



INTRODUCTION

Effective Date: 05/01/04
Next Review Date: 05/01/2020
Replaces: New

Legal Review Date:

Purpose

The Policy Manual contains policies which have been established by the Feather River Rail Society to provide effective financial, administrative, and internal controls, to comply with legal and regulatory requirements, and to enable the FRRS to achieve its overall mission, strategy, and goals.

How this Manual is Organized

The manual has three major sections: an introduction, a series of policy statements and standard procedures.

1. The **introduction** describes:
 - (a) The purpose of the manual;
 - (b) How the manual is organized;
 - (c) What kind of topics should be included in the manual;
 - (d) How the manual should be used;
 - (e) How policies are established, changed and withdrawn; and
 - (f) How the manual relates to other documents.
2. The **policy statements**:
 - (a) Briefly state the FRRS policy and why it has been established;
 - (b) Indicate the scope of the policy (i.e., to whom it applies);
 - (c) Indicate which officer is accountable for issuing the policy, monitoring compliance with the policy, and ensuring that it is up-to-date;
 - (d) Outline standards and procedures for how the policy is to be implemented and who is accountable for doing so (including monitoring compliance with the policies); and
 - (e) Refer to specific standard practices and other documents.

3. The **Standard Procedures:**

- (a) Are specific actions or processes which must be observed to implement a standard or guideline; and
- (b) Clearly define an operational or procedural requirement that must be implemented consistently within affected departments.

FRRS policy statements should deal with those areas where uniform, FRRS-wide standards or methods of operations are necessary. They should have broad applicability, and should not deal with transitory matters (such as political issues) .

How to Use this Manual

Refer to the Index to locate the title of the policy you are seeking. If you do not know the title of the policy, refer to the subject in the index for more detail.

Once you have located the relevant policy, if you need more detail, refer to the specific standard operating procedures which are referenced in the statement. If you have a question, call the person or the officer accountable for the policy. (The index may have the accompanying standard listed with the policy)

If you are unable to locate a policy dealing with the area about which you are concerned, contact the President or the Policy Committee .

How Policies are Established, Changed and Withdrawn

1. FRRS policies can be **established** as follows:

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|---|---|
| (a) Any Officer, Director or Department Head | Drafts proposed policy using the format developed by the Policy Manual.
(If a member is concerned about a Policy or Procedure, he/she can have a sponsor [Officer, Director or Department Head] lead the effort to have the policy or procedure developed, reviewed, or canceled.) |
| (b) Policy Committee (Policy Manual Development Team) | Reviews proposed policy for consistency, in consultation with assigned officer and Policy Manual Development Team

Submits proposal to Board of Directors for consideration of the new policy |
| (c) Board of Directors | Reviews proposed policy and recommends adoption |
| (d) President | Authorizes policy |

(e) Policy Committee Distributes policy statement to policy manual holders

2. FRRS policies can be **changed** as follows:

- (a) If the change is substantive, the officer or person accountable for issuing the policy follows the same process as for establishing a new policy; or
- (b) If the change is not substantive (e.g., a change to reflect new officer titles or department names) the officer or person accountable for issuing the original policy submits it to the Policy Committee, who reviews it for consistency and provides it for distribution.

3. FRRS policies can be **withdrawn** as follows:

- (a) Any Officer: Recommends withdrawal of a policy to the officer or person accountable for issuing the policy;
- (b) Board of Directors: If it agrees, recommends withdrawal;
- (c) President: Authorizes withdrawal of policy; or
- (d) Policy Committee: Advises Policy Manual holders that the policy statement has been withdrawn

4. The Policy Committee reviews all policies every two years and brings to the attention of the appropriate officer or person any policy which it believes should be revised or withdrawn.

How this Manual Relates to Other Documents

FRRS policy and authority are established through a series of documents:

1. The **Articles of Incorporation**, which establish Feather River Rail Society framework. The Articles can be changed only by a vote of the members.
2. The **Bylaws**, which establish the Board of Directors' lines of authority and the guidelines for the Feather River Rail Society. The Bylaws can be changed only by a vote of the members.
3. **Resolutions** of the Board of Directors, which establish more specific authority for Board committees and officers. Board resolutions can be changed only by the Board of Directors.
4. **FRRS Policy Statements**, contained in the Policy Manual, which establish FRRS wide policies. FRRS policy statements can be issued, changed, or withdrawn only by the President with the Board of Directors' concurrence.
5. **FRRS Standard Procedures**, which establish the specific procedures for implementing various FRRS procedures. FRRS standard procedures can be issued, changed, or withdrawn only by the officer(s) or Department Heads with implementing accountability as stated in

the associated policy manual.

a) Department Heads must submit standard procedures for approval to the Policy Committee for reviews to maintain consistency with policy statements and other standard procedures.

Legal Status of Manual

The statements contained in this manual do not constitute a contract or other legally enforceable commitment by the FRRS.