



MEMBERSHIP AGREEMENT for

MEMBER GROUP for year _____

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 will be removed on July 1st yearly. New waivers need to be signed at the beginning of each fiscal year. 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 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.)
- h. Board member misses: After two board member misses, the VALCORE board may ask the member group to assign a new member to the board and the current board member may be removed.

4. MEMBER GROUP MISSED OBLIGATIONS

If a Member Group has 3 unmade up misses (board meetings and/or workdays) on the books, 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 unmade up miss, the member group funds will be held and voting privileges will be lost and not reinstated until all misses have been rectified.
- e. After the third unmade up 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.
- g. All missed obligations must be made up before the end of the following quarter in order to receive the funds earned the quarter following the miss.
- h. Money that is lost when a group is removed will be redistributed among the remaining groups.
- i. A group who resigned or was removed must reapply if they wish to rejoin VALCORE. New groups will start accruing money and their work obligations at the beginning of the next quarter unless otherwise agreed on.
- k. Penalty for misses/insufficient hours:
 - a. Board meeting: Must do a special project or work around the yard for 1.5 hours.
 - b. Non-City event miss: (This would apply to non-date specific events like Adopt-a-Street, garden and yard work days.): Make-up hours are the same number of hours missed unless a special project is agreed on.
 - c. Event miss or insufficient hours:
 - i) If staff member(s) are used to cover the event, the affected group is docked the equivalent amount of time at the Member Group rate. This rate will be adjusted at the end of each fiscal year and is the total Member Groups annual income divided by the assigned yearly hours.
 - ii) If a member group doesn't complete their hours, they will be docked at the member group hourly rate.
- l. Definition of misses:

a. If a group misses more than 30% of their assigned hours for an event, they will be docked pay (as written above), and it will count as a miss. The miss can be made up, but the financial penalty will remain. For example, if a group is assigned 10 hours and only works 6.5 hours, they have fulfilled 65% of their obligation. Therefore, the group will have a miss on the books and will be docked 3.5 hours.

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: 47.5% 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; 45% 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. CONTRACT

This contract must be renewed by **July 1st** of each year. VALCORE Board of Directors has the right to modify or cancel this agreement with a 30 day notice. No funds may be accrued or paid out nor may a group bid on an event if there is not a current contract on file.

8. 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.

MEMBER GROUP BOARD PRESIDENT SIGNATURE _____

DATE _____

NAME PRINTED _____ PHONE _____ EMAIL _____

MEMBER GROUP REPRESENTATIVE

ALTERNATE

NAME _____

NAME _____

ADDRESS _____

ADDRESS _____

PHONE _____

PHONE _____

E-MAIL _____

E-MAIL _____

REPRESENTATIVE TO VALCORE BOARD _____ DATE _____

Signature

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