

BELL METAL CLUB (BMC) POLICY INDEX

The following is a list of the current BMC Policies as of 03.25.2024.

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1. BELL METAL CLUB (BMC) POLICIES AND PROCEDURES GENERAL ADMINISTRATION

Reference. BMC Rules Article 15 – Amending or Revising the Club Rules or Club Policies.

1. The basic framework for Club Policy is provided for in the Club Rules:
 - a. A majority vote of the Board may establish or amend Club Policies at a Board meeting with a quorum.
 - b. The Board may not approve a Policy in conflict with the Club Rules or override a majority decision of the membership.
 - c. The membership may rescind or amend a Club Policy by a majority vote of the membership present at a meeting with a quorum.
 - d. The Club Secretary will maintain Policy change documents, with the date of Board approval and insert in the Master Policy Binder.
2. All Club Policies are required to be published. No “verbal-only” Policies are allowed.
3. All Club Policies, in addition to the maintenance of a Master Policy Binder, shall be posted in the Club and on the Club Website. The Master Policy Binder will be maintained separate and apart from the Club Rules.
4. Board approved changes to Club Policy shall be e-mailed to all paid-up Members with a valid e-mail address in the Club database. Hardcopy mailings of Policy are not required.
5. The Board shall annually review Policies **not later than March 01 each year.**
6. **Club Procedures, as separate and distinct from Club Policies, are instructions that applicable to specific equipment qualification and usage developed and authorized by the Club Committees (or in the absence thereof, the Board) having subject matter expertise and oversight (e.g. the Plasma Committee may post procedures for the operation of the CNC table, the Maintenance Committee may post procedures for the operation of the media blaster, etc.). Club Committees developing procedures shall provide copies to the Board and the Monitor and New Member Orientation Committees.**

Approved: BMC Executive Board Meeting 02.26.2024

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk

2. BELL METAL CLUB (BMC) MEMBER MONITOR POLICY

Reference. BMC Rules Article 3.f). All Members are required to monitor four (04) hours per month of residency unless the Board approves an exception.

All Members are required to monitor subject to the following requirements:

1. Members that are able to work in the Club are required to monitor at least one (01) four-hour shift in the same calendar month of shop use.
2. The Board may on a case-by-case basis authorize exemptions to the mandatory monitor requirement. Member requests for an exception to mandatory monitoring must be in writing to the Board.
3. Members desiring to use the club that have not monitored or are not scheduled to monitor within the current month, must sign up to monitor within the current month before club use is authorized.
4. The Vice President or Head Monitor shall address situations where Members do not complete their monitor commitment as scheduled. This may include having Club use suspended and the Member required to complete two monitoring shifts before club use is allowed.
5. The Vice President or Head Monitor shall provide procedures for monitor sign-up, monitor schedule changes and substitutions and monitor call procedures.
6. Any member that is "flagged" when a monitor signs them in, is not allowed to use the Club until the flagged-issue is resolved.
7. If a member desires to use the Club in a calendar month and no monitor sign-up shifts are available for that same month, that Member may be authorized to use the Club ONLY after they sign up for a monitor shift in the immediately following calendar month. Members should contact the Head Monitor for sign up issues beyond those noted herein.

Approved: BMC Executive Board Meeting 02.26.2024

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk

3. BELL METAL CLUB (BMC) SAFETY POLICY

Reference. BMC Rules Article 9 – SAFETY AND SECURITY

The following safety policies are in addition to the requirements contained in Club Rules.

1. Club Rules require that all Members must conduct themselves in a reasonable and safe manner. The following general safety precautions apply to all Members:
 - a. Members, visitors and guests must conduct themselves in an orderly manner. No horseplay, inattentive behavior or behavior inconsistent with safety is permitted. Similarly, headphones, music, whistling and singing or extensive cellphone conversations are discouraged in the Shop Area.
 - b. Eye protection and closed-toe shoes (no crocs, flip-flops or sandals) are required in the Shop Area. Members that do not comply with this requirement do so at their own peril and are knowingly in violation of Club Rules and posted placards.
 - c. No loose clothing, hair (long hair must be tied back) and jewelry. Only quick-release safety lanyards should be used.
 - d. No handheld power tools (personal or Club) are allowed in the Shop that do not have a functioning dead-man/automatic shut-off feature.
 - e. Always check before equipment or tool use for damage, guards in place and foreign object interference. Do not use any equipment or tool that is tagged-out/out-of-service.
 - f. Report to the on-duty Monitor any equipment or tool that is damaged or missing safety features. Members are encouraged to complete a Maintenance Request Form for equipment or tools that, although serviceable, appear in need of preventative maintenance.
 - g. Do not leave equipment running unattended.
 - h. Promptly clean up their work area.
 - i. If unsure of how to operate equipment or tools, Members shall see the on-duty Monitor.
 - j. Comply with on-duty Monitor directions. Upon entering the Club, advise the Monitor(s) of the nature of the intended work.
 - k. The equipment(s)/Shop area(s) listed below require Member qualification and demonstrated competency prior to use. Member qualifications will be entered into the Membership database and reflected on the membership card.
 - i. Plasma CNC software and table.
 - ii. Machine Shop
2. The following general safety precautions are highly encouraged for all Members:
 - a. Proper use of Personal Protective Equipment (PPE) in addition to the eye protection required, to include (at a minimum):
 - i. Face shield while grinding.
 - ii. Welding Helmet.
 - iii. Dust/particle mask.
 - iv. Gloves without fastenings (fastenings may become loose and hang down or get caught).
 - v. Ear protection.

3. BELL METAL CLUB (BMC) SAFETY POLICY

- b. Additional caution is advised using gloves and rags around rotating, oscillating or other equipment that may snag or catch on gloves, cuffs, etc.
- c. Do not work on items that are too small to be held away from moving equipment or properly on a tool rest.
- d. Keep fingers, hands and any body parts away from blades, rollers, rotating drill bits and mills or pinch hazards.
- e. Do not maintain or adjust equipment if not authorized to do so.
- f. All grinding should be done outside if possible, unless impracticable to do so.
- g. Hotwork (e.g. welding, grinding, plasma cutting, torch cutting, etc.) should be completed not less than 30 minutes prior to the Shop closing. Overhead fans should be used to vacate fumes from hotwork.
- h. Storage all hazardous/flammable materials in approved locations (personal lockers and slots are not approved for hazardous/flammable storage).
- i. Ensure rags that have been used with hazardous/flammable materials are disposed of in approved containers.

Approved: BMC Executive Board Meeting 02.26.2024

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk.

4. BELL METAL CLUB (BMC) MONITOR POLICY HANDBOOK

Reference. Bell Metal Club Rule Article 9.h)

1. Monitor requirements are provided in detail in the separately distributed, Board-approved Club Monitor Policy Handbook. All Members are required to self-inform of the provisions in the Monitor Handbook
2. This page serves as a filler page in the Bell Metal Club Master Policy Binder for the Monitor Policies Handbook which is published as a separate document in its own binder kept at the Monitor Desk.

Approved: BMC Executive Board Meeting 02.26.2024

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk

5. BELL METAL CLUB (BMC) MEMBERSHIP DUES AND LIFE MEMBERSHIP POLICY

Reference. BMC Rules Article 3. Annual Membership dues will be determined in accordance with published Board policy. The Board shall publish policy for Life Membership eligibility and selection.

1. The Club Board shall set or confirm the annual membership dues at the November Membership Meeting each year for the following calendar year.
2. Annual memberships may be renewed starting December 01 for the following calendar year. Membership is on a calendar year basis from January 01 to December 31. Membership dues are not prorated or refundable in whole or in part.
3. Prior-year Members that have not renewed for the current calendar year by March 01 will be removed from the Club database.
4. A maximum of three (03) Life Memberships may be awarded annually. Life Memberships are honorary and pay no annual membership fees. **Life Members are required to pay annual storage fees (for lockers and slots) and shall confirm for each calendar year their membership data (including updating their renewal date in the database).**
5. Minimum qualification for Life Membership includes:
 - a. Three (03) consecutive years of active Club membership; and
 - b. Significant contribution to the Club. Examples include holding Club officer positions, active participation on Club Committees, active involvement training members and extensive volunteerism for Club events.
6. The Board will assess member qualifications and has the option to select none, one (01), two (02) or three (03) Members consistent with candidate qualifications and contributions.
7. **Life Members that have been suspended from the Club may have their Life Memberships rescinded by a majority vote of the Board.**
8. Awarding of Life Memberships will be at the annual Christmas Party and noticed to the membership.

Approved: BMC Executive Board Meeting 02.26.2026

Original: Master Policy Binder.

Copies: Club Bulletin Board, Website, Monitor Handbook.

6. BELL METAL CLUB (BMC) OPERATING HOURS AND HOLIDAYS POLICY

Reference. BMC Rules Article 9 – SAFETY, SECURITY AND CLUB MONITORS

1. Normal operating hours year-round are Monday through Saturday 8 AM to 4 PM.
2. Additional operating periods during weekday evenings (4 PM to 8 PM) may be authorized where the schedule reflects advanced sign-up of required monitors. Normally, provided required monitors commit, the Club intends to be open Tuesday evenings during summer hours and Tuesday and Wednesday evenings during winter hours.
3. Monitors are expected to commit to a full four-hour shift unless previous arrangements have been made. Afternoon and Evening Monitors may close the Club up to one-half hour (30 minutes) earlier than the published time if no Members are present working in the Club.
4. Club hours will be reduced if the required monitors are not scheduled or available. Members are encouraged to call the Club if intending to work late in the day or evenings, to ascertain Club open status.
5. **The Club will be closed on Christmas but open on all other holidays provided there is an advance sign-up of required monitors. Monitors committing to holidays obligate for the full shift (similar to any non-holiday schedule commitment).**

Approved: BMC Executive Board Meeting 02.26.2024

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk.

7. BELL METAL CLUB (BMC) MEMBER PERSONAL STORAGE POLICY

Reference: BMC Rules Article 11 Member Storage

1. Lockers are available to Members that monitor a minimum of five (05) four (04)-hour shifts in a calendar year, regardless of actual Club use or have a waiver approved by the Board. Members that have not monitored as required in a calendar year of full eligibility will not be allowed to renew their locker and the locker will be available for reassignment.
2. Members that have a permanent mandatory monitor waiver with a no-work restriction are not eligible to rent storage in the Club. Lockers are available for storage of Member Personal Club Work-Related Items.
3. The Club Locker Manager (or his/her written designee) are the only persons authorized to make locker and slot assignments.
4. Members requesting a locker or slot, or an upgrade should put their name on the Locker Wait-List posted on the clipboard at the Monitor Station. The Locker Manager will make assignments from this list.
5. Lockers are authorized only for personal property related to the member's Metal Club projects. **Club tools and equipment**, flammables or other combustibles are not to be stored in Member lockers. Lockers or slots may not be sub-leased to other Members and are for the express use of the Member only to whom the locker or slot is assigned.
6. Lockers are classified by cubic feet of capacity. *Small lockers are less than 2.0 cubic feet. Large Lockers are 2.0 cubic feet up to and including 5.0 cubic feet. Grande Lockers are greater than 5.0 cubic feet.*
7. A Member may rent a maximum of one (01) large locker or two (02) small lockers. A Member may also rent a maximum of one (01) slot independent of the Member's locker rentals.
8. Locker and Slot fees are on a calendar year basis from January 1 to December 31. Fees are not prorated or refundable in whole or in part.
9. The Locker Manager shall send an email to Members that have not renewed rental fees by February 1 each year to their email address on file. Members forfeit their lockers and or slot if fees are not paid by February 15. The contents will be disposed of per Board direction and the locker and or slot offered for reassignment.
10. The fees for Lockers and Slots are:
 - a. Small Locker: \$5.00/year.
 - b. Large Locker: \$10.00/year.
 - c. *Grande Locker: \$20.00/year.*
 - d. Slot: \$10/year.

7. BELL METAL CLUB (BMC) MEMBER PERSONAL STORAGE POLICY

11. Projects or other items too large for a locker or slot **must be labelled with the Member's name, date and phone number and placed in an area authorized by the on-duty monitor.** Members leaving items **on work surfaces or equipment** must return no later than 9 AM the following day to resume their work. Items not labelled or left longer than authorized without continuing work or additional notice from the member are subject to being relocated or disposed of.

12. The Club Executive Board will consider and make decisions on an individual Member basis all storage issues not specifically addressed under this policy. Including but not limited to, entitlement to locker/slot rent for Members with mandatory monitor waivers with shop work restrictions, members with no Club activity in a year, and unique storage situations and requests.

Approved: BMC Executive Board Meeting 02.26.2024.

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Handbook.

8. BELL METAL CLUB (BMC) VOTING POLICY

Reference: BMC Rules Article 5 – Meetings and Article 7 – Elections.

1. Only Club Members in good standing who physically attend a properly noticed meeting of the Club with a quorum in attendance may vote. Each Member has one (01) vote per issue properly brought to the floor for vote.
2. In the case of an act of God or pandemic situation declared by the RCSC where an in-person membership meeting may not be held, the Board may authorize Members only one (01) of the following options to cast their vote:
 - a. Electronic Voting: Several Internet-based voting services exist, offering levels of security and voting integrity. As needed, the Board shall investigate and select the services of an Internet-based voting service to facilitate use of a secure Internet balloting system. In researching these services, the Board shall issue voting instructions and ensure that the system allows votes **only** from the members who are eligible voters.
 - b. United States Postal Service Voting: A printed copy of the ballot will be mailed **only** to the address provided in the membership database along with voting instructions.
 - c. A ballot box will be provided outside the Club for Members to deposit hardcopy ballots subject to the instructions provided by the Board.
3. For all voting that involves Members casting individual ballots, the Board shall designate three (03) Tellers from the Membership to validate and count the votes. Member votes not following the instructions provided, will not be counted. The Tellers make the decision regarding improperly returned votes.

Approved: BMC Executive Board Meeting 02.26.2024.

Original: Master Policy Binder

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9. BELL METAL CLUB (BMC) CRAFT SALES, SHOP-JOB AND CONSUMABLES POLICY

References. RCSC BP12 Article 27 and BMC Rules Article 10 - Club Sales, Shop Jobs and Restrictions on Member Personal Work.

1. Revenue and payments for Craft Sales, Shop Jobs and consumables/materials purchases must be processed through the Club sales and accounting system. No IOU's or promises to pay are authorized.
2. The cost of materials and supplies for all sales are handled as follows:
 - a. For Shop-Jobs: The cost of materials (**e.g. metal, welding, powder coat**) used on a Shop-Job are paid by the Club. The Member/Club split is applied to the net sales price (Final Sales Price minus Club provided materials and costs). **Payment for consumables (e.g. flap disks, cut-off wheels, wire wheels, etc.) used on Shop-Jobs are the responsibility of the Member accepting the work.**
 - b. For Craft Sales: The cost of materials and consumables are paid for by the Member up front. The Member/Club split is applied to the final sale price (which includes material and consumables costs).
 - c. **For Member Personal Use: The cost of materials, supplies and consumables used on personal projects are paid by the Member each day. The Club does not provide free consumables or supplies to individuals with the exception that safety glasses are made available for visitor use and return.**
 - d. **Club Authorized Classes: All Classes authorized by the Board shall include a list of materials, supplies and consumables that is provided by the Club and a list of materials, supplies and consumables the students must provide on their own. The Board will factor into the cost of each class, any materials, supplies and consumables provided by the Club.**
3. Shop-Job authorization. Monitors shall place incoming Shop Jobs they write-up into the designated box. The Club Shop Job Administrator will review and take appropriate action in accordance with Club Rules and Policies, **including return without action Shop-Job requests for prohibited third-party weight/load bearing or structural requests.**
4. Board approval is required for all Shop Jobs estimated at \$500 or greater in price and/or of such a nature that they will limit the availability of work areas to other Members in the Club for an extended period of time (greater than three (03) days).
5. **Craft Sales copyright issues. The Club will not offer for sale, display or sell goods that are copyrighted or trademarked. All Members selling craft items are responsible for compliance with copyright/trademark laws. Sellers are required to execute an agreement with the Club that the Seller's items offered for sale in the Club are in compliance with all copyright/trademark laws.**

9. BELL METAL CLUB (BMC) CRAFT SALES, SHOP-JOB AND CONSUMABLES POLICY

6. The Club Treasurer will issue payment to Members according to the following Revenue Percentage Distribution.
 - a. Revenue from On-Site Craft Sales and Shop Jobs may be split 60% to the Member doing the work and 40% to the Club.
 - b. Revenue from installation-only Off-Site is not subject to References (a) and (b) (not subject to processing through the Club) and is between the Member and the Customer with 100% of the installation fee-only to the Member.
 - c. Members may elect to receive a smaller percentage or choose to donate the entire sale to the Club.
7. **Members desiring to consign goods in the Club shall sign the attached Member/Seller Revenue Agreement.**

Attachment: Bell Metal Club Member/Seller Revenue Agreement.

Approved: BMC Executive Board Meeting 03.25.2024.

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk.

9. BELL METAL CLUB (BMC) CRAFT SALES, SHOP-JOB AND CONSUMABLES POLICY

BELL METAL CLUB MEMBER/SELLER REVENUE AGREEMENT

References. RCSC BP12 Article 27, BMC Rules Article 10 - Club Sales, Shop Jobs and Restrictions on Member Personal Work and BMC Policy 9. Craft Sales, Shop-Job and Consumables Policy.

1. Goods offered for sale outside of the Club must have Club Executive Board approval and the Club must benefit from such sales as required by RCSC to be equal or greater than if the goods were being sold within the Club.
2. All goods offered for sale have been made by the Member. Members may not offer goods for sale that are a non-Member's work. All goods offered for sale have been made in the Club.
3. Members are required to pay for the cost of materials provided by the Club up front, each day.
4. Members shall provide the Club Treasurer with a completed IRS Form W-9 prior to offering items for sale.
5. No direct payments to Members are authorized for Club sales of items. All payments received for Club sales of items will be processed through the Club financial system and Member compensation will be from the Club Treasurer.
6. Revenue distribution between the Club and Seller is provided for in Club Policy.
7. The Club will not offer for sale, display or sell goods that are copyrighted/trademarked.
8. Members desiring to consign goods for sale in the Club shall sign this agreement. By signing this agreement, I agree not to make for display or sale copyrighted/trademarked goods.

Member Signature

Member Printed Full Name

RCSC Number

Date

Approved: BMC Executive Board Meeting 03.25.2024.

10. BELL METAL CLUB (BMC) PLASMA TABLE CUTTER POLICY

Reference. Bell Metal Club Rules Article 9 (Safety) and Club Policy 03-22 (Safety and Security).

1. The Club President, with the concurrence of the Board, will designate a Plasma Committee Chair ("PC Chair") to be in charge of the Club Plasma Table Cutting Program.
2. The Plasma Committee provides procedures for Member training and certification and for operation and maintenance of the Plasma Table.
3. All Plasma Table Cutters must have the CNC qualification properly displayed on their membership badge before they may use the Plasma Table on their own.
4. Cutters are **required to record table use** on the Record-of-Use Form and **may** reserve cutting time on the Reservation-Schedule. The table is available on a first-come, first-served basis for time periods that are not reserved.
5. Cutters must be finished cutting and the cutting area cleaned before the Club closes. If a cutter runs into problems that prevent finishing (including cleaning) as required, they must either remove their metal incomplete or discuss with the Monitor a mutual resolution for completing the cutting. Minor extensions to the Club hours may be authorized on a case-specific basis only by mutual agreement of the cutter and the required monitors and not to exceed thirty minutes.
6. Cutters may cut for non-certified Members subject to mutual agreement.

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Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Handbook.

11. BELL METAL CLUB (BMC) COMMITTEES AND MEMBER APPOINTMENTS POLICY

Reference: BMC Rules Article 6. Club Officers, Executive Board and Other Designations

1. The President, with the concurrence of the Board, may appoint Committee Chairperson(s).
2. Committee Chairpersons are authorized to select Members for their respective committees.
3. Committees report to the Executive Board. The Executive Board will provide, as necessary, direction to committees as to purpose, authority, resources, timelines and deliverables. This may take the form of a specific charter and/or as provided for in Board Minutes addressing committee(s).
4. The President, with the concurrence of the Board, may appoint Members to specific positions, including but not limited to:
 - a. Purchasing Agent;
 - b. Shop-Job Administrator;
 - c. Webmaster;
 - d. IT Manager;
 - e. Locker Manager;
 - f. Designations as coordinator(s) of Club Special Events and Activities.
5. The Vice President, having responsibility for the Club Monitoring Program, may appoint a Head Monitor.
6. All Committees and Member Designations shall operate within the authorizations of RCSC and Club Rules and Policies and any specific committee charter(s) or President/Board direction.

Approved: BMC Executive Board Meeting 02.26.2024

Original: Master Policy Binder

Distribution: Club Bulleting Board, Website, Monitor Desk.