

Monitoring Policies for 2024  
(1/06/24)

1. Two (2) members will be designated to record and tally yearly monitoring credits on the program 'SignUp Genius'.
2. It is the sole responsibility of each club member to input monitor times in the program, "SignUp Genius" sign in order to be awarded credit for his/her monitoring duty.
3. Members will earn credits individually not in pairs. One (1) credit per person per session.
4. Members in need, must petition the Board to have monitoring duties waived for a specific period of time. At the culmination of that specified time period the Board will determine the number of monitoring sessions required to fulfill the member's commitment.
  - i. Members with extra monitoring credits may award those credits to a member in need by contacting one of the "SignUp Genius" Admins.
  - ii. The donating member may designate a specific member(s) or allow the admins to choose a specific member(s) to whom credits may be given.
5. Monitoring duties are suspended for members 85 years and over.
6. Monitoring duties are dropped for the four Board Officers during their tenure.
7. Monitoring credits will be awarded for teaching. One (1) credit for each class taught.
8. The monitoring requirements will be revisited each year and adjusted as membership, number of active club days, and hours decline or increase.
9. Monday through Friday, 8:00 am to 6:00pm and Saturday 8:00 am to 4:00 pm are the days and hours for which monitoring is required.
10. A monitor credit will still be awarded to a member for a minimum of two (2) hours if the club is closed prior to the end of the shift due to a lack of participating members.
11. If no monitor is available or willing to accept the responsibility, the club will be closed.

12. Monitors are required to sit at the monitoring station and wear the monitoring badge as well as his/her name tag. He/she may work on a project while working at the monitor station.
13. A monitor is required to monitor four (4) times from January 1st, of any year through December 31st of that same year.
14. Members who do not fulfill their yearly monitor duties by October 1st, will receive a written warning and have a period of three (3) months (prior to December 31st) in which to complete their duties. Non fulfillment of the monitoring requirements will result in, but is not limited to:
  1. Non participation in all club functions
  2. Non Participation in any/all sales
  3. Non Participation in the club stock items
  4. Non Participation in the use of leather club tools and equipment
  5. Non Participation in the use of locker privileges
  6. Non Participation in any and all classes
  - ii. In order to reinstate the above privileges, one must make up the previous year monitoring requirements.
15. Beyond this, further consequences may lead to suspension and possibly expulsion from the club as stated in the by-laws.