

AMERICAN LANDS ACCESS ASSOCIATION
Operating Procedures

OP #1. GENERAL OPERATING PROCEDURE

PURPOSE: To promote and ensure the right of amateur collecting and recreational mining, and the use of public and private lands for educational and recreational purposes.

All Officers, Directors, Committees and members.

1. Write articles for newsletters promoting ALAA and it's purposes.
2. Promote ALAA at all meetings and club shows attended.
3. Solicit membership at any opportunity.
4. Use E-mail to communicate whenever possible.

OP #2. PRESIDENT

The President shall be elected by the Board of Directors.

Duties of the President:

1. Serve as chief executive officer and shall have power to delegate authority.
2. Preside at all meetings of the Corporation.
3. Appoint committee chairpersons
4. Appoint persons to fill vacancies whenever they occur.
5. Follow activities of all Directors and Committees to make certain all duties are handled.
6. Make arrangements for meetings and notify members, the Board and Officers.
7. Make a budget for the coming year, with the aid of the Vice President and Treasurer.
8. Make up an agenda of business to be covered at the Annual Meeting.
9. Notice on page one/front page, ALAA Newsletter for the 4th Quarter (Oct Nov Dec) that DUES ARE DUE January 1st each year and delinquent February 15th. Also notify the Webmaster to put the information on the Home page in December.
10. Shall keep a current electronic copy of the By-Laws and OP's as received from the Secretary after any official meeting. Approved 1-22-16 in Quartzsite.

Approved by Officers & Directors

Date September 21, 2013, Jacksonville, Florida

OP #3. VICE PRESIDENT

The Vice President shall be elected by the Board of Directors.

Duties of the Vice President:

1. In the event of the Presidents absence or inability to serve, the Vice President will preside over meetings and perform all other duties of the President.
2. Attend meetings

3. Aid the President and make suggestions for the betterment of the Corporation.
4. Aid Committee Chairpersons when requested.
5. Aid the President in setting up and notifying members of meetings
6. Aid the President & Treasurer in preparing a budget.

OP #4. SECRETARY

The Secretary shall be elected by the Board of Directors.

Duties of the Secretary:

1. Keep minutes of all meetings and keep records of minutes.
2. Forward copies of the minutes to the Officers and Board members.
3. Be custodian of the Corporate Records.
4. Keep a record of Officers, Board members and Committee members and when they took office.
5. Establish a quorum of the Annual Meeting or any Special Meetings.
6. Perform other duties as assigned by the President.
7. Shall be the official keeper of the By-Laws and OP's both physically and electronically. And shall send to the President the revised updated copy of the By-Laws and OP's as passed at the Annual Business Meeting as soon as possible after the Annual ALLAA business is held. Accepted 1-22-16 in Quartzsite.

OP #5. A. TREASURER

The Treasurer shall be elected by the Board of Directors.

Duties of the Treasurer:

1. Receives money for the dues, via Post Office Box and deposits in the ALAA account. Receive money for dues from Assistant Treasurer/Membership and deposit in the ALAA account.
2. Pay all bills approved by the President and budgeted by the Board of Directors. Non-budgeted items must be approved by the Board.
3. Funds of the Corporation are to be deposited in a Federally insured bank.
4. Make certain the proper tax forms are filed by the appropriate dates.
5. Maintain accurate and complete financial records.
6. Make certain there are two (2) signatures on the bank account in case of emergency.
7. With the aid of the President and Vice President make a budget for the coming year to be submitted to the Officers and Board of Directors at the annual meeting for approval.
8. Receives monies for the Action Fund, to be kept in a separate accounting file.

Approved by Officers & Directors

Date: Sept 21, 2013, Jacksonville, Florida

B. ASSISTANT TREASURER/MEMBERSHIP

Duties of the Assistant Treasurer/Membership

1. Receives copies of applications and checks from the Treasurer, and maintains membership records. The Membership Chair shall receive all dues and maintain membership records.
2. Record individual and club membership separately on a data base or spread sheet.
3. Using a double carbon receipt book, record the following:
 - a. Name of individual or club and date received.
 - b. Check number
 - c. Send a copy of receipt and membership card to individuals or clubs, within 15 days after the application is received from Treasurer. Include a 'Welcome letter' for new members.
4. Forward any money received to Treasurer.
5. Send a monthly list of new and renewal applications with receipt number and date to President, Vice President, Treasurer, Editor and Webmaster. Send a yearly membership list to: President, Vice President, Treasurer, Editor and Webmaster. Monthly updates to be sent to the above persons.
6. Notice on page one/front page ALAA Newsletter for the 4th Quarter (Oct, Nov, Dec) and webmaster notifying everyone that dues are due January 1st each year and delinquent February 15th.

Approved by Officers & Directors
Date: Sept 21, 2013, Jacksonville, FL

OP #6. DIRECTORS

Directors are elected by the members of the Corporation.

The duties of the Directors:

1. The Directors shall vote to elect officers and approve the business of the Corporation.
2. Attend the Annual ALAA Meeting.
3. Forward articles pertaining to the purpose of ALAA to the ALAA Newsletter.
4. Forward regional information they may obtain from other sources to the ALAA Officers.
5. Work with State Chairpersons within their regions.
6. Work with Public Lands Administrators and private land owners within their regions to keep collecting areas open.
7. Directors keep ALAA informed as to the status of collecting sites open or closed within their region.

OP #7. EDITOR

The Editor is appointed by the President, and approved by the Board

Duties of the Editor:

1. Check articles submitted for clarity and verbiage and any questionable articles should be submitted to the President before printing.

2. Establish a deadline for receipt of material for publication.
3. Secure reports from the Officers, Directors and other committee persons as well as other material of general interest to the membership.
4. Include a list of Officers, Directors and Committee persons. Including email addresses.
5. Make up and maintain a mailing list for the Newsletter.

OP #8. WEBMASTER

The Webmaster is appointed by the President, and approved by the Board

Duties of the Webmaster:

1. Maintain and update the website.
2. Obtain and place on the website information of interest to members of ALAA.
3. Make sure the domain is current, and check with the Treasurer on the bill.
4. Officers, Directors and Committee Chairpersons are to be listed with emails on the site.
5. The website is a common resource for members to distribute information on items of importance to maintaining open collecting areas and roads to those locations.
6. The webmaster will maintain a data base of member's emails so that quick response to items of importance can be sent electronically.
7. Maintain links to other sites of similar interest to ALAA members.
8. Create a data base by state for:
 - a. Collecting Sites within Forestry areas
 - b. Collecting Sites within BLM areas.
 - c. Obtain the name, email and phone of the person in charge of the district by state.
 - d. Keep a current status on whether the site is ok or open for collecting and the management is cooperative.

OP #9. REGISTERED AGENT

The Registered Agent is appointed by the President and must reside in the State of Idaho, where the Corporation is located

Duties of the Registered Agent:

1. Maintain and keep current the corporate records with the State of Idaho.
2. Maintain a current list of Officers and Directors.
3. File yearly, reports to the Secretary of State office in the State of Idaho.

OP #10. – STATE CHAIRPERSONS

The State Chairpersons shall be appointed by the President, with the approval of the Board.

Duties of the State Chairpersons:

1. Solicit information and act as a clearing house to forward information from officers, Directors and others to individuals/clubs within your state.

2. Work with the regional Directors to coordinate efforts on land issues.
3. Work with Public Land Administrators and private land owners to keep collecting sites open and coordinate with regional Directors on these issues.
4. Forward information from your state individuals/clubs to the ALAA Officers.
5. Inform people in your state what ALAA is and recruit new members for ALAA.
6. Forward items of interest to the Newsletter Editor and the Webmaster.

OP #11 ALAA HONORARY MEMBERSHIP

1. ALAA hereby establishes an Honorary Membership for persons who have contributed above and beyond the normal for ALAA in keeping Public Lands open to multiple use.
2. Honorary members can be proposed by an officer or board member and requires a majority vote of the officers and board.
3. Honorary members have all the voting rights of a regular member and may be asked for advice in ALAA endeavors.
4. Honorary members may not serve as an officer or director – unless they pay regular dues.

Approved by Officers & Directors

Date: Sept 21, 2013 Location of Meeting: Jacksonville, Florida