



## RMBS Heritage Program Guidelines

### Purpose

The Heritage Program through the Rocky Mountain Bonsai Society exists to provide care for members' bonsai collection in the event of an emergency, sickness, age deterioration, or death. On occasion this service is also provided to non-members for a fee.

### Process

- A member in need (or their designated representative) contacts a board member.
- The member (or rep) would be visited by the Heritage Program and a plan will be composed. The member will always be in complete control.
- Once an agreement is reached, the Heritage Program will carry out the plan.

### Requirements for Participation

- Must be a member of RMBS in good standing.
- If not a member, must be willing to donate items to RMBS or pay a reasonable and agreed upon fee, typically a percentage of sales.

### RMBS Obligation

RMBS agrees to provide, through the Heritage Program, the services as outlined in this document. The Heritage Program assumes the responsibility for the care of the member's trees, but neither the RMBS nor the Heritage Program assumes any liability in the performance of these services.

### Member Obligations

Any member offering their services through the Heritage Program agrees to assist in caring for the trees of members in need to the best of their ability.

### Plan Options

Short term temporary care:

- The Heritage Program will arrange for care at the member's home.

Short term care until disposition by owner, family, or their designated representative:

- The Heritage Program will arrange for care at the member's home.
- All donations or sales will be the responsibility of the owner, family, or designated representative.
- The Heritage Program will assist in any way possible, as needed, including announcement in RMBS Newsletter, if requested.

Relocation, care, and sale of trees by the Heritage Program:

- The Heritage Program will identify, number, and record the collection.
- The Heritage Program will be in charge of getting the trees picked up and cared for until sold.
- The Heritage Program will organize an auction at a regular RMBS meeting or RMBS function.
- A sales report will be provided to the owner and proceeds distributed to the owner or if material is donated, to the organization receiving the donation.

## Cost

- RMBS Members in good standing
  - No charge, other than direct expenses incurred by RMBS, e.g. Visa/MC expenses, etc.
- For non-RMBS members
  - If trees et al are not donated to the club, a fee will be negotiated, typically a percentage of sales.

## Organization

- Chairperson
  - Overall responsibility
  - Act as contact person
  - When contacted, meet with person in need
  - Reach agreement as to what is to be done
  - Refer to Emergency Care Committee and/ or Records Committee
  - Assist Records person in setting up inventory
  - Arrange pickup and care
  - Refer to Auction Committee
- Emergency Care Committee
  - Responsible for getting volunteers to give emergency care at the member's home.
  - Comprised of the number of people appointed by Chairperson
- Records Committee
  - Responsible for naming, numbering, and recording the collection.
  - Responsible for recording and reporting disposition of each item in collection.
  - Comprised of the number of people appointed by Chairperson
- Auction committee
  - Responsible for organizing an auction at a regular RMBS meeting.
  - Comprised of the number of people appointed by Chairperson
- Caregivers

- When assigned, Heritage Program caregivers assume responsibility, but not liability, for the trees. (They will be given a list of the trees, and will be responsible for an accounting of all of the trees.)
- Initially the RMBS board will take on the duties described above until the need for a separate committee is demonstrated.

## Policies

- Urgency is a key issue. Contacts must be followed up as soon as possible, and plans carried out with diligence.
- Collections are to be disposed of as rapidly as possible.
- The usual method of disposal would be to have a silent auction at the earliest possible regular RMBS meeting.
- The owner, member or representative does not lose control and will be able to make changes up to the time of disposition. Any changes are to be reported to the Heritage Records chairperson.
- Since the owner has control, if he/she should offer to make a gift to the caregiver, it is permissible to accept, however this should not be encouraged. Any gifts are to be reported, by the recipient, to the Heritage Program Records chairperson for accounting purposes.
- It is the goal of the Heritage Program to keep the trees alive and healthy, not to groom or style them.
- Accurate records will be kept of all trees and items, with each identified and numbered, at first contact.

Approved 04/02/2016

*Please note that information in this policy is the most current instruction and guidance. This policy supersedes any previous related policy and is expected to be accurately followed by all RMBS members. Thanks to the Bonsai Society of Portland who provided a copy of their Heritage Program which is the basis for the RMBS version.*