



Standing Rules

October 14, 2015

The Friends of the Moonridge Zoo is operating under DBA Friends of the Big Bear Alpine Zoo.

MISSION STATEMENT

The Friends of the Big Bear Alpine Zoo mission is to support the Big Bear Alpine Zoo by inspiring understanding, respect and environmentally responsible action for the conservation of wildlife and wildlife habitat through: public education, volunteer support, fundraising and development, and key project financial support.

SECTION 1: MEMBERSHIP CLASSIFICATIONS, DUES & PRIVILEGES

BASIC MEMBER BENEFITS

1. Free admission to the Big Bear Alpine Zoo for one year.
2. Free or reduced entry to reciprocal zoos.
3. Free subscription to Paw Prints, FOBBAZ Newsletter.
4. 10% discount in gift shop.
5. Free or reduced entry to most zoo special events.
6. Docent training.

MEMBER CATEGORIES AND BENEFITS

INDIVIDUAL	\$ 40/year	One person with Basic Benefits
COUPLE	\$ 55/year	Two (2) adults named on membership card with Basic Benefits or One (1) adult & one (1) Child under 18 with Basic Benefits
FAMILY	\$ 75/year	Two (2) adults named on membership card, up to three (3) children (Under age 18) with Basic Benefits; Additional children \$5.00 per child
GRANDPARENTS	\$ 75/year	Two (2) adults named on membership card, up to three (3) grandchildren (Under age 18) with Basic Benefits; Additional grandchildren \$5.00 per child
CONTRIBUTING	\$ 200/year	Family Membership Benefits and up to two (2) additional accompanying guests each visit plus two (2) additional \$2 discount coupons towards zoo admission
SUPPORTING	\$ 250/year	Family Membership Benefits and up to three (3) additional accompanying guests each visit plus three (3) additional \$2 discount coupons towards zoo admission and one (1) animal adoption of your choice
SUSTAINING	\$ 500/year	Family Membership Benefits and up to four (4) additional accompanying guests each visit plus four (4) additional \$2 discount coupons towards zoo admission (1) animal adoption of your choice.



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CURATOR'S CIRCLE	\$ 5,000 One time	Family Membership Benefits for lifetime plus five (5) additional accompanying guests each visit, one (1) animal adoption of your choice, one (1) paving stone with family name in designated area in the new zoo, annual behind the scenes tour of the Zoo, 20% discount in the Zoo Gift Shop for membership card holders, and recognition on the Donor Wall (at the new zoo).
LIFETIME	Grandfathered \$ 500	Family Membership Benefits for lifetime plus five (5) additional accompanying guests each visit and 20% discount in Gift Shop for membership card holders

Membership is non-transferable -Photo I.D. required and stated on membership card. Membership card and photo I.D. to be presented for entry into Zoo and for receiving gift shop discounts.

Previous Lifetime (\$500) will maintain their recognition on the Donor Wall (at the new zoo).

“Benefactor” is awarded at the sole discretion of the Board of Directors to people or entities that contribute substantial value or service to the efforts of the Friends of the Big Bear Alpine Zoo. The monetary equivalent of such contributions, if it can be determined, will normally be a minimum of \$10,000.00. Benefactor benefits are equal to those received by members of the Curator’s Circle.

SECTION 2: BIG BEAR ALPINE ZOO GATE

Membership in FOBBAZ entitles members, and in some cases their guests, to have unlimited free access into the Big Bear Alpine Zoo during the Zoo’s operating hours. Therefore, the Zoo does not receive any gate money for these members and their guests. FOBBAZ has agreed to pay the Big Bear Alpine Zoo the following amounts for each membership:

- \$25 Individual
- \$25 Couple
- \$25 Family
- \$25 Grandparents
- \$50 Supporting
- \$50 Sustaining
- \$50 Curator’s Circle



SECTION 3: FOBBAZ AND VOLUNTEER MEMBER OBLIGATIONS

- A. Each active volunteer member shall be given instructions for accessing the FOBBAZ By-laws, Standing Rules, and the current directory of Active Volunteer Members. Active volunteer members should have an understanding of the By-laws and Standing Rules. The current directory should also include the positions held by the active volunteer member, as well as the committee chairs (if applicable).
- B. New volunteer members will receive a docent name badge upon completing docent training and 20 hours of volunteering for FOBBAZ or Big Bear Alpine Zoo activities. This will include supervised volunteer hours accrued prior to the Department of Justice approval.
- C. Volunteer members shall follow all rules and directions of the Zoo Curator and zoo staff while volunteering at the zoo or while on off-site programs.
- D. All Big Bear Alpine Zoo questions from the media shall be directed to the Zoo Curator. All FOBBAZ questions from the media shall be directed to the FOBBAZ President.
- E. Active volunteer members shall wear their name badge while volunteering at Big Bear Alpine Zoo, or any public event or presentation while representing FOBBAZ
- F. Volunteer members who have been delegated specific duties may, in the performance of these duties, spend up to \$100 without prior board approval. Board members shall ensure that these expenditures shall be allocated to the correct budget category.

SECTION 4: COMMITTEES

- A. All committees shall have a chairperson, who shall have the responsibility of calling committee meetings and maintaining the minutes of committee meetings, committee correspondence, proposed actions and action results. A copy of the above shall be delivered to the FOBBAZ Secretary, who shall also maintain a copy for inspection by any Active member.
- B. The following committees are standing committees of FOBBAZ and need no further authorization or approval each year:
 - a. Newsletter
 - b. Fundraising
 - c. Task Force (relocation)
 - d. Financial
 - e. Education
 - f. Calendar of Events
- C. The Calendar Committee shall propose a calendar of events and meetings for the following year, which shall be submitted to the Board of Directors for approval in September.



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- D. All FOBBAZ special events shall have a committee consisting of, at a minimum, the C.O.O., the Zoo Curator (if applicable), and any other members interested in participating in that committee. Any of the individuals listed above may designate an appointee to sit in his/her stead.

SECTION 5: BOARD OF DIRECTORS

- A. Members of the Board of Directors will assume responsibilities as needed to insure the proper functioning of the FOBBAZ and its activities.
- B. The President of FOBBAZ may appoint individuals to non-voting non-paid volunteer positions, such as historian, administrative assistant, and parliamentarian to assist the Board.
- C. The fiscal year shall run from October 1 to the following September 30. The Financial Committee shall propose a budget, which shall be submitted to the Board of Directors

The Board authorizes Directors to spend funds with the following limitations.

- A. An individual Director must have a section of budget assigned to them in order to spend funds. Their portion of the budget is divided into several sections called line items. Each line item has an amount assigned to it and the total of the line items equals the total portion of budget assigned to that director. They may move funds from one line item to another as long as they do not exceed their total budget.
- B. No individual may add a new line item except for the Special Events budget where a new program or line item may be added.
- C. Directors may authorize others to spend funds for activities over which they have control providing they do not exceed the budget line item for that activity. In all cases the Director is responsible for his/her budget category.
- D. Within these limitations Directors may expend funds without any other approval. However unusually large or unusual expenditures should be reported to the Board.



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Approved by The Friends of the Big Bear Alpine Zoo Board of Directors on:

Date _____.

President _____ Date _____

Secretary _____ Date _____