

Policies and Procedures  
of the  
WILMINGTON NEWCOMERS CLUB

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The Wilmington Newcomers Club is a non-profit organization established for social purposes only. It is recognized by the Internal Revenue Service as a 501 (c) (7) entity and, as such, enjoys an income tax-free status under United States and North Carolina laws.

**GENERAL INFORMATION**

The following are the Policies and Procedures of the Wilmington Newcomers Club. They are intended as an overall guide and are to serve as the standard operating proceedings of the club until amended. They may be changed or modified at any time at the discretion and consensus of the controlling Board without amending the Constitution and Bylaws.

1. Club membership shall not be used to solicit personal endeavors or business interest either through use of the Membership Roster or by personal solicitation within the club.
2. No program shall be presented which is partisan in nature or which could be construed as campaigning for a political party or candidate.
3. To avoid advertising for or promotion of a particular profession, firm, or business (i.e., a specific travel agency, realtor, stockbroker, doctor, etc.) programs for General Meeting and Satellite Groups shall have minimal reference to said enterprise.
4. Materials will be allowed on the tables pertaining to upcoming charitable events on a first come first serve basis to be approved by the president, or the president's designee, with a limit of two per month and according to the guidelines set forth in sections 2 and 3 above.
5. In the interest of time, the reading of the minutes at the General Meeting shall be omitted unless business has transpired at the previous meeting, which contained a resolution or a vote, by membership.
6. The Treasurer's Report is also not generally given unless requested, although a written report to the membership is required at the end of each term.
7. The Club gives an end-of-year Transition Luncheon for the incoming and outgoing officers.

**CONSTITUTION AND BYLAWS**

Where certain practices or procedures or job responsibilities are not explained in detail in the Constitution and Bylaws, or it is felt that further clarification would be helpful, the following information is offered. (Here again, interpretation by each succeeding Board may differ, and modification of policy may be called for. It is the President's duty to act accordingly in this case by restating the policy in writing).

**MEMBERSHIP AND DUES**

(See By-Laws Article III, Section 5)

1. The amount assessed for membership dues will be reviewed annually by the Board and approved by the membership as part of the budget process. The Board may also determine late fees.
2. Membership dues shall include but not be limited to the following expenditures of the Club:
  - a. Liability Insurance
  - b. Newsletter/website
  - c. New member coffees or socials
  - d. Expenses incurred by Board members or committee Chairpersons to properly carry out their function.
  - e. Annual Board Transition Luncheon and Graduation Luncheon.
3. Membership will not be renewed until any outstanding balances (including fees for returned checks and no-shows at lunches) owed to the club are paid in full.
4. The Board may elect to hold raffles at the General Meeting to raise additional funds for the operation of the Club. Such proceeds are to be deposited with the Treasurer.
5. Satellite Groups shall be expected to carry their own expenses. If funds are needed for mailing, equipment, supplies or the like, groups should assess their members. NOTE: if there is a balance of money remaining at the end of the year in any satellite group, this balance shall be passed on to the new chairperson.

#### **SATELLITE GROUPS**

(See By-Laws Article III, Section 6)

Satellite Groups are the social lifeline of the Newcomers Club, providing an opportunity FOR MEMBERS to meet in smaller groups for intellectual stimulation, emotional support, fun and relaxation, and practical advice. Members may bring guests if space permits.

#### **MEMBERSHIP TERMINATION**

(See By-Laws Article III, Sections 3,4)

A reminder for payment of membership dues shall be included in the newsletter. If no response is received by August 31<sup>st</sup>, that member shall be presumed to have resigned and her name will be removed from the membership roll.

#### **NOMINATING COMMITTEE**

See By-Laws Article VII, Sections 1,2)

1. To volunteer or nominate a member for a position on the Board, a member must submit names to the Nominating Committee using the Wilmington Newcomers Club Volunteer Form. The Volunteer Form will be included in the newsletter and on tables at the general meeting in January. Completed forms are due no later than the day of the February general meeting.
2. All five members of the Nominating Committee shall have the right to solicit any member in good standing for permission to place that member's name in nomination.
3. Although members of the Nominating Committee are themselves eligible to run for office, it is suggested that those who do desire to run for office not accept a position on the Nominating Committee.

#### **DUTIES OF OFFICERS**

**President** (See By-Laws Article IX)

1. Audit of Books – (See By-Laws Article IX, Section 1g) Shall appoint an Audit Committee consisting of two members in good standing from the general membership to verify the accuracy of the Treasurer’s Report and records.
2. Keeping Policies & Procedures Up-to-Date - (See By-Laws, Section 1h) Shall review the Policies and Procedures with the Board annually and make note of any changes in operating procedures that do not require amending the Bylaws. These could involve meeting format, job descriptions, etc.
3. Annual Budget. Shall work with the Treasurer to prepare the annual budget.
4. Emergency Notifications. Should an emergency arise causing meeting cancellation, Board will attempt to notify membership.

**First Vice President** (See By-Laws Article IX)

Coordinates Activities of Satellite Groups – (See By-Laws Article IX, Section 2-b)

Also see addendum: Satellite Chair/Co-Chair Rules & Responsibilities

1. Shall maintain satellite group information sheets to include a description of the group, chair and co-chair names, and meeting day and time. The information sheets will be displayed at each monthly general meeting of the club.
2. Shall set up periodic meetings, if necessary, for the purpose of discussing scheduling, problems and/or offering whatever assistance possible.
3. Shall remind Satellite Chairs that all participants in their satellite must be paid members of the Wilmington Newcomers Club.
4. Shall provide Satellite Chairs with names of graduating members in late August and the names of non-renewing members in late September. Both lists will be provided by the Membership Chair. Names of graduating and non-renewing members are to be removed from satellite rosters.
5. Shall remind outgoing chairs in April to recruit new chairs to take over the group in June and to give those names to the First Vice President.
6. Shall remind all Satellite Chairs (when there is no permanent Co-chair) to find ad-hoc co-chairs when necessary to continue the activities of the group when the Chair is unable to do so.
7. Shall remind incoming satellite chairs to provide the group g-mail address and password to the First Vice President and the Newsletter Editor/Website Manager for the master list.
8. Shall keep in close contact with Newsletter Editor so that all information is coordinated.

**Second Vice President** (See By-Laws Article IX)

With board approval, schedules, plans and organizes the December Holiday Luncheon, the Board Transition Luncheon held in May, the August Graduate event and other special Board activities as requested.

**Secretary** (See By-Laws Article IX)

1. Shall keep minutes of all regular and Executive Board Meetings and transmit to Board members.
2. Assists the President in communications concerning Club business.

**Treasurer** (See By-Laws Article IX)

1. Collects dues, raffle monies and luncheon revenue and pays expenses for the club.
2. Insures continuous coverage of liability insurance.
3. Provides monthly written financial report to the board.
4. Prepares annual projected and actual budgets with President.
5. Permits the distribution of petty cash to Standing and At-large Committees to facilitate the operation of those Committees. It will be held by the Chairs of those committees during the club year (June 1<sup>st</sup> – May 31<sup>st</sup>) and returned to the Treasurer prior to the beginning of a new club year.

**DUTIES OF STANDING COMMITTEES**

**Membership**

1. Collect new member applications, dues, and renewals.
2. Compile and maintain the Membership Roster.
3. Computer skills, (particularly Excel) are highly recommended to maintain the Membership Roster.
4. Introduce new members, including their previous city and state, at each Newcomer's General Meeting.
5. Prepare and email each new member a New Member Packet.
6. Provide new member email addresses to Welcome Coffee committee.
7. Send the updated membership roster, list of new members (including their previous cities) and birthdays to the Newsletter Editor following each general meeting.
8. Provide the First Vice President with the names of graduating members at the end of August and the names of non-renewing members at the end of September.

**Program**

1. Shall arrange for an informational or entertaining program to be presented at each General Meeting, except when special Club business or other circumstances exist to prevent it. There will be no solicitation by the speaker. Duration of program should not exceed 30 minutes. Program presenters will be allowed to have information distributed on the tables at the meeting at which they present.
2. Shall provide the Hospitality Chair with specifics about upcoming programs for inclusion in the post-meeting luncheon invitation.

3. Shall be responsible for seeing that any audio/visual equipment needed by speaker is available and in place for the meeting (unless provided by speaker). Any special requirements will be coordinated with the Hospitality Chair.
4. Shall give Newsletter Editor and Publicity Chair information about the upcoming program (in an agreed upon time) in advance of scheduled program.
5. Shall promptly write a thank you note from the Club. Files should be kept of suggested programs and speakers for possible future use.
6. NOTE: Please also see information regarding Programs on Page 1 of Policies and Procedures under General Information.

### **Newsletter Editor/Website Manager**

1. The Newsletter shall contain the following information: meeting date and place, program, notices of Satellite Group activities, announcement of special projects or Board actions, membership additions/changes, etc. Must be proficient in Microsoft Word.
2. Sends emails to the full membership, when necessary, to convey such information as: upcoming events, dues reminders, agenda items that require a membership vote, etc. Emails will also be sent, with permission from the family, to advise of the death or illness of a member. Contact information will be included for those who would like to send notes of condolence or get-well cards.
3. Deadlines: All information for the Newsletter shall be submitted to the editor by the Sunday after the General Meeting. The Editor shall then compile, write, and proofread all information and email the newsletter with the current roster within a week after the general meeting.
4. Distribution: Newsletters, rosters, calendars, and all other miscellaneous communications are distributed by email only.
5. Website: Shall be responsible for maintaining the Wilmington Newcomers Club website. If professional assistance is needed for website maintenance, the Board shall approve the use of the professional. Website experience preferred.
6. Maintains a list of gmail addresses and passwords of the Executive Board, Standing Committees, At-Large Committees and Satellite Chairs.

### **Hospitality**

Also see addendum: "Guidelines for Handling Lunch Reservations, Payments, No-Shows and Emergencies"

1. Shall be the liaison with the Cape Fear Country Club for meeting refreshments, meeting room and other set-up arrangements, and the post-meeting luncheon.
2. Responsible for having enough tables for the placement of members and guests at the Cape Fear Country Club, keeping in mind that the country club limits seating to 200 when tables are used.
3. Creates and sends the monthly post-meeting luncheon invitation to members. The invitation will include program information, such as the speaker's name and topic. Monitors the responses and advises Cape Fear Country Club of the number attending the luncheon.

4. Accepts payments for lunch and reconciles payments with the Treasurer before the lunch. Turns funds over to Treasurer for deposit.
5. Remind Cape Fear Country Club to inform its staff when there is a rescheduled meeting.

### **Welcome Coffees**

Organizes social coffees throughout the year for new members, sends invitations to new members, invites Board members and provides appropriate follow-up.

### **Publicity**

1. Provides publicity material to Welcome Services and any other sources required. Replenishes materials as needed.
2. Provides information and photos regarding monthly meetings and special activities to local news organizations for dissemination, as appropriate.
3. Serves as Chairperson of the mini-grant process once the membership has approved giving mini-grants in a given year.

### **Duties of At-Large Positions/Committees**

1. In general, at-large positions or committees shall maintain petty cash, where appropriate, collect monies as required and provide same to Treasurer in a timely manner for deposit.
2. Where there are multiple chairs or co-chairs of a committee, only one is counted for having a quorum and entitled to vote at Executive Board meetings. This applies to Standing Committee Chairs, as well.

### **Hostess**

1. Arrange for companion hostesses for each General Meeting. Give their names to the Newsletter Editor to be published in the next month's newsletter.
2. Make guests to the Wilmington Newcomers Club feel welcome by having guest nametags and providing sign-up sheet for the after-meeting luncheon. Identify special areas in the meeting hall such as membership table, raffle tables, and satellite tables. When reviewing satellite groups, emphasize they must be a paid member before joining a group.
3. Arrange table assignments for all members and guests at the general meeting.
4. In June, assign each board member to a permanent table for the purpose of acting as a representative of the board at that table. Those chairs who have duties in the outer hall are exempt; i.e., Treasurer, Membership, Hospitality, and the raffle chairs.

### **Inspiration**

1. Shall present a brief message of inspiration at each monthly meeting. May be an inspirational poem, hymn, quotation, or universal prayer, etc. Should be non-sectarian.
2. Illness/Death Remembrances: Request members to notify chairperson of requests.
3. Upon the death of a current member of Wilmington Newcomers Club, the Inspiration Chair will arrange for flowers to be sent to the member's family.

### **Raffle**

1. Shall obtain items to be raffled at monthly meetings from club members, local businesses and organizations, and purchases as necessary and within budget.
2. Sell raffle tickets during general meeting.
3. Conduct raffle drawing at meeting and post-meeting luncheon.

### **50/50 Raffle**

Shall sell tickets and conduct a raffle drawing at the general meeting.

### **Historian**

Take and obtain pictures and information at general meetings, satellite groups and specific events to document the club year. Prepare a record for club use.

### **Assistant Treasurer**

1. Provide all necessary assistance in the execution of the Treasurer's duties, as requested.
2. If the Treasurer is absent or unable to perform the duties of the office, the Assistant Treasurer will step into the treasurer's position.

### **Past President**

Assists the President and Board as requested.

Revised: January 2016

Revised: August 2, 2017

## **Addenda**

### **Satellite Chair/Co-Chair Rules and Responsibilities**

1. New Satellite Chairs to use the prior Satellite Group's gmail address and **change the password**. If the prior address is not a gmail address, change it to a gmail address and include WNC in the name. Email your gmail address to the First Vice President. Email or call the Newsletter/Website Editor at [WNCNewsletter@gmail.com](mailto:WNCNewsletter@gmail.com) with the gmail address **and password** for the WNC master password list.

2. First Vice President will update all Satellite Group information sheets with the new chair/co-chairs names and any changes. Sheets are displayed at each WNC general meeting on the Satellite Group table. The Newsletter/Website Editor will update the website and newsletter information.
3. Members who previously signed up for the Satellite Group in the prior year are not required to sign up again for your current year Satellite Group.
4. Members who wish to join a Satellite Group must be current in WNC dues and not have graduated.
5. Members can sign up for a Satellite Group ONLY by EMAILING the Satellite Group at the gmail address listed in our monthly WNC Newsletter or on the information sheet at the Satellite Information at the WNC meetings.
6. At each monthly WNC general meeting four Satellite Groups will assist at the Satellite Group information table. The First Vice President will contact each chair in advance.
7. At each monthly WNC general meeting three Satellite Groups will present a two-minute summary of her group to the membership. Props are encouraged. Ask members of your group to stand up. First Vice President will contact each chair in advance.
8. If you email your Satellite Group invitation, list yourself at the “to” and then “select all” members in your group under BCC. This way, when a member responds it doesn’t go to everyone’s email.
9. Immediately after your Satellite Group event, send a brief headline and pictures to [WNCNewsletter@gmail.com](mailto:WNCNewsletter@gmail.com) and to the Historian [WNChistorian@gmail.com](mailto:WNChistorian@gmail.com) and any upcoming announcements, date changes, etc. The final cutoff date to send your event information is Sunday following our WNC general meeting. Please send before the cutoff date, if possible, so the Newsletter Editor is not overwhelmed!
10. All chairs will receive a list of members who have graduated from the First Vice President. Omit all graduating members from your contacts list.
11. All chairs will receive a list of members who did not renew their dues from the First Vice President. Omit all non-renewal names from your contacts list.
12. In March of your year as Chair of your Satellite Group begin to recruit a member(s) to become the incoming Chair/Co-chair of your Satellite Group effective June 1<sup>st</sup>.
13. In April-May - each Satellite Group Chair will notify the First Vice President of the name(s) of the new Chair/Co-Chairs and confirm the Satellite Group gmail address.
14. In April-May - all Satellite Chairs will meet with the respective new Chair/Co-chair(s) of the Satellite Group to provide information, contact list, advice, Satellite Group email address and prior password.

**Guidelines for Handling Lunch Reservations,  
Payments, No-Shows and Emergencies**



The Hospitality Chairperson is required to give the Cape Fear Country Club an accurate number of lunches to be provided after the general meeting. The Wilmington Newcomers Club is financially responsible to pay for the number of lunches based on the number provided by the Hospitality Chairperson.

### **Reservations**

It shall be each member's responsibility to reply yes or no to the emailed post-meeting luncheon invitation by the Sunday prior to the meeting.

### **Payments**

Members replying "yes" will pay for their lunch at the general meeting with cash, check or credit card.

### **No-Shows**

1. Members replying "yes" but who do not attend the post-meeting luncheon are still obligated to pay for their lunch if the Hospitality Chairperson is unable to fill their reservation with new members, guests or members who were unable to respond to the emailed invitation for a limited number of reasons, subject to the discretion of the Hospitality Chairperson.
2. If the Hospitality Chairperson is unable to fill all the NO-SHOW reservations, members' names will be randomly chosen in a drawing (to insure fairness) and their reservation will be filled in the order their names have been selected.
3. Those NO-SHOW members, whose reservations were not able to be filled, will be required to pay for their lunches. They will be sent an email by the Hospitality Chair informing them of their required payment. They may either mail a check to the Treasurer, whose contact information will be provided in the email, or they may pay the Treasurer at the next general meeting.

### **Emergencies**

1. Those members who have responded "yes" to the lunch and who communicate with the Hospitality Chairperson prior to the general meeting regarding an emergency involving themselves or their immediate families which prevents them from attending the post-meeting luncheon will be given priority in having their lunch reservations filled in the NO-SHOW random drawing. This will be subject to the discretion of the Hospitality Chairperson. Emergencies of a medical nature will be considered first.
2. A member may take advantage of the NO-SHOW policy and procedure no more than once in a club year (Sept. 1<sup>st</sup> – Aug. 31<sup>st</sup>)