |
| | | |
| E-MAIL: | | PHONE NUMBER: |
| | | |
| SET-UP-TIME: | GUEST ARRIVAL TIME: | FINISH TIME: |
| | | |
| ESTIMATED ATTENDANCE: | | |
| | | |
| TYPE OF EVENT: | | |
| | | |

RENTAL: Tenant agrees to pay The Shamrock Club of Columbus the basic rental fee of \$_____. In addition to the basic rental fee, **A REFUNDABLE DEPOSIT**, of _\$, is required with a signed contract to secure your event date.

Hall Rental: \$175 for members; \$300 for non-members. **ALL Rentals will be charged \$15/hour for a bartender.**

Patio Rental: \$100 for members; \$200 for non-members. **ALL Rentals will be charged \$15/hour for a bartender.**

Refundable Deposit: \$150 for all rentals.

The Shamrock Club reserves the right to cancel this agreement, at its discretion, for any reason.

BEVERAGE & SERVICE: The Shamrock Club, as a licensee is responsible for the administration of the sale and service of alcoholic beverages and is subject to the rules and regulations of the Ohio State Liquor Control Board. The Shamrock Club reserves the right to refuse to sell or serve any person when it is in The Shamrock Club's sole opinion and judgment that such sale or service would constitute an infraction of regulations.

No alcoholic beverages or soft drinks may be brought on to the Shamrock Club premises. If The Shamrock Club feels you have dishonored this condition you will not be refunded your deposit.

BEVERAGE SET-UP: Please contact Brigid Garrison, 614-491-4449 to arrange for beverage options. If the lessee requires a bartender in the Hall or Patio to serve during your event, an additional \$15 per hour is required, furthermore, if the Shamrock Club reserves the right to require a bartender, it is to be paid by the tenant.

SECURITY DAMAGE / DEPOSITS: Your deposit is required by The Shamrock Club to cover the cost for any damage or loss of property which may occur during your event. This deposit will be refunded within 10 days following the event, assuming there is no loss or damage of property, clean up has been properly completed, and all fees have been paid in full. The Shamrock Club reserves the right to bill the tenant for cost of repair or damages to the premises in excess of normal wear and tear.

VENDORS/ENTERTAINMENT: You must advise The Shamrock Club of your selection of vendors and / or entertainment for your event, approval will be at the discretion of the Shamrock Club. This includes anyone who may be delivering, setting up or tearing down any items or equipment for your event. This list with phone numbers and contact names is due at least 10 days prior to your event. No adult entertainment and/or gambling will be allowed.

CANDLES: All candles must be surrounded by a glass enclosure. No open flames allowed. No candles on the staircases or on window sills.

REMOVAL OF ITEMS: All equipment, audio- visuals, boxes or leftover materials, floral and decorations must be removed from the facility at the conclusion of your event. The tenant, and/or caterer is responsible for removal of all trash to the dumpster provided outside of the facility. Any items left are not the responsibility of The Shamrock Club.

INDEMNIFICATION: Lessee shall indemnify and hold harmless The Shamrock Club from any and all claims, actions, damages, liabilities, and expenses in connection with loss or damage, or injury to persons from and against occurring in, on, or about or arising out of the Premises in part by any act or omission of Lessee, Lessee's agent, contractors, guests, or employees.

RISK TO PROPERTY: Lessee shall release and save harmless from and against The Shamrock Club, its representatives, agents, and employees from any and all liabilities for loss, or damage to, property, equipment and materials of the Lessee's. The risk of loss of such property, equipment and materials shall be the sole responsibility of the Lessee.

DECORATIONS: Care shall be used when putting up decorations. Damage to woodwork, floors, and painted surfaces by the installation of decorations will be the sole responsibility of the tenant. Masking tape must be used on painted surfaces.

TENANT: will furnish a door person and ticket taker if necessary. Tenant is responsible for all ticket advertising and sales. Should tenant not comply fully with the terms of this agreement, The Shamrock Club retains the right to terminate the agreement, obtain possession of the entire facility, and remove all persons and/or property without service of notice or resort to legal process and without refund or any legal liability to tenant. Verbal commitment of the rental, along with the delivery of this document means acceptance of all terms by all the parties. This agreement shall be subject to the laws of the State of Ohio in all matters pertaining to this agreement. If any of the provisions hereof are determined to be void by a court of competent jurisdiction, the remaining provisions shall remain in full force. Tenant shall be responsible for all music-publishing fees if any.

TENANT and THE SHAMROCK CLUB agree that they have read and understand the above clauses in this agreement, and upon signing this contract make this known in writing. The Shamrock Club shall retain the right to cancel this contract at any time should it be discovered that the nature, size, or age group of this function has changed from the initial description of group by. The Shamrock Club reserves the right to require security personnel, to be paid by the tenant.

CANCELLATION POLICY: If the above event is canceled by giving the Shamrock Club thirty (30) days prior written notice to the above function date, all deposits will be refunded. The remaining terms and conditions become null and void. If written notice of cancellation is not received within thirty (30) days of the event, all monies owed on the contract will be due.

TERMS OF PAYMENT: The deposit to reserve The Shamrock Club must be received along with a signed contract in order to hold your date. The balance of the Hall Rental must be paid in full one (1) week in advance of the event date. Personal checks for the balance accepted up to 10 days prior to the event. Payments received less than one (1) week prior to the event must be paid in cash, money order, or certified check. Checks are to be made payable to The Shamrock Club and mailed to 60 West Castle Road, Columbus, Ohio 43207.

The signatures below confirm that all parties agree and accept all terms and conditions of this contract.

The Shamrock Club

Print Name

Tenant

Print Name

Signature

Signature

Date Signed

Date Signed

| |
|-------------------------|
| Deposit paid: |
| Date paid: |
| Rental fee paid: |
| Date paid: |

Hall Rental Procedures not in stated contract:

- Depending on schedule, require a bartender for rentals if Pub has an event
- All rentals have a 6 hour time frame
- No AV equipment included in rental.
- Tables & chairs included in rental fee
- All rentals must be out/cleaned up by 12pm
- All hall and patio rentals require an E-Board member and/or employee to be present, no exceptions.
- Non-member rentals require an E-Board member to be present
- Must be a member for 6 months before date can be reserved on the calendar.
- Linen rental available
- Plates & glasses may be rented for parties under 50

Hall rental procedures stated in the contract:

- A bartender is required at all rentals to serve in the Hall or on the Patio and will be paid a \$15 per hour bartender fee by the renter, we reserve the right to require an additional bartender if the Club has another event.
- All beverages must be purchased from the club. Any pre-packaged bottled water, juice or ice tea can be brought in
- All rentals must set up, tear down and remove trash from the building
- \$150 deposit to be returned after event if there were no issues such as, bringing alcohol or soft drinks onto the property
- Rental fee to paid in full 1 week in advance
- All entertainment for the rental needs to be approved by the Shamrock Club in advance, adult entertainment and/or gambling will not be allowed