

BELL METAL CLUB (BMC) POLICY INDEX

The following is a list of the current BMC Policies as of **03.23.2025**

Policy	Board Approval Date
1. Club Policies and Procedures – General Administration	03.07.2025
2. Club Member Monitor Policy	03.07.2025
3. Club Safety, Security and Club Monitors Policy	03.23.2026
4. Club Operating Hours and Holidays Policy	03.07.2025
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1. BELL METAL CLUB (BMC) POLICIES AND PROCEDURES GENERAL ADMINISTRATION

Reference. BMC RULES ARTICLE XI – 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-
 - 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 as provided for in the Club Rules.
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.
4. Board approved changes to Club Policy shall be e-mailed to all 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, provide instructions that are applicable to specific equipment qualification and usage and/or process steps for administrative tasks. Club Committees or Designated Individuals with subject matter expertise *and* assigned 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, the Head Monitor may post procedures for Club Opening and Closing, etc.) may develop Club Procedures for approval by the Board.

Approved: BMC Executive Board Meeting ~~02-26-2024~~ ~~06-24-2024~~ 03.07.2025

Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

2. BELL METAL CLUB (BMC) MEMBER MONITOR POLICY

Reference. BMC RULES ARTICLE IX SAFETY, SECURITY AND CLUB MONITORS.

Per Club Rules: All Members are required to monitor at least one (01) four (04) hours shift in the same calendar month of Shop use unless the Board approves an exemption.

Additionally, all Members are required to monitor subject to the following:

1. 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. The Board will review all monitor waivers at the annual Board Transition Meeting.
2. 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.
3. Monitors are expected to commit to a full four-hour shift unless previous arrangements have been made.
4. If a Monitor has committed to a shift on the sign-up computer and is unable to arrive to the Club for their shift as scheduled, they must contact the Head Monitor or any Board Member. 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. If a Monitor is needed for a short notice fill-in (e.g. due to illness, family emergency, etc.) a replacement should be called from the Monitor Backup List maintained at the Monitor Station. The Monitor Backup List is for the purpose of short-notice non-availability of scheduled monitors and not for the purpose of filling in vacant monitor shifts where no members have signed up in advance.
6. Whenever the required number of monitors is not present all work shall be stopped and refer to the Bell Metal Club Operating Hours and Holidays Policy.
7. The Vice President or Head Monitor may provide procedures for monitor sign-up, monitor schedule changes and substitutions and monitor call procedures.
8. Any member that is "flagged" when a monitor signs them in, is not allowed to use the Club until the flagged issue is resolved.
9. 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 must contact the Head Monitor or a Board Member for Club use.

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Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

3. BELL METAL CLUB (BMC) SAFETY POLICY

Reference. BMC RULES ARTICLE IX– SAFETY, SECURITY AND CLUB MONITORS

The following safety and security 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.
2. Effective January 02, 2026, the RCSC requires that ALL Members be trained BEFORE they use equipment that is gas, electric, hydraulic, battery, or air powered. The Club has developed a series of basic safety videos, training materials and basic safety refresher cards to meet the RCSC training requirement.
3. Records of individual safety training completion are required by the RCSC to be maintained by the Club for five (05) years. The Training Committee is responsible for maintenance of the Member Training Records. The Safety Committee is responsible for periodic review of the Club Safety Program (Including development/revision of new/existing safety videos, cards and quizzes).
4. All members are required to complete the Club Basic Safety Video. If a member does not desire to use a specific powered equipment as noted above, they are not required to complete the safety program for that equipment however they may not use that equipment until such training has been completed. The Plasma Table has a separate qualification process provided under the Club Plasma Table Policy.
5. Use of equipment without prior completion of the required training is considered a conduct violation subject to disciplinary action by the Board per Club Rules.
6. The basic safety training is not meant to be all-encompassing, simply an introduction to personal, equipment and facility safety in the Bell Metal Club. The training is not intended to replace published Club Rules, Policies or Procedures or Manufacturer's safety and operating instructions for their equipment and posted placards nor is it training to competence on any piece of equipment.
7. If any information conflicts with Club Rules, Policies, Procedures and manufacturer's safety and operating instructions, that information takes precedence over the Club videos. Members are advised to use the information presented at their own discretion. If a member comes across information that appears at odds with established safety protocol or have suggestions to improve the safety program, address that with the Safety & Training Committee.
8. Nothing in the safety program absolves any Member from their individual responsibility to know RCSC and Club requirements with respect to safety conduct and if unfamiliar, unsure or not trained on a specific equipment or tool to stop and seek assistance from a Monitor before using.
9. Members, visitors and guests must conduct themselves in an orderly manner and comply with on-duty Monitor directions. 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.
10. Closed-toe shoes (no crocs, flip-flops or sandals) are required in the Shop Area.

3. BELL METAL CLUB (BMC) SAFETY POLICY

11. No handheld power tools (personal or Club) are allowed in the Shop that do not have a functioning dead-man/automatic shut-off feature.
12. 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.
13. 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.
14. Do not leave equipment running unattended. Promptly clean up the work area.
15. Closed circuit cameras exist to facilitate monitoring for Club safety and security. Review of camera recordings must be authorized by the President and limited to a specific identified safety or security issue. **The Club IT Committee is authorized use of software to allow for downloading and review of recordings off-site, no live off-site viewing is authorized.** All viewing of recordings is restricted to on-site only and require the presence of at least one (01) Board Member.
16. Personal Protective Equipment (PPE) is highly encouraged for all Members. Supply and use of PPE is an individual Member's responsibility. Suggested PPE includes at a minimum:
 - a. Eye protection while in the Shop Area.
 - b. Face shield while grinding.
 - c. Welding Helmet.
 - d. Dust/particle mask.
 - e. Gloves without fastenings (fastenings may become loose and hang down or get caught).
 - f. Hearing protection.
17. Additional caution is advised using gloves and rags around rotating, oscillating or other equipment that may snag or catch on gloves, cuffs, etc.
18. No loose clothing, hair (long hair should be tied back) and jewelry. Only quick-release safety lanyards if a lanyard is used.
19. Do not work on items that are too small to be held away from moving equipment or properly on a tool rest.
20. Keep fingers, hands and any body parts away from blades, rollers, rotating drill bits and mills or pinch hazards.
21. Do not maintain or adjust equipment if not authorized to do so.
22. All grinding should be done outside, if possible, unless impracticable to do so.
23. Hotwork (e.g. welding, grinding, plasma cutting, torch cutting, etc.) should be completed not less than ten (10) minutes prior to the Shop closing.
24. Overhead fans should be used to vacate fumes from hotwork.
25. Storage of all hazardous/flammable materials must be in approved locations. Personal lockers and slots are not approved for hazardous/flammable storage.
26. Ensure rags that have been used with hazardous/flammable materials are disposed of in approved containers.

Approved: BMC Board Meeting ~~02.26.2024 06.24.2024 03.07.2025 12.22.2025 01.26.26~~ **3-23-2026**

Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

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

Reference. BMC RULES ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS

1. Normal operating hours year-round are Monday through Saturday 8 AM to 4 PM. The Club may be open from 4 PM to 8 PM on Tuesdays and Wednesdays if monitors are available.
2. The Board may authorize Club Classes to be held outside of normal operating hours. During these periods, the Club may also be used by members to work on the Club computers in the computer center. Members not in class may not do any other work outside of that on the computers or to interfere with the authorized class. Whenever the class ends for the evening, the Club shall be closed.
3. During periods when Classes are authorized outside of normal Club hours, the Class Instructors shall sign in as Instructors and then immediately as Monitors. If there is only one Instructor for the class, the instructor shall designate one of the class participants to sign in as the second monitor. For classes only, independent of summer or winter hours, Instructor-Monitors and Student-Monitors are authorized as a working monitor limited to the extent of the class material. At any time where the instructor(s) are unable to maintain awareness of safety in the shop area, they shall stop work and focus on the needs of safety.
4. Club hours may be reduced if the required monitors are not scheduled or available. If the required number of monitors is not present, the Club may remain open only if a member on-site volunteers to monitor. A member volunteering on-site to keep the Club open, is not required to fulfill a full shift. 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.
5. If while the Club is open the number of monitors becomes less than required, the following actions must be taken: (1) advise the second monitor, (2) stop all work in the club until a replacement is found; (3) if a replacement is found in the club – ensure they badge and log-in as monitor; (4) if a replacement is found however not yet at the club – stop work until they arrive; (5) if no replacement found, contact the Head Monitor; (6) If the Head Monitor unable to assist or unavailable – close the Club and inform members of the closure due to lack of available monitors.
6. Members are encouraged to call the Club if intending to work late in the day or evenings, to ascertain Club open status.
7. 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~~ ~~06-24-2024~~ ~~07-23-2024~~ ~~03-07-2025~~ 01.26.26

Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

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

Reference: BMC RULES ARTICLE IX - SAFETY, SECURITY AND CLUB MONITORS

1. Lockers and Slots are available to members 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.
2. Members that have a permanent mandatory monitor waiver with a no-work restriction are not eligible to rent storage in the Club.
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 based on a first-come, first-served basis. Members on the Locker/Slot Wait-List will be contacted via the email address in the Club database to inform of a locker/slot opening. Members will have one week to respond to notices before the Locker Manager(s) will move to the next person on the list.
5. Lockers are classified by size and are labeled accordingly as small, medium or large.
6. A Member may rent a maximum of:
 - a. One (01) large size locker and one (01) small size locker; or
 - b. Two (02) medium size lockers and one (01) small size locker; or
 - c. Three (03) small size lockers.
7. 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. The fees for Lockers and Slots are:
 - a. Small Locker: \$3.00/year.
 - b. Medium Locker: \$5.00/year.
 - c. Large Locker: \$10.00/year.
 - d. Slot: \$10/year.
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.

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10. 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 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.
11. 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.

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Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

6. BELL METAL CLUB (BMC) VOTING POLICY

Reference: BMC RULES ARTICLE IV – CLUB ELECTIONS AND ARTICLE V – CLUB MEETINGS

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.

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Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

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

References. BMC RULES ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES AND CONTRIBUTIONS

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. Goods offered for sale outside of the Club must have Club Executive Board approval and the Club must benefit from such sales to be equal or greater than if the goods were being sold within the Club.
3. All goods offered for sale shall have been made by the Member.
4. The cost of materials and supplies for all sales are handled as follows:
 - a. For all work: The total weight of metal shall be rounded up to the nearest pound. The total weight of powder coat shall be rounded up to the nearest ounce. All sales are rounded up to the nearest dollar.
 - b. 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). The costs 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.
 - c. 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).
 - d. 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. Members are required to pay for any amount of welder use (does not include spot welders) in accordance with the current published Club Price List, no matter how much or how little welding use is incurred daily.
 - e. 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.
5. Shop-Job **Procedures are provided at the Monitor Station** authorization. ~~Monitors shall place incoming Shop Jobs they write up into the designated box. The Shop Job Review Committee will review and take appropriate action including return without action Shop-Job requests for prohibited third-party weight/load bearing or structural work.~~
6. 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

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

with the Club that the Seller's items offered for sale in the Club are in compliance with all copyright/trademark laws.

7. Goods containing Department of Defense (DOD), First Responder (e.g. Police, Fire) and Community (e.g. City, State) Logos/Emblems may be offered for sale only after the Seller has provided the Consignment Committee Chair a specific letter of authorization from the proper authority (e.g. Air Force, Fire Dept, City) identifying and approving the proposed goods for sale. Any goods offered for sale under this paragraph must exhibit a disclaimer that the appearance of protected logo/visual information (e.g. an Army logo) does not imply or constitute endorsement.
8. 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 Member 60%/Club 40%.
 - 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.
9. Members desiring to consign goods in the Club must sign the attached Member/Seller Revenue Agreement and provide an IRS Form W-9 prior to offering items for sale.

Attachment: Bell Metal Club Member/Seller Revenue Agreement.

Approved: BMC Executive Board Meeting ~~03.25.2024~~ ~~06.24.2024~~ ~~03.07.2025~~ **3-23-2026**

Original: Master Policy Binder

Copies: Club Bulletin Board, Website, Monitor Desk.

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

BELL METAL CLUB MEMBER/SELLER REVENUE AGREEMENT

References. BMC RULES ARTICLE VIII - CLUB EVENTS, ACTIVITIES, SALES AND CONTRIBUTIONS 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. Goods containing Department of Defense (DOD), First Responder (e.g. Police, Fire) and Community (e.g. City, State) Logos/Emblems may be offered for sale only after the Seller has provided the Consignment Committee Chair a specific letter of authorization from the proper authority (e.g. Air Force, Fire Dept, City) identifying and approving the proposed goods for sale.
9. 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

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

Reference. BMC RULES ARTICLE IV – SAFETY, SECURITY AND CLUB MONITORS

1. The Club President, with the concurrence of the Board, will designate a Plasma Committee 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. The Plasma Committee shall update member profile qualification on the Plasma Table per Training Committee guidance.
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. If metal is left on the table overnight, the member shall return immediately at the next Club opening to finish. The member may leave the table and attendant equipment powered on overnight.
7. Cutters may cut for non-certified Members subject to mutual agreement.

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Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

9. BELL METAL CLUB (BMC) COMMITTEES AND MEMBER DESIGNATION POLICY

Reference: BMC RULES ARTICLE III – CLUB EXECUTIVE BOARD, CLUB OFFICERS, COMMITTEES AND DESIGNATED INDIVIDUALS

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). Each Standing Committee may have a charter approved by the Board and normally shall be reviewed at the Board Transition Meeting in January of each year when the new Board is seated.
4. The following standing committees have been established by the Board:
 - a. Safety Committee
 - b. Maintenance Committee
 - c. Rules and Policy Committee
 - d. New Member Orientation Committee
 - e. Training Committee
 - f. Shop Job Review Committee
 - g. Information Technology Committee
5. The President, with the concurrence of the Board, may appoint Members to specific positions, including but not limited to:
 - a. Purchasing Agent
 - b. Member Caring Committee
 - c. Locker Management Committee
 - d. Plasma Program Committee
 - e. Powder Coating Committee
 - f. Welding Program Committee
 - g. Consignment Area Committee
 - h. Designations as coordinator(s) of Club Special Events and Activities.
6. The Vice President, with the concurrence of the Board, having responsibility for the Club Monitoring Program, may appoint a Head Monitor.
7. 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.

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Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

10. BELL METAL CLUB (BMC) INTERNET AND COMPUTER USE POLICY

Reference: BMC RULES ARTICLE IX – SAFETY, SECURITY AND CLUB MONITORS

1. The Internet and Computer usage policy applies to all persons accessing the RCSC and Bell Metal Club Internet while in the Club and any use of Club-provided computers.
2. The RCSC and Bell Metal Club provide internet and computer access to conduct the administration of the Club and to facilitate Member use according to the following priorities: Safety Program Training and CNC Design Use.
3. The computers are not provided for Members to surf the internet for non-Club reasons.
4. All data shared, posted and received-by on the Bell Metal Club computers is subject to being monitored by the Board. This includes downloaded content as well. Members have no right to privacy on Club-provided computers.
5. No software is authorized for installation or downloading on any Club computers without prior Board approval. Members are not authorized to deactivate or change access, anti-virus, firewalls or other administrative settings on Club computers. These restrictions apply equally to the Sales iPad at the Monitor Station.
6. Examples of unacceptable Internet and Computer use include:
 - a. Download or upload obscene, offensive or illegal material.
 - b. Download or upload movies, music and other copyrighted material and software.
 - c. Visit potentially dangerous websites that can compromise the safety of the network and computers, including causing Club computers to be infected by viruses, worms or other malicious software.
 - d. Perform unauthorized or illegal actions, including hacking, fraud, buying/selling illegal goods and more.
 - e. Accessing personal social media accounts and personal email accounts.
 - f. Send unauthorized advertisements or emails.
7. Members that do not comply with the above policy are subject to disciplinary action by the Board.

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Distribution: Club Bulletin Board, Website, Monitor Desk, Electronic Copy Monitor Computer.

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

Reference. BMC RULES ARTICLE VI – CLUB RECORDS AND REPORTS

1. Club records shall be maintained per Table 11-1:

TABLE 11-1: BELL METAL CLUB RECORDKEEPING RESPONSIBILITIES

RECORD	RESPONSIBILITY	LOCATION	MAINTENANCE PERIOD
Board Meeting Agendas/Minutes	Secretary	Secretary File Cabinet	3 Years (1)
Club Charter	President	President File Cabinet	Indefinite
Club Correspondence	Secretary	Secretary File Cabinet	3 Years (2)
Club Federal Tax ID Number	Treasurer	Treasurer File Cabinet	Indefinite
Club Inventory	Vice President	Inventory Binder	1 Year
Club Tax Returns	Treasurer	Treasurer File Cabinet	7 Years
Conduct Reports/Disciplinary Actions	President	President File Cabinet	5 Years
Deposit Receipts/Records	Treasurer	Treasurer File Cabinet	3 Years
Facility Keys	President	President File Cabinet	1 Year
Financial Records/Reports	Treasurer	Treasurer File Cabinet	4 Years
Major Capital Equipment	Maint Committee	Equipment Binders	Life of Equipment
Mahor Equipment Maintenance	Maint Committee	Equipment Binders	Life of Equipment
Member 1099's Issued	Treasurer	Treasurer File Cabinet	7 Years
Member Training Records	Vice President	Cloud Storage via IT	5 Years (3)
Membership Meeting Agendas/Minutes	Secretary	Secretary File Cabinet	3 Years (1)
Membership Roster	IT Committee	Monitor Computer	5 Years (4)
Supply Items	Purchasing Agent	Treasurer File Cabinet	3 Years

- (1) Secretary to post in Club/Binders and provide electronic file to IT for posting to website and Storage on Club Computer.
- (2) Secretary to file hard copy and provide electronic version of hard copy for scanning to IT for Storage on Club Computer.
- (3) Training Records maintained on Google Drive with backup by IT.
- (4) Major Capital Equipment records to include invoice and warranty.

Approved: BMC Executive Board Meeting: **3-23-2026**

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