

# **Standard Operating Rules of Salem-Keizer Newcomers' Club**

These procedural rules are used by the Board to manage Club affairs and are to be followed by all Club members. As stated in the bylaws, the Board may change this document by majority vote with the exception of Rule 4 which requires majority approval by the Club membership if it is to be modified.

## **1. Membership**

- a. The Membership Director or her designee shall review a prospective member's application to assure that eligibility requirements are met. The Treasurer or her designee shall assure successful deposit of dues. Upon verification from the Membership Director and Treasurer, membership shall be granted to the applicant. Prospective members who have submitted an application and dues may participate in Club activities during the review process, but will not have voting rights until membership is granted. The Membership Director shall notify all Board members and the Newsletter Editor of all membership approvals.
- b. Payment of membership dues entitles a member to receive one copy of the Club's annual roster and email copies of all issues of the Club's newsletters published during the year. Newsletter distribution may be by print or electronic means. If a member wishes to receive the Newsletter by US mail, they must pay \$6.00 annually. Additionally, dues payment will cover the expense of the first nametag issued to a member when she joins the organization.
- c. Member information is not to be used for any purpose other than Club business. Members are not authorized to use roster contents for political, business or charitable solicitation or to share member information with any person or group outside the Club. Members not wishing to save previous years' rosters for personal or Club reference are requested to shred them prior to discarding in order to help protect member privacy.
- d. No member, prospective member or guest is authorized to use Club activities as a means for self-promotion or for promoting commercial endeavors from which they stand to benefit.
- e. Members must pay for their expenses associated with all Club activities such as luncheons, coffees, and admissions to activities.
- f. It is a member's right and obligation to participate actively in the Club in order to help fulfill its purposes. Crucial to the successful continuation of the Club as an all-volunteer organization are members willing to serve in leadership roles as well as to help conduct activities throughout the duration of their membership. As such, members may participate in all Club activities and volunteer to serve in leadership and administrative positions within the Club.
- g. A member whose contact information changes should immediately notify the **Membership Director** in writing so that Club records can be updated. The Membership Director shall notify the Secretary and Newsletter Editor.

## **2. Prospective Members and Guests**

- a. A prospective member meeting eligibility requirements may attend no more than **three** activities before applying for membership. A prospective member pays any fee associated with a function she attends at which a fee is due. She is also responsible for following any reservation procedure required for the function.
- b. A guest may only attend a Club activity at the invitation of a current member. A guest accompanying a member (such as spouse, significant other, out of-town family/friend) may participate in a limited number of activities as specified in the activity's description provided all members have been accommodated and space remains available. Some activity groups as described in the current roster include spouses and significant others as regularly invited participants in their activities. In those instances, a spouse or significant other will not be asked to give up attendance in favor of a member who reserves after any maximum number of participants is reached.

## **3. Payment of Dues and Renewal of Membership**

- a. The Board has set membership dues for the current membership year at \$20. The membership year is defined as July 1 – June 30.
- b. The annual amount of \$20 will usually cover the twelve month period as defined above. When a member joins between January and April, the dues for that year will be \$10.00. When a member joins in May or June, the dues will be \$20 and that payment shall cover the period from their join date through June 30 of the following year.
- c. Membership renewal forms are distributed beginning in May at Club activities, or included in the newsletter, or by electronic methods including email and the Club's website.
- d. Renewal dues must arrive at the Club's post office box or be delivered in person to the Treasurer or Finance Director no later than June 30 in order for a member to continue membership in the upcoming membership year and to be guaranteed a listing in the new roster. A member who does not renew her dues by June 30, but wishes to rejoin may do so by paying a full year's dues. A previous member whose membership has lapsed for more than one full membership year is eligible to pay dues in the same manner and amount as set for new members.
- e. In the event of membership termination or resignation, dues will not be refunded and are not transferable.

## **4. Elected Board Members – Directors**

As specified in the bylaws, Directors are voting Board members, elected by the membership. Through their regular attendance at Board meetings they help to manage the affairs of the Club and additionally perform primary tasks related to the Club's purpose. Elected Co-Directors shall each have a vote on issues before the Board. (Officers are also voting members of the Board, and their positions are included in the bylaws.) Detailed job descriptions are kept in the Board policies manual. The Directors and their functions are as follows:

Membership Director—is the liaison for prospective and new Club members.

Luncheon Director—coordinates luncheon arrangements.  
Activities Director—is the Board's liaison with the Club's activity leaders.  
Programs Director—secures speakers for luncheon programs.  
Coffees Director—coordinates arrangements for the Club's coffees.  
Finance Director—assists the Treasurer in all financial and monies collection duties as needed and requested. She becomes Treasurer in the following term if possible.

## **5. Standing Committees of the Board**

### **a. Finance Committee**

The tasks of the Finance committee are to:

- ◊ compare the current budget to income and expenditures in order to prepare and recommend a budget for the upcoming fiscal year
- ◊ identify who will review the year-end financial statement (see related Rule7j) during the budgeting process in order to determine if professional fee payment will be a necessary budget line item
- ◊ present the proposed budget to the Board for review and approval
- ◊ recommend budget changes as needed in order to insure the Club maintains adequate operational funds
- ◊ review Club income and expenditures and make recommendations to the Board related to any changes in member dues that may be warranted
- ◊ consider other financial matters as requested by the Board

Ex-officio committee members serving on the Finance committee include: the Treasurer (chair), Finance Director, President, and Vice President. Additionally, the Treasurer may appoint additional Club committee members-at-large to serve for one membership term. A member-at-large may serve additional terms if reappointed by the following year's Finance chair.

### **b. Governance and Nominating Committee**

The Vice President chairs this committee. The Secretary serves as an ex-officio member for all meetings, and the President attends meetings related to governance processes. The Chair appoints additional Club and Board members-at-large to serve as needed.

As requested or on its own initiative, it studies questions about the Club's governance processes and documents including the Articles of Incorporation, bylaws, standard operating rules and all other Board documents. Tasks may include:

- \*research of procedural questions
- \*drafting of amendments for proposal to the Board and membership
- \*recommendation of solutions to any governing document-related problems
- \*review of proposed policies and procedures for compliance with existing governing documents
- \*consideration of other governance matters as requested by the Board

In its nominating coordination role, this committee strives to offer a diverse, qualified slate of Board members for consideration and election by Club members.

\*A request for members-at-large to serve as part of the nominating selection process is published in the newsletter and/or by announcement at a membership meeting before slating decisions begin. The chair appoints at least two additional committee members to serve in the nominating selection process, none of whom must be current Board members.

\*An interest form prepared by the chair and distributed to members is used in determining Board candidates. A member is encouraged to submit her name for any position of interest. Self-nominations and committee recommendations are the basis for slating decisions.

\*Any member serving on this committee may be considered for an elected position.

\*By majority vote the committee determines who will be asked to accept nomination for a Board position.

\*The committee confirms that prospective nominees are willing and able to accept the position if elected. They also apprise potential nominees of Board requirements and individual duties of the position. A member should not accept nomination for any position she is unable or unwilling to carry out if elected.

\*The proposed slate is presented to Club members at least 30 days prior to election at the annual meeting.

\*Any member who desires to be added to the ballot after the Nominating slate is announced may submit her name and the position she seeks in writing and deliver it to the President prior to the election. Nominations may also be made from the floor at the meeting in which the election takes place. A member may not be nominated without her consent.

## **6. Appointed Administrative Positions**

As stated in the bylaws, the Vice President appoints administrative positions for the upcoming membership year. Considered to be advisory positions to the Board, they do not carry regular board meeting attendance requirements or voting power on the Board.

Additionally, the Vice President or a person holding, or selected to hold, a Board or an administrative position may appoint one or more assistants to help with the performance of duties related to a particular position. The Vice President will oversee all Auction plans and will actively participate in the selection of Auction coordinators and chairpersons.

Members are strongly encouraged to volunteer for these administrative positions, and should do so by notifying the Vice President. Positions for this year include:

**Auction Chairperson**—coordinates the November auction event and ensures the Silent and Live Auction coordinators have volunteer support to carry out the annual event.

**Charities Chairperson**—coordinates a short-term committee to research local 501(c)(3) organizations and recommends finalist recipients for the charity auction (See related Rule 11b).

**Newsletter Editor**—creates and publishes the Club's monthly newsletter

**Roster Coordinator**—prepares and publishes the annual membership roster

**Correspondence Coordinator—Newsletter:** distributes the monthly newsletters via email and regular mail as requested by the members

**Correspondence Coordinator—Sunshine:** mails cards and notes to members in need of a bit of sunshine

**Custodian of Club Assets and Supplies** — stores and maintains assets, supplies, and materials needed for Club events.

**Donation Basket Monitors**—delivers items donated by members at Luncheons and Coffees.

**Historian**—provides a pictorial account of the year's activities.

**Hospitality Hostess**—greets members and guests at Newcomer events

**Luncheon Prize Ticket Seller**—sells tickets for Luncheon prizes.

**Webmistress**—coordinates necessary changes to Club's website

**Assistant(s) to Director(s)**— appointed as desired by the Vice President or a Board Director to assist in coordinating Club activities.

## **7. Financial Policies**

a. The Club's fiscal year runs concurrently with its membership year: July 1– June 30.

b. The June 30 financial statement must reflect at least a minimum ending balance (MEB) determined by the following formula:

# of members on January 1 x full year's dues per person = MEB (For example: If on Jan 1, the Club has 150 members and the dues amount that year is \$20, the MEB required to be on hand in the Club's treasury on June 30 would be \$3,000). The MEB assures operating funds for the Club during the upcoming membership year.

c. Members are not reimbursed for unbudgeted Club expenditures unless the Board approves the expenditure prior to the purchase. Any purchase that exceeds the budgeted amount by \$25 must also be approved prior to the expenditure. Additionally a Board member may not authorize an unbudgeted expenditure on the Club's behalf or one that exceeds the budgeted amount by \$25 without prior approval from the Board.

d. A member attending a coffee is expected to help defray the cost of each coffee she attends by the payment of \$2 at the door. The hostess and co-hostesses do not pay in the month that they provide refreshments.

e. Luncheon fees are charged in order to include all costs associated with the luncheon such as: food, use of room and equipment, labor costs and gratuities. The Club will pay the cost of the President's and guest speakers' lunches through special fundraising activities. Any costs not expected to be recovered through member luncheon fees must be approved by the Board prior to expenditure.

f. The Club recognizes that emergencies and illness may make it impossible for a member who has made a reservation to attend a Club event such as a luncheon. A member who makes a reservation to attend and then cancels within the requirements of the published cancellation procedure is released from payment obligation. The Club is not able to subsidize the financial obligations of its members. Therefore, members who do not cancel according to the published procedure within the stated

cancellation date will not be entitled to a refund of the luncheon payment. A member who finds that she cannot attend and is not able to cancel by the deadline date may ask another member who has not previously made a reservation to substitute in her place. If a member substitutes and pays the Club for the reserved amount, then the member who originally made the reservation is released from obligation. Otherwise, the member not attending is required to meet the financial obligation.

- g. A member making an event reservation for a guest or prospective member is responsible for ensuring that the Club receives payment for the guest or prospective member if that person does not pay and the reservation is not cancelled according to the published procedure and date on the reservation form.
- h. All Club activities are self-supporting with the exception of luncheons and Club coffees whose authorized additional expenditure amounts are determined by the Board.
- i. In the event of a current member's death the Club will make a \$50 donation in remembrance to a charity specified by the member's family. If no charity is specified, then the donation will be made to a charitable 501(c)(3) organization determined by the Board.
- j. The funds dispersed from the Charity Auction proceeds will be made to the selected charities in memory of those members who have passed away during the past year.
- k. Club finances are reviewed annually by a professionally trained accountant or bookkeeper who may be a Club member but is not a current Board member. The Board appoints this person to prepare a report for review by the Board within 60 days of the fiscal year's end.
- l. In the event that the Club incurs bank fees from a member's returned check, that member shall reimburse the club for the original amount plus any expenses incurred by the club including bank charges and collection fees.

## **8. Distribution of Community-related Information**

In furthering the Club's purpose of acquainting members with community civic and cultural activities, a member may share information with members about other nonprofit cultural, civic and charitable groups in the following ways:

- a. Announcements about fundraisers, events, performances, and volunteer needs may be submitted to the newsletter editor for publication in a community connections column if space permits. However, the Club incurs no obligation to publish the submitted information.
- b. Written information (flyers and brochures) may be distributed at coffees and luncheons if table space allows and does not compromise space needed to share Club information. The member providing the information must remove it at the end of the event.
- c. Due to meeting time constraints, members may only make oral announcements pertaining specifically to Newcomers activities and Club business.
- d. The Club does not endorse political candidates or ballot measures and does not authorize the distribution of any partisan materials to Club members.

## **9. Parliamentary Authority**

The current edition of THE STANDARD CODE OF PARLIAMENTARY PROCEDURE governs the Club in all parliamentary situations not provided for in the law, or in the Club's Articles of Incorporation, bylaws or these standard operating rules.

## **10. Correspondence with Members**

In order to express care and concern for members experiencing illness or crisis, the Correspondence Coordinator-Sunshine, on behalf of the Club, sends a card or note to those members in need of support and provides information for the newsletter. The Club, however, will respect the wish for privacy from any member who requests it.

## **11. Club Activities**

- a. The Board is responsible for scheduling the Club's luncheons, held on first Thursdays of certain months and the monthly coffees held on third Thursdays unless announced otherwise. Membership meetings are conducted as needed, with the Annual Membership meeting held in May. Details for these events are announced in the newsletter or by other means if needed.
- b. The Club holds an annual charity auction. Funds raised are donated to community organizations recommended by the Charities committee and selected by the membership. The Board will approve the amount of the distribution to each charity. There may be from one to three organizations selected to receive monies raised each year.
- c. A variety of special interest activity groups ("AG's) contribute to the Club's purposes. These activities are open to all members with the understanding that some groups may have limitations due to space constraints or the nature of the activity.
- d. The following procedural rules apply to all AGs:

An AG must be self-supporting. No Club funds are used to subsidize its activities.

An AG selects its own activities and meeting locations. An AG is responsible for identifying a leader (AL) for its group who coordinates its activities and promotes those activities to the Club's membership. The AL may serve as the leader for as long a time as she and the group desire. AG activities must adhere to any applicable governing documents of the Club.

An AG whose regular activity involves a limited number of participants such as Bridge and Bunco may establish a regular player/participant list of Club members, and must include members as substitutes who request to play after the regular player list is established. At no time may a group overlook an available Club member in favor of a nonmember. In an emergency situation, a nonmember may be invited to substitute in a games group twice per membership year.

If a group's participation is limited due to size or type of activity, the group's AL will maintain a current waiting list of members who would like to participate on a regular basis. First opportunity to fill a regular position is given to the member who has been on the wait list for the greatest amount of time. A member participating as a regular player/attendee in one group may not join another like group if a waiting list exists. However, a member participating as a regular player/attendee in one group may have

an option to join another like group if enough members wish to start a second group and it has a designated leader.

Club members may visit groups occasionally without the need to become a regular member of the AG. And, those who do participate regularly in an AG are expected to help with its operation through hosting, contributing refreshments, planning an activity or other duties needed for the successful functioning of the group.

AGs must select their AL for the upcoming membership year and notify the Activities Director no later than June 30 in order to be considered an active AG. An AG losing its active status must receive Board approval before beginning activities again.

A member interested in forming a new AG should contact the Activities Director for assistance with the approval and implementation process.

A member having a concern about the operation of an AG should discuss it with the Activities Director for review and action if necessary.

## **12. Insurance**

- a. The Club maintains two insurance policies: a general liability policy on behalf of the Club as an organization and a Directors and Officers liability policy. These policies may not substitute for the potential need of a member's homeowner policy in the event that someone is injured or harmed during a Club event that takes place at a member's home.
- b. The Club does not have insurance for carpooling arrangements to and from Club events and assumes no liability for them; carpooling, ride sharing, or anything similar is strictly a private arrangement among the drivers and riders. When a member carools as driver or rider it is at her sole risk.