

POLICIES AND PROCEDURES
NEWCOMERS CLUB OF NEVADA COUNTY
Adopted 5/9/11, Amended 5/11/15, Amended 6/13/16

Membership

Dues

The Newcomers year is September 1 to August 31. Annual dues are \$25 and payable May 1. After January 1, new members are required to pay \$17, two-thirds of the annual dues. Membership Renewal Forms are mailed before May 1. Dues are delinquent after June 30. On reaching the age of 90, a Lifetime Membership may be granted to a member in good standing who has had an ongoing membership in the Club for at least five years. Lifetime Membership waives payment of dues.

Rosters

Rosters are confidential and not to be used for solicitation. Each year, current dues paying members receive a Newcomers Club of Nevada County Roster by mail before September 1. The roster includes the names of our Club Officers, Chairpersons, Activity Group Leaders, our Bylaws, Policies and Procedures, and each member's personal information.

New Member Receptions

Our Membership Officer, our New Member Reception Committee, and several member volunteers help to put on these events. The receptions are planned when there is a substantial list of new members.

Website – NewcomersNC.org

Prospective members can find our membership application online at NewcomersNC.org. The website is updated monthly with information from our newsletters.

Facebook - www.facebook.com/NewcomersNC

You can always check our Facebook page for information from the current newsletter and interesting photos, articles, and luncheon information. Like, Share and Follow if you wish.

Luncheons

Meetings

There are nine luncheon meetings each year. Luncheons are held on the fourth Wednesday of each month (except December) unless otherwise notified. Luncheon meetings usually begin at 11:30 am and our programs are usually scheduled from 1pm – 2pm. There are no luncheon meetings in July, August and November.

Reservations

Our Communication Committee handles luncheon reservations. The policy is:

- Current dues paying members have top priority for a reservation if made in a reasonable time period.
- All reservations are secured by check which includes a luncheon choice. If a guest is included, then the guest name and food choice is required.
- All checks must be made out to Newcomers Club, Newcomers, or NCNC.
- Each member may bring one guest per luncheon, based on space availability.
- Reservations are taken in order – 1) check box at each luncheon, 2) checks sent to reservations person and 3) a wait list, if necessary.
- Reservation cancellations are accepted before 5pm nine days prior to the luncheon. Payment is returned for cancellations, if received on time.
- If a cancellation is received less than nine days prior to the luncheon, the luncheon check is not refundable unless there is a person, from the waiting list, who can take the space.

Luncheon Raffle

- Our Ways and Means Committee sells raffle tickets at luncheons. No raffles are conducted in October and December.
- Tickets are sold at the luncheon and raffle items are announced. The raffle drawings are held prior to our guest speaker's presentation.
- The Fashion Show Committee conducts the Fashion Show Raffle and the proceeds go towards Fashion Show expenses.

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Community Table

The table may include:

- Each luncheon's raffle prizes for display
- Photos or memorabilia from our club
- Payment box for future luncheons
- Copy of current month's Treasurer's Report
- Local non-profit information
- Local theater and arts events
- No commercial or political solicitations are allowed

Historian

- Keeps a photo record of club events
- Updates Facebook and NewcomersNC.org

Activities

Each member of an Activity Group must be current on her club dues. It is the responsibility of the Group Leader to verify. If a substitute is needed, current dues paying members must be called first. The Activity Chair(s) will inform the Group Leaders of this policy each year.

Newsletter

- Members receive nine monthly newsletters. No newsletters are sent in July, August and December.
- Newsletters are sent by email (preferably) or by U.S. Mail.
- The newsletters include a President's Message, luncheon information, program information, committee announcements, new member information, raffle donation recognition, etc.
- All information is to be sent to the Newsletter Committee per their requested date.

Board of Directors

Officers

President, Vice-President, Board Secretary, Luncheon Secretary, Treasurer, Social, Programs, Membership and Communications

Chair Persons

Activities, Community Table, Decorating, Historian, New Member Receptions, Newsletter, Publicity, Sunshine, Ways & Means, and Greeters

Special Event Chairs

Christmas Families Project, Fashion Show, Live Auction and Silent Auction

Board Meetings

Board meetings are held on the 2nd Monday of the month from September to November and January to June.

Board Job Descriptions

- Each Board Member and Special Event Chair (Auction, Christmas Families Program and Fashion Show) will provide a printed or electronic, concise and current job description. The President and Board Secretary will keep binders with all job descriptions and Nominating Committee Procedures.
- Each Board Member and Special Event Chair shall review this description annually. Updated information will be given to the President and Board Secretary at the May Board Meeting.
- At the June Board Meeting, the binders, with the updated job descriptions, will be given to the President and Board Secretary. Each incoming board member and Special Event Chair shall also receive a copy of the job description for her position.

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Special Event Chairs

The President shall appoint Special Event Chairs for the Auction, Christmas Families Project and the Fashion Show. The President may appoint other Special Event Chair Persons as necessary. Special Event Chairs will attend board meetings as needed. Each Special Event Chair shall, with a committee, plan, coordinate, conduct, supervise and evaluate the event and consider improvements for the upcoming year. Proposed changes to a Special Event should not be implemented without consulting the Chairs for that Special Event.

Executive Committee

The President, Vice-President, Board Secretary and Treasurer shall constitute the Executive Committee. This Committee has the authority to act, in the intervals between regular board meetings, where immediate action is required. The President may call a meeting of the Executive Committee as needed. Minutes shall be taken and presented at the next regular board meeting. The Executive Committee can only authorize expenditures up to \$500.

Reimbursements

Requests for reimbursement must be submitted in writing and within 45 days of the event. Christmas Families reimbursements must be presented by March 1.

Policies and Procedures are adopted and amended by The Newcomers Club of Nevada County Board as a supplement to the Bylaws.