



# Quircus the Quincy Community Circus Board Member Handbook 2023

Name of Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

About Quircus the Quincy Community Circus (QQCC)	1
Board of Director Expectations & Responsibilities	2
Memorandum of Understanding	4
Harassment and Bullying Policy	7
Board Election Policy	8
Code of Ethics, Conduct, and Conflict of Interest Policy	9
Agreement of Interest & Communication Preferences	11

## About Quircus the Quincy Community Circus (QQCC)

Quircus is a local community circus that is fueled by the passion and creativity of volunteers. We participate in a variety of events throughout the year meaning that community participation and involvement is essential. Examples include but are not limited to running carnivals at the elementary schools and corporate events, providing ambient circus entertainment in collaboration with musical artists at local venues, and coordinating major choreographed productions at the county fair and other festivals.

Quircus also facilitates classes and workshops in the circus arts, and helps funnel students and community members into performance opportunities. Because of Quircus' work, Plumas county residents from Chester to Portola can spectate and participate in activities that would otherwise be unavailable in this rural part of northern California. This is all made possible by dedicated members and volunteers who operate the organization in line with its missions and values. The mission of Quircus the Quincy Community Circus is to :

- Increase circus arts education and performance opportunities in the underserved community of Plumas County.
- Provide a safe and inclusive space that promotes creativity, self-expression, and exploration.
- Invest in the physical, mental, and emotional health of our local community by increasing access to circus arts and its unique forms of recreation and entertainment for all members of our community.

Individuals who are interested in serving on the board of directors must read and sign the following documentation, and return it to the board President in person or by mail.

Current President:

Kaitlyn Rangel

## Board of Director Expectations & Responsibilities

A well run Board of Directors is a crucial component to the smooth operation of QQCC. Board Directors are expected to ensure the organization is operating in alignment with its mission and goals. Directors can fulfill that expectation by first keeping themselves knowledgeable about what those missions and goals are, and then attending regular meetings and events where they can vote, influence, and steer the organization to achieving them .

In addition to steering the vision and spirit of Quircus, Board Directors are also responsible for ensuring that Quircus is financially healthy enough to fulfill its mission and goals. Therefore directors will review the Treasurer's monthly financial reports before arriving at meetings in order to make educated decisions about budgets and expenses. In order to maintain healthy finances, Directors will also take an active role in fundraising for the organization. This can include helping to organize fundraising events, soliciting small and large donations from the community, and making contributions of their own when possible.

Finally, Board Directors will protect Quircus by governing in a way that is fair and legal. Every Director is expected to stay up to date on the latest information about the organization's activities and legalities. The Board is responsible for filing certain forms that are required by state and federal governments, and for ensuring that their policies and procedures meet state and federal requirements. While this can sometimes feel like a big task, the board works together to share the workload, and can vote to hire help from financial and legal consultants when necessary.

Board members represent this organization and are expected to act in its best interests. While operating day to day, directors will spread the

word about Quircus events, seek to recruit new members, and take an active role in fundraising. Board Members act like representatives of Quircus while they are sitting on the board, and are expected to conduct themselves with respect while in public domains. Whether attending events, posting on social media, or eating out in town, members of our small community will come to recognize Board Directors as a symbol of our organization.

Attending Board meetings is one essential part of sitting on the board, as that is where most of the big decisions are made. Major changes like enacting new policies, selecting new board members, reviewing and hiring Executive Directors, and approving large purchases all take place within a board meeting. Sitting on a Committee is also an important part of Board Director's responsibilities, and every board director is expected to serve on at least one committee. Committees can deliberate specialized decisions in smaller groups without taking time away from the whole board. If a committee concludes that a topic is important enough, it will be added to the agenda of a general board meeting. Board meetings are the backbone of our organization's governance structure, so arriving to them prepared for discussion is essential.

To view the specifications of these responsibilities and more, please view the Memorandum of Understanding on page 4.

By signing below, the following person has read and understood the expectations and responsibilities outlined above.

Name of Board Director: \_\_\_\_\_

Signature of Board Director: \_\_\_\_\_

Date: \_\_\_\_\_

Memorandum of Understanding  
Between  
Quircus the Quincy Community Circus  
And  
QQCC Board Director

Board directors will serve on the board for a 3-year term, or until they resign, whichever happens first. The board meets on the 2nd Wednesday of every month for about 2 hours. Committees meet on an as needed basis, no less than once a fiscal quarter. Board Directors must serve on at least one committee (finance, business, governance, marketing, public relations, etc).

More responsibilities of the board include:

1. Make meeting attendance a top priority. Any absences should be communicated to the board president, or acting president.
  - a. Failure to communicate an absence will be considered unexcused.
  - b. After one unexcused absence, the President or acting President will contact the board member to notify them of the policy violation.
  - c. After a second unexcused absence, the President or acting President will notify the board member of their violation and recommend to the board that they be removed from their board seat.
2. Provide any agenda item proposals at least 48 hours in advance.
3. Sit on at least one committee.
4. Attend at least one board meeting per month.
5. Arrive on time and prepared for meetings.
6. Evaluate at least once a year, and hire as necessary, the Executive Director.

7. Work with the Executive Director to ensure that QQCC's missions and values are being met.
8. Review the budget and monthly financial reports provided by the Treasurer in a timely manner. Approve major changes and purchases with consideration to QQCC's balance, ensuring there are adequate funds and resources to operate QQCC and fulfill its mission. Seek clarifications from the Treasurer when necessary.
9. Be aware of legal fiscal documents & their due dates (such as regular audits and form 990). While the Treasurer ultimately files these forms, Board Directors should be aware of when they are due.
10. Adopt policies and procedures that best allow QQCC to fulfill its mission.
11. Determine, evaluate, and approve long term goals and objectives. Review and analyze performance and progress towards those goals at least annually, and as necessary.
12. Ensure an audit is conducted on a basis that is consistent with the law.
13. Contribute to the positive public image of QQCC. Act as a representative of QQCC to other members of the community, including businesses, legal entities, and members.
14. Ensure that QQCC is following the law, its Articles of Incorporation, and bylaws.
15. Facilitate a strong board structure by actively recruiting new members, and appointing new officers as seats become available.
16. Demonstrate a willingness to improve your board member skills by attending training opportunities as they become available.
17. Arrive prepared and educated in order to vote on items as they are brought to the board.
18. Support fellow board members and act in line with majority votes, regardless of how a single board member voted.

#### QQCC's responsibilities to Board Directors:

1. To hold meetings on a regularly scheduled basis, as to be determined by the board. As the board changes, the schedule may be changed with a vote from the board.
2. To make an effort and provide reasonable accommodations to board directors when scheduling Board and committee meetings. Reasonable accommodations include access to meetings over video or phone call.
3. Provide necessary legal and fiscal documents on a regular basis. Financial reports will be sent out by the 7th day of every month.
4. Allow Board Directors to provide input on meeting agendas.

6

5. Provide meeting agendas at least 24 hours before a meeting is scheduled.
6. Respond in a timely and respectful way to board director's comments and ideas.
7. Investigate and take seriously any concerns or grievances brought forward by board directors.
8. Provide clear instructions and expectations to Board Directors. Answer any questions or concerns promptly and with clear language.

Conditions of this memorandum of understanding are due to be revised, updated, and signed at least annually, and more if necessary as determined by the Board of Directors.

By signing below, the signee agrees to abide by the guidelines outlined above.

Print Name of Board Director: \_\_\_\_\_

Signature of Board Director: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Board President: \_\_\_\_\_

Signature of Board President: \_\_\_\_\_

Date: \_\_\_\_\_

# Harassment and Bullying Policy

Overview and Purpose: To establish standards for defining and prohibiting harassment and bullying among all QQCC participants. This policy applies to board directors, officers, staff, and volunteers. To establish procedures for dealing with harassment and bullying within the organization in order to maintain a safe and healthy environment for the organization and its participants.

## Definitions

**Bullying** is verbal or physical conduct that seeks to harm, intimidate, or coerce another person, and is not necessarily related to a person's protected status of race, religion, national origin, sex, age, disability, etc.

**Harassment** is persistent and unwelcome conduct based on statuses protected by California state law. They include race, religion, national origin, ancestry, age, marital status, disability (physical or mental), sexual orientation, gender, or military or veteran status.

Harassment exists when:

- Submission to harassment is set as a term or condition of employment or participation in organization's events.
- Submission to harassment is used to determine decisions about employment or participation in organization's events.
- Harassing conduct interferes with an individual's ability to work or participate in events, or it creates a work environment that is intimidating, hostile, or offensive.

Sexual harassment is repeated and unwelcome sexual advances, physical contact of a sexual nature, or verbal or physical conduct of a sexual nature. Unwelcome sexual conduct includes persistent, unsolicited, and inappropriate gestures and comments, or displays of materials of a sexual nature.

## Policy:

- QQCC will enforce a zero tolerance policy when dealing with bullying or harassment of any kind, including that which is done over electronic modes of communication.
- This policy applies to all individuals involved in Quircus, including board directors, staff, and volunteers, and third parties outside of the organization.

8

- Individuals can report harassment electronically, by mail, or in person to a member of the board, executive director, or other executive staff.
- Individuals have the right to report harassment and/or bullying confidentially, without disclosing their own identity.
- QQCC will conduct and investigate and resolve the complaint in a timely manner and with due process for all involved parties. Outside investigators will be involved if necessary.
- If the accused is found to have committed harassment or a policy violation, then disciplinary action will be taken.
- Individuals who report bullying or harassment in good faith will be protected by QQCC from retaliation or disciplinary action as a result of their reporting.

### **Procedures**

If harassment or bullying occurs:

1. Notify a supervisor related to the event, if possible. Supervisors include but are not limited to board members, the executive director, and event coordinators.
2. File a grievance form to make an official record of the event. Grievances can be filed anonymously. However, providing as many details about the event as possible will help in investigating the event.
3. Grievance forms can be submitted: electronically through email or other messaging; by mail: and in person.
4. The grievance form must be reviewed and signed by two separate board members who are not involved in the grievance.
5. The grievance or complaint will be investigated to determine if a violation of policies took place. The investigation must be conducted by individuals who are not accused of a violation.
6. If an investigation determines that a violation took place, the violator will be notified, and disciplinary action will be taken.

By signing below, you acknowledge that you have read and understand the policy outlined above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Board Election Policy

Overview and Purpose: To establish procedures associated with the selection of Board Directors and Officers.

### Policy:

- This policy shall be reviewed before an election cycle begins to ensure all Board Directors are aware of the process.
- The election process will begin with an announcement and an invitation for members to run in the election. The announcement can be made via social media, flyers, and any other necessary means.
- Members shall have at least thirty (30) days from the first announcement to enter into the race.
- Members shall express their intent to run via email, mail, or other means laid out in the election announcement. A statement of intent to run must be signed in order for a member's candidacy to be considered.
- QQCC active members in good standing at the time of the election will have the option to cast a ballot for Board Directors.
- Ballots will be provided by mail and/or email to qualifying person's via the contact information they provided on their membership application. If provided by mail, ballots will include a prepaid return envelope addressed to the PO Box registered to Quircus the Quincy Community Circus.
- Ballots shall include at least the following information:
  - All items and/or individuals to be voted on.
  - Information relating to the election (ie: information about candidates; purchases; etc)
  - Ballot due date
- Ballots shall be due no less than 7 days after they have been sent out.
- Ballots will be collected by two Board Directors who are not on the ballot, and counted separately.
- The resulting ballot numbers will be corroborated by a third board member. If the results do not match then a recount will be conducted.
- In the event of a tie, a recount will be conducted. If the tie remains, the candidates will be contacted and coin toss will determine the winner, unless one candidate resigns from the race.

- In the event that a candidate runs uncontested, the ballot shall offer a yes/no option for their name. If there are more “no” responses than “yes” responses, they will not be granted the seat, and the seat will remain empty until another election is held.
- The current board president will notify all candidates of their results within 7 days of the election closing and votes being counted.

By signing below, the signee agrees that they have read and understood, and will follow the policies and procedures outlined above.

Print Name of Board Director: \_\_\_\_\_

Signature of Board Director: \_\_\_\_\_

Date: \_\_\_\_\_

## Code of Ethics, Conduct, and Conflict of Interest Policy

Purpose: To ensure consistent and clear expectations from Board Directors regarding their attitude, behavior, and ethics as it relates back to QQCC.

### **Board of Directors Code of Ethics**

- Board of Director’s authority is limited to affairs discussed within Board meetings.
  - Board Directors are responsible for selecting an Executive Director who can manage the daily operations of QQCC without daily oversight by the board, although the Board is responsible for the annual review or other grievances regarding the Executive Director.
- An individual Board Director has as equal authority to any other worker or volunteer of Quircus while outside of Board meetings, unless explicitly delegated by action by the board.
- The authority of the Executive Director is to manage the employees, volunteers, and workers of QQCC, and to oversee the daily operations of the organization. The ED will work closely with the board to ensure that the missions and goals of the organization are in line with the daily operations being carried out by the ED.

- Board Directors have a responsibility to operate in accordance with decisions voted for and adopted by the board as a whole, even if that decision conflicts with the personal opinions of an individual Board Director.

## **Board of Directors Code of Conduct**

Directors of the Board Agree to:

- Devote the time needed to fulfill the responsibilities of a director
- Attend all regular board meetings, or notify necessary board members when attendance is not possible.
- Arrive at board meetings attentive, on time, and prepared for discussions.
- When desiring to address a topic, add the topic to a meeting agenda so that the board members can be prepared to discuss it, and an appropriate amount of time can be allocated to the topic.
- Respect the time of the board by keeping discussions in line with the approved agenda.
- Contribute to and encourage open, respectful, and thorough communication.
- Disclose any personal or organizational conflict of interest, and refrain from discussion or voting on any issues related to the conflict.
- Be honest, helpful, diligent, and respectful in dealings with QQCC, other directors, volunteers, workers, and community members.
- Conduct oneself with respect, integrity, acceptance, and honesty when dealing with the public.
- Avoid getting involved with any dealings that would result in a conflict of interest,
- Work towards increasing the effectiveness of QQCC in fulfilling its mission.
- Represent the approved actions of the board, even if they are not in line with one's own views.
- Represent the views of the board and the organization when communicating with the public.
- Refrain from asking for special privileges, or overstepping authority beyond those outlined in your position description, or explicitly given in board meetings.
- Seek to improve QQCC and its operations, and its ability to achieve its goals.

By signing below, the signee agrees that they have read, understand, and will follow the policies and procedures outlined above.

Print Name of Board Director: \_\_\_\_\_

Signature of Board Director: \_\_\_\_\_

Date: \_\_\_\_\_

## Agreement of Interest & Communication Preferences

I, \_\_\_\_\_(name of director) consent to serve on the Board of Directors for Quircus the Quincy Circus, and am doing so with full understanding of the responsibilities and duties expected of a board director, on \_\_\_\_\_(mm/dd/yy).

I, \_\_\_\_\_(name of director) give consent to receive electronic communication from QQCC board members using the following methods as indicated below, on \_\_\_\_\_(mm/dd/yy).

Phone Call                      Yes              No

If yes, provide phone number: \_\_\_\_\_

Text Message                      Yes              No

If yes, provide phone number: \_\_\_\_\_

13

E-mail                      Yes              No

If yes, provide email address: \_\_\_\_\_

Facebook messenger:    Yes              No

If yes, provide name as it appears on facebook: \_\_\_\_\_

Other: \_\_\_\_\_

Would you like to be added to the QQCC Board Facebook group?    Yes    No

What is your preferred method of communication?

\_\_\_\_\_