

Friends of the Sandia Mountains Policies

Revised July 1, 2025

Date Drafted/Approved	Policy Description
101 August 3, 2004	All FOSM expenditures in the amount of \$500 or more require prior board approval.
102 June 21, 2005	FOSM yearly memberships issued during the period January through July shall expire at the end of <u>that</u> calendar year. Yearly memberships issued August through December shall expire at the end of the <u>following</u> calendar year.
103 July 9, 2013	Policy on use of FOSM equipment outside of the Sandia Ranger District, refer to Appendix 1.
104 March 7, 2015	Monthly FOSM general meetings will be held during the months of April through October of each year.
105 April 15, 2025	Renewal notices are emailed to FOSM members every year. If not renewed, their membership will be removed from the list and from both e-groups (FOSM Volunteers and CTR).]
106 April 15, 2025	For approved projects and activities, the treasurer is authorized to sign checks, even if in excess of \$100.
107 April 15, 2025	FOSM Sawyers are required: • To be members, current with their membership. • To be current with all the First Aid, CPR and BBP classes. Classes can be taken as a group or individually with reimbursement from FOSM if requested. • To have passed and keep current USFS sawyer certification(s). Medical certifications are considered current for two years; one year for BBP. Saw certifications are valid for three years for chainsaw and/or crosscut saw.
108 April 15, 2025	For the handling of FOSM documentation, refer to the Document Retention and Management policy .
109 April 15, 2025	For the Sam Beard Award refer to the respective policy/process .
110 June 28, 2025	The Board consists of the four Officers and at least three Directors. As of 2025, FOSM has eight directors to support the project and committee work. For the policy describing the officers' duties, see: FOSM Officers Duties Overview.

111 June 28, 2025

Within a month following the end of the fiscal year a person is selected to perform an objective audit of FOSM's annual financial records.

Appendix 1

Policy for the use of FOSM equipment outside of the Sandia Ranger District updated June 29, 2025

The Bylaws of the New Mexico Friends of the Forest (DBA Friends of the Sandia Mountains) indicates that while our focus is on activities within the Sandia District of the Cibola National Forest and adjacent lands, our corporate name and our statement of purpose includes all of New Mexico's forest lands. It is therefore permissible for our volunteers who participate in public lands projects off the Sandia Ranger District to use FOSM owned equipment when doing so.

The following guidelines will apply for Off-District Projects (ODPs):

- All ODPs will be planned, coordinated or approved either by the FOSM Projects Chair, the President or their designee.
- Unless otherwise required by the nature of the project, all ODPs will be announced in advance via the Volunteers e-mail groups.
- Use of FOSM owned power equipment and crosscut saws will be restricted to FOSM members only who are USFS certified for their use or for equipment where USFS certification is not required, are adequately trained in their use.
- Assigned Project Leaders will be responsible for the appropriate use of all FOSM owned equipment for the duration of the project and the return of all such equipment to its place of secure permanent or temporary storage at the end of each workday.
- FOSM will not sponsor, nor permit use of its equipment on projects on other than federal lands unless the agency on whose lands the project will take place provides verification that participants will be covered by Workman's Compensation or other similar liability coverage.