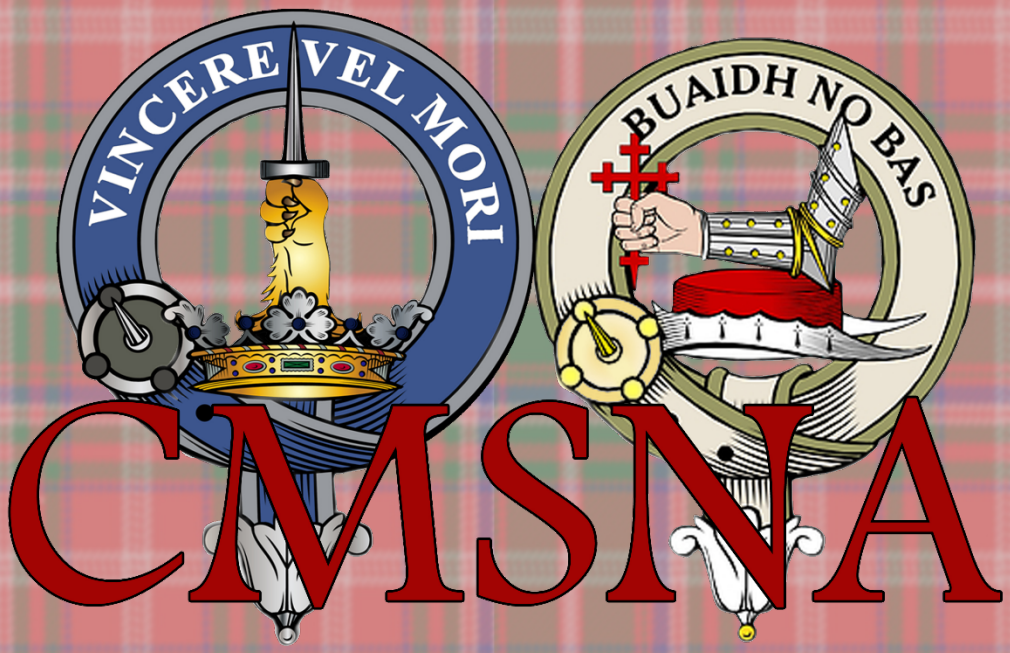
Clan MacDougall Society
Of North America



CMSNA

Standing Rules

Revised October 26, 2025

Preamble

The Standing Rules of The Clan MacDougall Society of North America, Inc. (CMSNA) is a compendium of the Policies and Procedures adopted by the Board of Directors (BOD). These Rules draw their authority from Article IV. g. of CMSNA's Bylaws. They cover the specific administrative policies required to support and administer the Bylaws and the ongoing business of CMSNA.

Since these Standing Rules are based upon the Bylaws, the format will be as follows:

The Standing Rules will be listed under headings that are the same Article titles as the Bylaw Article headings to which they pertain.

They will be consecutively numbered and each future revision to these Rules will be accompanied by a citation identifying the date it was adopted.

I. INCORPORATION AND NAME

Incorporation and Name is outlined in its entirety in the CMSNA Bylaws.

II. PURPOSES

a. Genealogy
CMSNA's genealogical materials are maintained by the CMSNA Archivist.

The Genealogist is not required to keep a database of Clan Genealogy Records.

CMSNA will not collect, maintain, nor distribute for genealogy purposes private non-public personal information in keeping with the CMSNA Privacy Policy. (Policy A. 3. in Appendix A).

CMSNA will not undertake a DNA project, which is considered a private matter for our Members.

b. Scholarships
There is no age restriction for eligibility.

Scholarship applications must be received by a date determined by the Scholarship Committee to be considered for funding in that fiscal year.

III. MEMBERSHIP

The Annual Board of Directors Meetings will continue to be held at the Grandfather Mountain Highland Games (GMHG) and CMSNA will continue to pay for the expense of the meetings.

The Annual General Meeting (AGM) will be held at Grandfather Mountain every other year, and at other locations in alternate years. The CMSNA Founders Dinner will be held at Grandfather Mountain annually.

The required Membership contribution is $20.00 for the first year and $25.00 annually thereafter.

a. The President will ensure that a schedule of any discounts or promotions for Membership is prepared, reviewed, and published to CMSNA or posted on the CMSNA website, annually.

b. Life Membership contributions will be:
   Under 40 years of age = $400.00.
   40 years old and older = $300.00.

   Payment for Life Memberships must be paid in full at the time of application.

Whenever it is learned that an elderly member (often a widow/widower) who has been associated with CMSNA for many years is unable to afford payment of renewal dues, CMSNA will continue that person's Membership at no cost to the individual. The Vice President for Membership will send an appropriate letter of notification.

IV. DIRECTORS AND THEIR MEETINGS

Conflict of Interest Policy: (Policy A. 1. in Appendix A). Every Officer and Director is required to sign the Policy at the beginning of their initial term of office to serve.

Voting: We will allow internet voting with the following safeguard: If a ballot is not received within a reasonable time, the Secretary will ensure the ballot was received by the individual. If a ballot is still not received or acknowledged, we will assume the Board member is not voting. Voting by email will require a minimum of ten (10) members of the BOD voting Yea, Nay, or Abstain for the results to be valid. Voting by email will have a seven (7) day comment period followed by a seven day period in which voting would occur.

In the event of a tie vote for a BOD position a runoff election is to be held with a vote by current Members of the Board.

CMSNA Board Members will invite newly elected Board Members into the meetings as observers before their July inauguration to provide them with an understanding of what goes on during meetings.

V. OFFICERS

"Tosheadeor" (Field Commander):
The positions of Tosheadeor were recognized and established within the context of CMSNA's Bylaws. One position was recognized for the Chief of Clan MacDougall, and one for the Chief of the Clan MacDowall. These positions are to be filled by appointment by the respective Chiefs. The positions may be either filled by one person by mutual agreement of both Chiefs or filled by two different persons.

Duties and Roles of the Officers of CMSNA in addition to their primary responsibilities listed in the Bylaws:

The President:
The President will submit an annual report to the Members concerning CMSNA's activities during the year and plans for the future.

The Tanist:
The Tanist also serves on the Membership Committee, maintains the Officers Handbook, and acts as coordinator for Regional Commissioners.

The Vice President for Membership:
The Vice President for Membership, assisted by a Membership Secretary where necessary will: ensure that a welcome letter and Membership Certificate are sent to each new Member; ensure that any funds received for CMSNA are forwarded to the Vice President for the Treasury; submit an annual report of the number and classes of Members; keep records of all Members in arrears in their dues, and strive to ensure that Officers and Society Representatives contact and encourage these Members to become active, paid participants in CMSNA if possible; chair a Membership Committee that seeks ways to recruit new members and retain existing Members; actively promote increased Membership, with the cooperation of CMSNA's President, Officers, and Regional Commissioners.

The Vice President for the Treasury:
The Treasurer: may be bonded in an amount and with surety approved by the Board. The Society will defray the cost of the performance bond; will deposit CMSNA's funds and make investments as the Board directs, and submit an annual report of receipts, disbursements, and balances to the Board. The Board may call for an audit to be performed by an examiner the Board names; will maintain our IRS 501(c)3 filings; will perform additional Treasurer's duties related to Disbursements and Fiscal Year enumerated in Section IX.3 of these Standing Rules.

The Secretary:
The Secretary maintains a roster of the names and addresses of all Directors, Officers, Regional Commissioners, and Committees of CMSNA, verified periodically with the Vice President for Membership. The Secretary will also: announce the annual and any special meetings of the BOD; record the minutes of the BOD meetings; request, record, and announce any votes held by the BOD; oversee the process of the annual (and any special) election of the Directors to the BOD and the biennial or triennial (and any special) election of the Officers of the BOD; arrange for the Annual Meetings (coordinating with the Annual Dinner and Hospitality Committees to ensure all scheduling and arrangements are made with vendors); in concert with the webmaster and President, oversee the website; distribute any reports or other material as requested; ensure our corporate status is maintained.

The Vice President for Canada:
The function and duties of the Vice President for Canada are fully covered in the Bylaws.

In the event of a tie vote for an Officer position a runoff election is to be held with a vote by current Members of the Board.

All appointments for Officers with fixed duration terms will be effective with the date of appointment but their term will expire upon the date of the last Board of Directors Meeting before the anniversary date of their appointment.

VI. COMMITTEES

CMSNA has established the following Standing Committees:

a. Awards
b. Budget
c. Communications
d. Genealogy
e. Heritage
f. Hospitality
g. International Relations
h. Membership
i. Scholarships

Descriptions of the Standing Committees of CMSNA and their roles are found in Appendix B of these Standing Rules. Committees may be activated or be inactive, and others may be created, from time to time.

The President will establish a system for each activated Standing Committee to submit a one page report to the full Board each year during December and June outlining their:

a. Activities in the previous six months.
b. Any impediments to their successful accomplishment of their goals.
c. Their planned activities and goals for the next one year.
d. Any requirements or preconditions they have in order to meet these objectives.

Nominating. The Nominating Committee will submit the names of candidates for Directors and Officers to the Board of Directors to be voted upon at elections provided for in the Bylaws before January 15 of any election year.

Founders Dinner. An Annual Founders Dinner Committee will handle all the arrangements and entertainment for CMSNA's Annual Founders Dinners within approved net budgets (expenses less revenues from dinner reservations) and in cooperation with the Hospitality Committee.

VII. REGIONAL COMMISSIONERS

The President has the authority to change the Regional Commissioners boundaries.

It is the responsibility of the South-East Regional Commissioner to:

a. Obtain Society tent space from the GMHG organization.
b. Ensure that CMSNA tents are supplied and staffed for the GMHG weekend.

VIII. STATE/PROVINCIAL REPRESENTATIVES

State and Provincial Representatives are outlined in their entirety in the CMSNA Bylaws.

IX. DISBURSEMENTS AND FISCAL YEAR

Regarding Clan Tent funding at Games and other events:

> Funding will be made under the following conditions: The activity for which the expense money is being spent must be advertised, at least by notation in our Games Calendar listings or by a general mailing to the membership of the region where the activity will take place. Whenever possible, all funds paid from CMSNA should be payable directly to the games or activity organization. Reimbursement of advanced money should be kept to a minimum and should be reserved for unusual circumstances.

CMSNA is to continue paying for 2 tents at the GMHG. The courtesy tickets and parking passes are to be given to the persons primarily responsible for setting up the Clan business and display portions of the tent.

CMSNA will continue to fund the A. Wylie McDougall Drumming Trophy at the GMHG.

Treasurer Duties Regarding Disbursements and Fiscal Year Reporting:

> Any funds that may be allocated to any region will be maintained by the Treasurer, and all disbursements up to the allocated amount plus donations for the region, will be paid upon proof of expense in keeping with the purposes and policies of CMSNA.
> The Treasurer secures funds donated to CMSNA and ensures donations are held in designated accounts in CMSNA's treasury. All disbursements from these designated Fund accounts will be paid upon proof of expense in keeping with the purposes and policies of CMSNA.
> The Treasurer will provide to the members of the Executive Committee copies of all checks received and written and copies of all the bank statements for their review. The members of the Executive Committee are required to maintain all information contained in those documents as strictly confidential.

The Treasurer is required to give a complete report, including all inflow and outflow as well as copies of the bank and investment account statements, to the Executive Committee, for their approval, for all transactions during the fiscal year upon request of the President.

The Treasurer will provide a quarterly report of our financial stability. In addition to a status report on the Budget showing beginning balance, income, expenditures, and ending balance, the report must also include a statement of Cash Position, to include all accounts including savings, investment, checking, and any other accounts.

The cost of the Annual General Meeting (AGM) is to be paid from Society funds.

Calendar Year Budget Process

a. Budget Chair presents a proposed budget by June 1 for the next fiscal year (even if incomplete) to the Executive Committee.
b. By June 30 the Executive Committee reviews the proposed budget, adopts a recommended budget, and presents it to the full Board of Directors (BOD) for discussion.
c. At the July Board Meeting, or no later than August 15, the full BOD adopts a budget for the next fiscal year.
d. Treasurer provides quarterly status reports to BOD as specified in Article IX.

The Board of Directors may implement a third-party financial review when deemed advisable by the President, Board, or Budget Officer. This does not necessarily need to be a CPA or at high cost, but should be someone familiar with finances, who could provide an outside review of how we are handling our money.

How donations affect the set amount in the approved Budget:

When there is a budgeted amount and a donated amount for a program, the budgeted amount will be spent first and the donated amount spent after the budgeted amount is exhausted.

The amount shown in the budget is the fixed amount available for that specific purpose (scholarships for example) regardless of donations and is not in lieu of donations.

Donations can be used to offset expenses or increase expenditures, but only for the specific category designated by the donor.

Any donated amount left over would be rolled over (carried over into the next FY) as it was specifically earmarked (for example, for scholarships). No budgeted amount remaining will be rolled over or added to the next year’s budget.

The Board of Directors of Clan MacDougall Society of North America, Inc. will consider proposals to financially support foreign projects that further the Purposes of CMSNA. The Board may, in its absolute discretion, refuse to make any grant or contribution or otherwise render financial assistance to or for any or all purposes for which funds are requested. Proposals submitted to the Board are subject to the terms of the policy known as the "Board Policy and Procedures for Financial Support of Foreign Projects" dated December 3, 2014 which was approved by the Board on April 20, 2015. (Policy A. 2. in Appendix A)

X. GIFTS

Gifts are outlined in their entirety in the CMSNA Bylaws.

XI. MEETINGS AND COMMUNICATIONS

CMSNA will conduct all meetings and communications, internal and external, in a manner protecting the privacy of all individuals in accordance with the CMSNA Privacy Policy (Policy A. 3. in Appendix A).

XII. APPENDICES

Appendix A
CMSNA Approved Policies

This Appendix A contains policies approved by the Board of Directors of CMSNA "that support the ongoing business of CMSNA" as follows:

A. 1. "Conflict of Interest Policy" referenced in Article IV. 1. of the Standing Rules. (Adopted July 7, 2006)

A. 2. "Board Policy and Procedures for Financial Support of Foreign Projects" dated December 3, 2014. (Adopted April 20, 2015)

A. 3. "Privacy Policies dated May 14, 2015" regarding the collection, use and disclosure of Personal Information we receive from members of CMSNA and users of the web site, or provided to CMSNA when registering for membership. (Adopted November 9, 2015)

A. 4. "Policy To Support CMSNA Tents" (Adopted January 28, 2019)

These policies form part of these Standing Rules on the basis of Board Minute 8. e. of the Board of Directors Meeting Minutes of July 8, 2005 which states: "8. e. It was moved and seconded to establish Standing Rules for CMSNA under the authority of Article 4 Section g of the bylaws and that:

- The Standing Rules include all policies of the BOD that support the ongoing business of CMSNA and
- The Secretary be directed to collect, organize, maintain, and periodically publish these Standing Rules. Passed."

NOTE: The above-cited Board Minute 8.e. is now Bylaw Article IV. f. which reads: "f. The Board of Directors may establish Standing Rules, containing the specific legislative actions and procedures of the Board and CMSNA."

Board Approved Policies of CMSNA
A. 1., A. 2., A. 3., A. 4.

A. 1. "Conflict of Interest Policy"

(Adopted July 7, 2006, Amended April 22, 2019 and referenced in Article IV of the Standing Rules.)

Article I Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or Family:

- An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. compensation includes direct and indirect remuneration as well as gigs or favors that are not insubstantial. Financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter the transaction or arrangement.

Violations of the Conflicts of Interest Policy

- If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI Affirmation Statements

At the beginning of their initial term of office, each director, principal officer, and member of a committee with governing board delegated powers will sign a statement which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

If the Organization ever provides compensation or benefits, or enters into partnerships or joint ventures, periodic reviews will be conducted to ensure that the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Acceptance by Member of the Board of Directors

I have received a copy of the Conflict of Interest Policy,
I have read and understand the Policy,
I have agreed to comply with the Policy, and
I understand the Organization is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Name_____Date_____

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A.2. Board Policy and Procedures for Financial Support of Foreign Projects

(Dated December 3, 2014. Adopted April 20, 2015)

The Board of Directors of Clan MacDougall CMSNA of North America, Inc. will consider proposals to support financially foreign projects that further the purposes of CMSNA.

The Board may, in its absolute discretion, refuse to make any grant or contribution or otherwise render financial assistance to or for any or all purposes for which funds are requested.

Proposals submitted to the Board will contain:

- A detailed description of the project to be financed and its cost.
- A requested level of CMSNA financial support in USD.
- Specific itemization of intended use of the funds and anticipated schedule of disbursement of funds.
- The name(s), addresses of the prospective recipient and their relation to the proposed project.
- Assurance that CMSNA funds will be used solely for charitable (or educational) purposes.

The Board will review proposals for conformity to purposes of CMSNA, the effectiveness of the proposal in furthering the purposes of CMSNA, and the current priorities of CMSNA.
Before acceptance of the Proposal the Board will:

- Secure from the prospective grantee assurance of periodic written accountings of the use of funds, with supporting documents, and the progress of the projects until the funds are fully spent.
- Secure, if the prospective grantee is a foreign charity, statements that:
    - The Organization's net earnings may not benefit any private shareholder or individual, and the Organization is prohibited from benefiting private interests other than incidentally. These are called the prohibition against inurement and private benefit.
    - The Organization, under law or custom or governing documents, does not devote a substantial part of its activities to attempting to influence legislation.
    - The Organization, under law or custom or governing documents, is prohibited from directly or indirectly participating or intervening in a political campaign of a candidate for public office – foreign or domestic.
    - Upon dissolution or liquidation of the Organization, under law or custom or governing documents, all of the Organization's assets will be dedicated to charitable purposes.

- On acceptance of a proposal and concluding of an agreement:
    - The Board will review the grantee's reports and accounts on the use of the disbursed funds and progress of the project at least semi-annually.
    - If feasible, officers of CMSNA will visit the site and discuss the state of the project.
    - The Board must approve significant deviations from an accepted proposal. Significant unapproved discrepancies will be cause for further payments not to be made and may be grounds to request repayment of funds to CMSNA.

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A.3. Clan MacDougall of North America Privacy Policy

(Dated November 9, 2015 regarding the collection, use and disclosure of Personal information CMSNA receives from Members of CMSNA and users of the web site, or provided to CMSNA when registering for membership. Adopted November 9, 2015.)

The Clan MacDougall CMSNA of North America ("we", "us", "our", "CMSNA") operates http://www.macdougall.org (the "Site"), https://twitter.com/Clan_MacDougall (the "Account") and https://www.facebook.com/clanmacdougall (the "Page"). This document informs you of our policies regarding the collection, use and disclosure of Personal information we receive from users of the Site, Account and Page. These policies also apply to the same items of personal information provided to CMSNA on hardcopy membership applications or on forms accompanying payment of dues and donations to CMSNA. By using/accessing the Site, Account or Page, or registering for membership, and paying for dues or donations, you agree to the collection and use of information in accordance with this policy. If you do not agree to this privacy policy, do not use the Site, Account, or Page in any manner.

Information Collection and Use

When registering for our Site or for membership in our CMSNA or when paying dues or making a contribution to CMSNA, we ask you to provide us with certain personal information that can be used to contact or identify you such as your name, postal address, and e-mail address. We use this information to register you for and to improve the Site, Account and Page, to communicate with you about matters concerning the CMSNA and for other administrative functions of CMSNA. Except as otherwise discussed in this Privacy Policy, this document only addresses the use and disclosure of information that we collect from you. In some instances, your personal information may be collected and transferred by us to a service provider that you have selected, or you may visit other sites through links on our site that may collect and use your personal information. In those cases the privacy policy of that third-party service provider or that merchant will govern how your information is handled. We may disclose personal information to third-party service providers who are contracted by CMSNA to provide services to CMSNA, such as mailing communications to members. These third party service providers have access to your personal information solely for the purpose of providing services to you on our behalf. We may use the names of members and donors and their city and state of residence in newsworthy Articles in CMSNA publications, such as the Tartan, CMSNA's monthly newsletter, and special bulletins. We honor requests not to provide such information in our publications. CMSNA may be required to disclose your personal information for law enforcement or other purposes specifically required by law. With these exceptions CMSNA does not disclose your personal information to third parties without first obtaining your permission.

Log Data
Like many site operators, we collect information that your browser sends whenever you visit our Site, Account and Page ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics. It may also include the posts that you like, share, favorite, comment on or retweet on both the Account and Page.

Children
Our Site is a general audience site which is neither designed nor intended to collect personal information from children who are under the age of 13. In order to ensure compliance with the provisions of the Children's Online Privacy Protection Act, children under the age of 13 should not provide any personal information to the Site.

Cookies
Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. The software that we have used to create this website, Wordpress, uses cookies for logged in users or those commenting to verify who these users are. More information on WordPress cookies can be found on the Wordpress.org website, in particular at https://codex.wordpress.org/WordPress_Cookies. Furthermore, third-party plugins may use cookies for their own application management purposes. With these exceptions, our site does not use cookies. Our Account and Page, by being part of a larger social media network, both utilize cookies as per the requirements of the Organizations that founded the respective software (or programs).

Do Not Track Signals
There is currently no universally recognized standard for Do Not Track signals. The World Wide Web Consortium is still working towards establishing a uniform Do Not Track web browser mechanism. Accordingly, at this time our Site does not respond to any Do Not Track signals.

Security
The security of your Personal information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is completely secure. While we strive to use commercially acceptable means to protect your Personal information, we cannot guarantee its absolute security. CMSNA is not responsible for personally identifiable information that is readily available on any member's personal Facebook page or Twitter feed as a result of that member's privacy settings.

Changes to This Privacy Policy

The Clan MacDougall CMSNA of North America may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the Site. You are advised to review this Privacy Policy periodically for any changes.

Contact Us

If you have any questions about this Privacy Policy, please contact us at:

president@macdougall.org

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A.4. POLICY TO SUPPORT CMSNA TENTS

(Adopted January 28, 2019)

CMSNA will partially subsidize the cost of certain designated CMSNA Tent items by reimbursing 80% of the cost of items purchased After February 1, 2019 by our CMSNA Tent Sponsors, up to lifetime maximum of $250 per CMSNA Tent.

To be eligible for reimbursement:

- Such items must be those approved by the President or Tanist and be displayed on the Other Resources page of our CMSNA web site.
- The Tent Host must first:
    - Have downloaded our current officer's Handbook which is displayed on our Other Resources page,
    - Have already assembled their two Display Binders for ongoing use at CMSNA Tent.

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Appendix B
Standing Committees of Clan MacDougall CMSNA of North America
(Adopted April 22, 2019)

Awards:
The Awards Committee develops and maintains criteria for the selection of individuals for special honors and awards. Specific duties include:

- Identifying candidates and making appropriate recommendations to the Board of Directors
- Designing and purchasing medals, certificates or other memorials for awards
- Conducting appropriate presentation ceremonies
- Notifying appropriate officers / Committees / individuals of awardees
- Recording the names of award winners in order to maintain a historical record and annually forwarding it to CMSNA's Archivist.

The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

Budget:
The Budget Committee receives the anticipated financial expenditures from officers and each Standing Committee and prepares an annual budget covering the upcoming fiscal year for CMSNA. This budget is presented at the Board of Directors meeting prior to the fiscal year it takes effect, for approval. The Committee makes the approved budget available to all CMSNA members, upon request.

Communications:
The Communications Committee includes the editors of *The Tartan*, *The Raven*, and the Webmaster. As the official media relations committee for CMSNA, the Committee is responsible for the dissemination of all CMSNA information to the public. This includes, but is not limited to: feature stories, announcements, publications, and advertisements in all media – internet, visual, print, audio etc. The Committee strives to communicate accurate and current content, and to enhance the profile of CMSNA and its two clans on the web and social media.

The Committee has a mandate to reach out to our youth, seek their ideas and involvement, and create programs to broaden their knowledge of our heritage. The Committee coordinates and administers the internet and electronic media efforts of CMSNA and governs its content, with the approval of the President and Vice President(s) concerned.

CMSNA uses the internet to maximize visibility to reach out to current and prospective new members. CMSNA's website, www.macdougall.org, is the primary source of internet outreach, supported by various social media accounts.

The Tartan is the official newsletter of CMSNA. It provides news journal articles often dealing with historical subject matter, book reviews, biographical articles and other topics concerning Clan MacDougall and Clan MacDowall. Our e-newsletter, *The Raven*, provides brief timely reports of current activities and a wide range of topics of interest.

The Committee welcomes input and assistance from our general membership and from others who share their knowledge. The Committee prepares an expenditure forecast of its media as required for inclusion as an item in the annual budget.

Genealogy:
The Genealogy Committee reviews CMSNA's genealogy materials and the options for electronic organization and data management. With the assurance of privacy protections, the Committee may support the collection of genealogical information and seek to make it accessible to CMSNA members (excluding private non-public personal information contained on our membership, dues, or donor forms described in Standing Rule II. 1. c.). The Committee fields queries from CMSNA Members and will assist them in research but does not have the resources to do research for them. The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

Heritage:
The Heritage Committee, with the help of the members of CMSNA and other resources, seeks to provide, as comprehensively as can be established, a historical look into the significant events and traditions in the history of Clan MacDougall and Clan MacDowall. This is accomplished by members and others interested in our history and willing to share their information for the benefit of our two Clans. We welcome contact with those who share their knowledge with the Committee. This information can then be further researched and documented for archiving or publishing. We hope that many members of CMSNA will submit material for this endeavor. We hope to be able to put all of these stories into a book titled *Tales from the Clan*. The Committee supports the efforts of CMSNA's Communication Committee to deliver its media content with continual additions or updates to information on our web site pages and media which may be open to the public, or in some cases only to Members. The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

Hospitality:
The Hospitality Committee is available to provide guidance to our CMSNA Tent Sponsors and events organizers to help them make CMSNA members, guests and visitors feel welcome at CMSNA events and gatherings, thus enriching the experience of active membership. It continually seeks ways to establish CMSNA as an open, inclusive and welcoming organization, and is available to help coordinate major CMSNA social events and gatherings. A key event is the Annual Founders Dinner held every July in conjunction with the Board of Directors meeting. The Committee provides assistance as needed by the temporary committee formed each year under Standing Rule VI.5. to organize the Annual Founders Dinner. The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

International Relations:
The International Relations Committee maintains the good and close relationship with the leaders of Clan MacDougall and Clan MacDowall in Scotland and elsewhere, which has existed since the beginnings of the Clan MacDougall CMSNA. These leaders are:

The Chiefs of Clan MacDougall and Clan MacDowall;
MacDougall of Lunga, Senior Cadet of Clan MacDougall;
MacDougall of Gallanach, Cadet of Clan MacDougall.

The Committee seeks to establish and maintain close and cooperative relationships with other members of Clan MacDougall and Clan MacDowall throughout the world, especially those who are attempting to create or revive clan societies in their homelands and to facilitate communication between our Members and these clan folk in other countries. The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

Membership:
The Membership Committee is chaired by the Vice President for Membership with the Tanist as one of its members. The Committee seeks to create and apply ways, and work with CMSNA Representatives at all levels, to attract new members and to retain existing members. The Committee attempts to make maximum use of technology to conduct business, striving to maintain personal contact between our members and our officers at all levels. The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

Scholarship:
The Scholarship Committee administers our Scholarship Program to financially support learning endeavors that enhance knowledge or appreciation of the Scottish music and arts, CMSNA and/or our cultural heritage. This might include a scholarship, fellowship, award, prize, or other method of financial assistance at North American and/or Scottish Universities, colleges, other appropriate institutions, or from an appropriate tutor/instructor. Further information can be found on our Scholarships page on our web site. The Committee prepares an expenditure forecast as required for inclusion as an item in the annual budget.

******END OF STANDING RULES******