

REDDING NEWCOMERS & FRIENDS CLUB RULES AND REGULATIONS

ARTICLE I – NAME

The name of this organization shall be **Redding Newcomers & Friends Club**, hereinafter referred to as the “Club”.

ARTICLE II – THE PURPOSE OF THE CLUB

The purpose of the Club is to provide women new to the Redding area, as well as those who are established residents, opportunities to form friendships with other women and to participate in a variety of Club activities.

ARTICLE III – MEMBERSHIP

Women new to the Redding area and other residents may join anytime. A prospective member may attend a General Meeting and two Club activities before membership dues are required.

ARTICLE IV – DUES

The Club fiscal year is June 1 to May 31. Annual dues **MUST** be received from all members before June 1. Dues are prorated for new members. If dues are not paid by June 1, membership will be terminated. Reinstatement is possible by paying both the annual dues plus a late assessment fee. A name badge is required for all members at members' cost.

ARTICLE V – THE CLUB BOARD

The purpose of the Club Board is to select, organize, and oversee Club activities and general functions.

The Executive Board is the President, First Vice President, Second Vice President, Secretary, Treasurer, Membership Chairperson, plus the Parliamentarian.

The Club Board shall be the Executive and Appointed Board, The Events Chairpersons, and the Activities Chairpersons. The Board may vote on all issues at the Board Meeting and may request a full membership vote on the Club Rules and Regulations or other specific issues.

The length of office for any elected position is one year, with a maximum term of two consecutive years. An incumbent has the option of an unopposed second year. A vacancy of any office shall be filled by appointment of the President with the acceptance of the Executive Board. An Executive Board member cannot accept an additional Board position. However, if the occasion arises where there is no other member willing to chair or co-chair an activity or event, an Executive officer may serve in these positions.

The procedure book referred to as the ‘Leadership Book’, shall be given to each new Officer at a time convenient to both parties. If other positions have a leadership book, those are also passed to the new

person. This book is an instruction/reference manual for new Officers and Chairpersons; and it is their responsibility to keep it current. All job descriptions are posted on our website.

ARTICLE VI - DUTIES OF BOARD MEMBERS

A. Executive Officers

President:

Presides over General and Board Meetings and is responsible for the overall leadership of the Club. Chooses Appointed Board Members, Events' Chairpersons and works with the Activities Coordinator in choosing activity chairs and co-chairs.

First Vice-President:

- Invites prospective members to attend the General Meeting. Contacts new members and welcomes them to the Club.
- Coordinates the "Presentation of New Members". Introduces new members at the General Meeting and presides over a brief New Member Meeting directly following the General Meeting. Conducts meetings in the absence of the President.

Second Vice-President:

- Plans programs for the General Meeting.

Secretary:

- Records and maintains Club minutes and correspondence along with the official Motions Book. Sends minutes to Webmistresses to post online.

Treasurer:

- Manages and reports on the Club financial status.

Membership:

- Welcomes new members, collects dues at each General Meeting and attends New Member Meeting directly following the General Meeting. Collects any late assessment fees. Manages and publishes an annual Membership Directory.

Parliamentarian:

- The immediate past President shall become Parliamentarian and act in advisory capacity at General and Board Meetings. If she should choose not to fulfill the position of Parliamentarian, the President shall appoint a member to the position. Maintains updated Activity descriptions, Rules and Regulations and sends to Webmistresses to post online. Chairs the Summer Celebration.

B. Appointed Board Members

Activities Coordinator:

Promotes information of new group activities and offers assistance and guidance to existing activities. Coordinates greeters for the General Meetings using the list of Activity Chairpersons. Working with the approval of the President, chooses chairs and co-chairs. Compiles information for Officers and Chairpersons directory and gives to Membership Chairperson and Webmistresses to distribute with the roster. Publishes the yearly calendar for board members.

Audit Committee Chairperson:

- Audits the books and financial records of the Club every six months. Prepares and presents semi-annual written reports to the Board at Board Meetings and makes sure a fiscal year-end audit is done when financial records are being transferred to a new Treasurer.

Budget Committee Chairperson:

- Works with a committee to prepare the budget for the upcoming year. She should have knowledge of Excel and Quickbooks.

Coffee Baristas:

- Brews the coffee and refills the coffeepots at the General Meeting.

Community Activities Chairperson:

Collects announcements of community activities that would be of interest to members and sets up a display table at the General Meetings.

Insurance Chairperson:

- Reviews liability insurance policies yearly and is the liaison between the organization and the insurance company.

Mystery Prize Chairpersons:

Purchases prizes each month and sells opportunity tickets at each General Meeting.

Receptionists:

- Records the names of all members attending the General Meetings and gives the list to the Secretary. Brings scholarship donation jar (Red Apple) to the General Meetings, counts the money, records total on a Cash Counter, and gives to the Treasurer.

Scholarship Chairperson:

- Collects applications and organizes a committee to make a decision.

Speaker of the House:

- Sets up sound system at General Meetings. Delivers the wireless microphone to members who wish to speak during the meeting.

Storyteller:

- Tells a short story at the end of the General Meeting.

Sunshine Chairperson:

- Sends cards to ill members and arranges memorial gifts when applicable. Responsible for reporting illness and death of a member or her spouse and sends information to the *Welcome Mat* editor.

We Can Make A Difference Chairperson:

- Collects donated food, supplies, and cash at the General Meetings and delivers to selected organizations. All cash must be given to the Treasurer who then writes a check to the recipient organization.

Webmistresses:

- Maintains the Club website and is responsible for all mass emails. Publishes the minutes, job descriptions and Welcome Mat on the website as well as other documents deemed necessary.

Welcome Mat Editor:

- Publishes the monthly newsletter, *Welcome Mat*, reporting on Club activities, schedules, and upcoming events for all months except July and August. The President will appoint proofreaders.

ARTICLE VII – ELECTION OF NEW OFFICERS

The Nominating Committee shall be appointed by the President in February of each year. The Committee will consist of not less than five members, with at least one member having served on the Appointed Board. This Committee shall include:

- One member with a minimum membership of four years. (Chairperson)
- One member with a minimum membership of three years.
- One member with a minimum membership of two years.
- One member with a minimum membership of one year.
- One member with a minimum membership of one year or less.

1. **Nominations:** Presents the names of candidates for approval at the April Board Meeting. The names will be published in the May *Welcome Mat* and presented at the May General Meeting.
2. **Requirements for President:** A candidate must have current or previous Board experience.
3. **Election:** The election is held at the May General Meeting. If there are multiple candidates, a written ballot will be distributed to each attending member, be collected, and counted with the results announced by the end of the Meeting. New Officers will assume their duties as of the June Installation/General Meeting. Names of the new Board will be published in the September *Welcome Mat*.

ARTICLE VIII – POLICIES

- 1a. The Club is a nonprofit mutual benefit social organization. All activities arranged for or by the Club are for the pleasure and convenience of the members and guests who desire to participate. The Club does not assume any responsibility for the well-being or safety of the participants or their property in any manner pertaining to said activities.
- b. The Club may consider donating funds to deserving projects. Any monetary donation made in the name of, or on behalf of the Club, must come from the Club treasury. Club donations may also be made in the form of goods or other items collected by the membership. A request for donations of any kind must be submitted to and approved by the Board and may be submitted for a vote at a General Meeting.
- c. A member wishing to use the Club as a venue to solicit funds or assistance for a charitable or community project must receive prior approval from the Board. If approved, a member may place a brief announcement in the *Welcome Mat*, space permitting. A member may also place community or charitable flyers/brochures on the table provided for this purpose at the General Meeting.
- d. The Club will not be placed in the position of acting as a sponsor for charitable or community projects.
- e. The Club is not a political or religious organization and as such will not permit any political/religious advertising or political/religious activity at any Club function.
2. Should the Club maximize the capacity of its meeting facility, or should the membership become too large and cumbersome to manage effectively, the Board may close enrollment to women who have resided in the Redding area longer than two years and their names will be placed on a waiting list. This policy does not pertain to women who have resided here less than two years.
3. Members receive an e-mail notification of the *Welcome Mat*, posted on the Website, the Club Rules and Regulations and a Membership Directory. These must not be used as a source for mailing lists or any other commercial purpose.
4. A “Thank You” message may be placed in the *Welcome Mat* at no charge, space permitting. A member will not be allowed to advertise a business (personal or third party) in Club publications or at any Club meeting and activity.
5. No event may deplete the treasury.
6. The Board may approve subsidies for members at Club socials and they may also approve subsidies for members’ guests when it is deemed appropriate and financially prudent to do so.
7. **All event tickets are sold as non-refundable—transferrable only. If a waiting list is kept, the member may request a name to call to transfer her ticket. The original purchaser will handle the transaction.**

8. The Board will set the amount of dues and assessment fee.
9. Official meetings are the Board Meetings and the General Meetings. A General Meeting is open to all members. Board Meetings are open to any member who notifies the President of her desire to attend.
10. Members attending Club socials may bring guests, as space permits.
11. A majority is 51 percent of votes cast.
12. Amendments to the Club Rules and Regulations shall require ratification by 51 percent of votes cast by the Board.

ARTICLE IX – RULES OF CONDUCT

Introduction:

Redding Newcomers & Friends is an organization that expects and requires courtesy and decorum at its activities. Polite acceptable behavior is expected so *that* all sponsored activities *will* occur without disruption, or altercation.

It is expected that all members respect the Club officers and Activity chairpersons when they are at any Club activity. Club officers and activity chairpersons should set the appropriate example when leading or attending an activity.

General Requirement:

Any conduct which requires addressing to maintain order is to be avoided, such as:

1. invading personal space,
2. rude or outlandish gesturing,
3. vocalizing without formal recognition,
4. physical contact in an aggressive or unnecessary manner,
5. interrupting someone recognized by the meeting chairperson before they are finished speaking at general or board meetings,
6. commencing open discussion for questions while a recognized speaker is talking, 7. side conversations or remarks or other behavior which can be considered disruptive.

Reporting:

If a member feels *she has* experienced or *observed* behavior that could be considered *in violation to the code*, a report should be made to the Club President immediately.

Upon receiving a report, The Club President will:

1. document the occurrence.
2. review with at least one other designated club member or officer.
3. determine the level of the offense.
4. take appropriate action as detailed below.

Disciplinary Action:

The outcome of any complaint coming before the Club will be judged according to the following guideline:

1. Informal cautioning: Verbal/written with note recorded of consequences of recurring behavior, such as restriction to club activities.
2. Written complaint: (Minor)
 - Such as a short verbal outburst at a meeting or other activity that was disruptive of the activity, or disrespect of members.
 - Written warning to suspension from affected activity for up to 6 months will follow.
3. Written complaint: (Major)
 - Intense verbal display(s), or any physical contact shall result in a six (6) month club suspension to removal from the Club.
 - A written letter must be submitted to the President to discuss with the Executive Board, as to what action is needed to address the recourse of said behavior.
 - Upon receipt of a written complaint, the President shall meet with the Executive members of the Board (at least 5 members).

All information gathered will be placed in a file maintained by the President. After one year, the standing president will then destroy the information.

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