

Burke Centre Conservancy

Administrative and Policy Resolution No. 11-3

Cluster Committee Photocopying Policy

(Amended December 13, 2012)

WHEREAS, our Bylaws charge the Board of Trustees with certain powers and duties for the administration of the Conservancy; and

WHEREAS, the Board wishes to establish policies for the photocopying, hereinafter known as copies or copy, of materials for Burke Centre Conservancy Cluster Committees; and

WHEREAS, this document shall supersede all other policy resolutions regarding photocopying for Burke Centre Conservancy Cluster Committees;

NOW, THEREFORE, BE IT RESOLVED THAT the following text be adopted as the Burke Centre Conservancy policy for photocopying materials for cluster committees of the Conservancy:

1. Copy services are available for-cluster committees. The Administration Department will assist cluster committees with copying materials -and with mailing those materials upon request.
2. A Staff Assistance Request Form is required to be completed in order to request copying services. An officer or the pre-designated representative of the cluster committee must make the request and submit the form.
3. Conservancy staff will endeavor to make the requested copies immediately; however at least 24-hours lead-time should be given, and depending on staff work demands, and the amount of copying requested, the staff may need additional time to complete the copies. If copies cannot be made immediately, the requester must make arrangements to come back to the office to pick up the copies.
4. If the staff assists clusters with a mailing, cluster discretionary accounts will be charged for actual postage, and three cents for each labeled Conservancy envelope used in a mailing.
5. Each cluster will be authorized a per month average of six (6) 8 ½ x 11" color copies on white paper or four (4) 8 ½ x 11" color copies on color paper per household (to include non-resident owners). For requests using paper sizes other than a standard letter (8 1/2 x 11"), the requestor must make prior arrangements with the office staff to ensure adequate supplies are on hand to complete the job. Note: the use of larger paper sizes will decrease the amount of copies available per household, to be determined on a case-by-case basis. Double-sided printing will count as two copies per sheet.

6. After the cluster reaches its annual quota, cluster discretionary accounts will be charged six cents for each copy on white paper and eight cents for copies on color paper. For ledger paper printed on both sides, the cost will be reduced four cents. Clusters wanting to print on legal size paper (8 ½ x 14) will incur an additional copy charge of one cent per side.

7. Copies are solely for the conduct of cluster business. The printing of campaign flyers is not authorized. No campaign material may be copied.

This resolution was adopted and approved by the Board of Trustees at a duly convened meeting of the Board of Trustees at which a quorum was present on this 13th day of December, 2012.

BURKE CENTRE CONSERVANCY

By: _____

Brian Engler, President, Board of Trustees

ATTEST:

Luanne Smith, Secretary, Board of Trustees