



Vallejo Community Organizations Recycling, Inc.
38 Sheridan Street Vallejo, CA 94590 (707) 645-8258 FAX (707) 553-2784
E-mail: info@VALCORErecycling.org Web Site: www.VALCORErecycling.org

MEMBER GROUP: _____
MEMBERSHIP AGREEMENT - revised April 2011

1. A "MEMBER GROUP" SHALL

- a. Be a local nonprofit organization engaged in community service, training and/or environmental education.
- b. Recycle the funds earned at or through VALCORE back into the community through its specific programs.
- c. Promote Zero Waste and recycling activities in Solano County.
- d. Not endorse political candidates using the VALCORE name.

2. MEMBER GROUP RESPONSIBILITIES

Member Groups will

- a. Actively encourage their members to recycle materials at VALCORE.
- b. Assign a director and an alternate to sit on the VALCORE Board of Directors.
- c. Provide volunteers for all assigned obligations: Board meetings, Saturday or weekday work assignments, and special projects such as Vallejo Farmer's Market, Adopt-a-Street, Earth Day and Coastal Cleanup.
- d. Member groups who work on weekdays will arrange holiday and emergency coverage with the manager.
- e. Obtain signed "VALCORE Waiver of Liability" from each volunteer. Signed waivers will be kept on file in the VALCORE office and need to be updated annually. Developmentally disabled groups must provide a "Letter of Understanding" signed by their supervisor/president. If any injury occurs, it is the responsibility of the volunteer to use his/her insurance first.
- f. In the event that a member group's membership consists mainly of minors (under 18 years), a responsible adult from the Member Group shall work with the crew.
- g. All work must be in compliance with policies in VALCORE's handbook. Failure to comply with all board policies may result in Board review and action.

3. MEMBER GROUP DIRECTOR AND/OR ALTERNATE

- a. Will attend monthly Board meetings. (Currently 4th Monday of each month at 6:30 p.m.)
- b. Will sit as a voting Board director and participate in all planning and policy making decisions. Alternate may vote only if primary representative is not able to vote
- c. Be familiar with all information in the VALCORE handbook.
- d. Communicate all Board decisions to its group.
- e. Each member group will take a position of responsibility or task on the Board for a term each fiscal year.
- f. If the group's director and alternate have the same address & phone number, an additional person & phone number must be provided so VALCORE can contact the group when director is unavailable.
- g. Directors can contract for special events (e.g. compost instructors). If an individual Director contracts with VALCORE for any activity, they will abstain from voting on the activity they are being paid to complete. Their alternate, if present, could vote in this situation. The abstaining director will be asked to leave the room when the vote is taken on that particular issue. (See policy manual)

4. MEMBER GROUP MISSED OBLIGATIONS

If a MEMBER GROUP misses three assigned obligations (board meetings and/or workdays) in the fiscal year, they will be dropped as a member group.

- a. The Board Monitor will send a written warning after each miss.
- b. If a group has missed an obligation, it is their responsibility to propose a makeup date and activity with the manager.

- c. Completed makeup activities will be voted on by board directors for reinstatement to full status.
- d. After the second miss, the member group funds will be held and voting privileges will be lost and not reinstated until all misses has been rectified.
- e. After the third miss, the group forfeits all impounded funds for the fiscal year and will be dropped as a member group.
- f. While a group has "misses" on the books, they will not be eligible to earn money through working on special projects.

5. FINANCIAL

- a. Member Groups earn funds by fulfilling all assigned obligations, contracting for special projects, or directly through CRV donations via the account group program.

6. FUND DISBURSEMENT

- a. Member Groups will receive a share of the quarterly earnings received through the sale of commodities. Funds shall be disbursed quarterly as follows:
 - 1. Any money paid to a redemption customer as recorded on the Daily Logs shall be repaid to the redemption account in full.
 - 2. All hauling fees shall be paid if not already deducted from the payment received.
 - 3. All Processing and Administration fees will be transferred into the payroll account.
 - 4. The remaining funds shall be distributed as follows: 40% shall be placed in the VALCORE operating fund; 7.5% shall be put into the VALCORE savings account for replacement of equipment and/or capital improvements; 52.5% shall be distributed equally to the individual Member Groups. The Board may change this distribution policy.
- b. Member Groups will receive all monies donated to them directly through the Account Group program.
- c. At the end of each fiscal year, if budget surpluses exist, the Board shall determine the best use for the surplus funds.

7. VALCORE Staff shall:

- a. Maintain a sign for all groups at the recycling center.
- b. Maintain a list of site jobs and special site projects.
- c. Supervise and train all volunteers on all tasks.
- d. Quarterly, staff will provide each member group's Board representative with a list of their volunteers who worked at VALCORE and the hours that each volunteer worked.

This agreement will be renewed at the beginning of each VALCORE fiscal year (July 1).

MEMBER GROUP BOARD PRESIDENT _____ DATE _____

Signature

PRINT NAME _____, PHONE _____, EMAIL _____

REPRESENTATIVE TO VALCORE BOARD _____ DATE _____

Signature

MEMBER GROUP REPRESENTATIVE

ALTERNATE

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

PHONE _____

PHONE _____

E-MAIL _____

E-MAIL _____

- 1. Unless otherwise notified by board member all correspondence will be sent via email if possible.