



Saint Andrews Society - Vermont
P. O. Box 484
Essex Junction, VT 05453

Policies & Procedures

- 1. Membership:** Applications are available online, by request or at events.
- 2. Dues:** Dues are due at the time of application for new members. Current members' dues are due annually in January of the New Year. Dues amounts are set at the annual meeting in the spring for the following year.
 - 2.a. Dues for a single membership is \$25.00.
 - 2.b. Dues for a family membership is \$50.00.
- 3. Officers:** The board of officers is elected at the annual meeting each year in the spring and takes effect by the following monthly meeting.
 - 3.a. The officers are elected for one year of service at a time.
 - 3.b. The officers can be re-elected for the following year.
 - 3.c. Currently there are no maximum years a board member can hold an office.
 - 3.d. President or his designee shall preside over every meeting.
 - 3.e. Vice-President shall assist the President.
 - 3.f. Treasurer shall handle and record all financial transactions and maintain bank account records. Shall provide financial statements at the annual meeting for the prior financial period. Can provide financial statements at any regular meeting.
 - 3.g. Secretary shall take minutes at all meetings, provide copies of minutes via email within 10 days of the meeting. Shall keep records of all minutes of meetings and keep an attached financial statement when one is provided by the treasurer.
- 4. Events:** Any member is encouraged to advise the officers of an event that may be held by another entity that is in line with Scottish activities and interests.
- 5. Website:** The Society will maintain a website, currently an outside consultant is keeping it up to date.
- 6. Policies and Procedures:** These can be updated or adjusted with a 30-day notice and a majority vote at the first regular meeting.
- 7. Annual Meeting:** The annual meeting should be held in a location selected by the board and members are encouraged to attend in person if possible.

REVISED: 6/28/2025 LB Putnam, Secretary