

**Chatham Harwich Newcomers Club (CHNC)**  
**Policy Manual**  
**January 7, 2019**

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**SECTION 1. OPERATIONAL POLICIES**

- A. Events
  - 1. General Events

General Events are social gatherings that are open to the entire Club membership. The **Events Committee** is responsible for establishing the Club's General Events for the year. These events can range from Major Events such as a dinner at a restaurant (or similar venue) with entertainment and possibly a theme; to smaller scale events such as lunches, theater trips, museum trips, etc.

The Club typically holds a minimum of 4 Major Events per year along with some smaller scale events. One, or more, "Coordinators" (as decided by the Event Committee chairperson(s)) will handle the organization, fees, communication and execution for each Major and/or small-scale event.

### **Event Budget**

Coordinator(s) are responsible for establishing an event budget including such items as venue costs, entertainment costs, ticket costs, insurance costs, transportation costs, name tags, decorations, table cloths, etc. Based on this budget, the per-member cost is calculated. Club policy requires the event be priced to cover all costs plus small amount to cover unanticipated expenses. Since these are events open to the entire club membership, the President and Executive Committee may decide to use Club general funds to subsidize the event's cost.

### **Event Fee**

Once an event's final budget is set and approved, the event fee that's charged a member will be set to cover the final cost (either subsidized or unsubsidized). An event fee needs to incorporate the Club's credit card processing fee which is currently an additional 2.9% of the final fee plus 30 cents.

Example: a \$50 cost would need to be marked up by a \$1.75 to cover credit card processing for a total cost of \$51.75. Club policy is that one uniform fee shall be set regardless of payment method.

Members are encouraged to use online credit/debit card electronic payments, thereby eliminating burdensome manual work to match check payments with member invoices.

### **Event Registration and Web Site Setup**

Coordinator(s) are responsible for working with the Club's web master to get the event set up on the Club's web site for member registration, invoicing and payment. Key factors in this process are:

- setting the registration open and close dates, and the date that any unpaid reservations will be released back out to the general membership,
- setting the number of slots available for existing club members,
- setting the number of slots reserved for new club members; typically not more than 10% of the total slots available,
- managing the wait list,
- setting the registration process to accommodate non-member guests when appropriate.

Members who identify as individual members may invite a nonmember to accompany them to a Club Major Event (an example would be a dinner/dance). This provides reasonable accommodation to our individual members to have someone accompany them to the Clubs Major events, thereby encouraging participation.

### **Event Wait List Management**

If an event is sold out, the website registration process will automatically establish a wait list for any additional members that attempt to register. This list will serve to accommodate any cancellations that may occur for an event.

The Coordinator(s) will use the wait list to fill any vacancies that may occur on a first come, first served, basis. This also enables the cancelling member to receive a fee reimbursement. Depending on the size of the wait list, the Coordinators may also determine the possibility/feasibility of establishing additional times and/or dates for the event, if possible.

### **Event Communication**

Coordinators are responsible for setting each event up on the Club's Online Calendar to ensure that conflicts with other Club events and activities are minimized. In addition, each event needs to be communicated to the general membership with timely updates and reminders, as appropriate.

An email shall be sent to all members when a General Event becomes open for registration with updates and reminders as appropriate. All member communication is required to take place using the Club's website and email functionality. This ensures that no member is left out of the communication loop especially those members who have recently joined CHNC. The use of one email data base (via the Club's web site) as the source for member communication to ensure an all-inclusive culture is required by the Club.

### **Member Responsibilities**

Only members in good standing can register for events held during the course of the year. Members must register for all events using the Club's website.

### **Registration through the Club's website is the only way to reserve your place at the event regardless of the payment method.**

When registering one must choose to pay for the event by one of two methods:

- Online by credit/debit card or,
- Offline by check.

**Cash payments are not permitted.** Members are encouraged to pay online by credit/debit card whenever possible to save on postage costs and to help eliminate the manual work involved with matching checks to member event invoices.

If paying by check **one must write your event invoice number on the check** before it's mailed to the Club's PO Box. Your event invoice number is provided to you through the Club's website during your event registration process. You must complete this process and mail your check in a timely manner to avoid losing your reservation. **Unpaid reservations will be released to the general membership on a designated date.**

**Members** with a paid event reservation who are unable to attend the event must notify the event Coordinator right away. An attempt will be made to fill the cancellation using the event wait list.

**Refund Policy:** Events or activities that require a member to purchase and reserve a space are NOT REFUNDABLE. If a member cannot attend the event/activity that was purchased, it is that member's responsibility **(A) to notify the event/activity organizer of that change** and **(B) to arrange to sell their ticket (including any selected dinner choices) to another member to take their space.** Members should always contact the event/activity organizer first as there may be a waiting list of members for that event/activity.

## 2. Pop-Up Events

Pop-Up Events are events that are open to the entire Club membership.

### **Pop-Up Committee**

The committee is responsible for setting up the Pop-Up events. These are spontaneous gatherings designed to promote fun social opportunities among members. Examples include: coffee on the beach, cocktails at a local tavern, shopping strolls, beach strolls, picnics, etc.

### **Pop-Up Ideas**

Any member can bring an idea or suggestion to the Pop-Up Committee who will then work with the member to determine to proceed (or not) and then next steps.

### **Pop-Up Budget**

Because these are events that are open to the entire club membership, the Pop-Up Committee will be allocated a certain annual budget amount in consultation with the Committee Chairperson(s) and the President/ Executive Committee along with the Treasurer. Examples of such budget expense are as follows: providing a limited number of boxes of Joe (coffee) and donuts to help augment a morning beach pop-up, providing some ice and paper goods for a picnic pop-up, providing some light appetizers at a tavern gathering,

Typically, expenses would be limited number of items that the Pop-Up Committee thinks might help augment the event to make it a more fun and pleasant experience for members. The intent is not to fully, or even partially, fund any Pop-Up event, but to provide funds to help make the event attractive for the benefit of the membership.

### **Pop-Up Fee**

The collection of fees from members is not applicable. All participants bring their own table/chairs/umbrellas, food, beverages, etc., or, pay for their own tab if the Pop-Up venue is a merchant (e.g. tavern, etc.)

### **Pop-Up Registration and Web Site Setup**

Not applicable.

### **Pop-Up Wait List Management**

Not Applicable

### **Pop-Up Communication**

The Pop-Up Committee or Pop-Up Coordinator is responsible for setting each Pop-Up event up on the Club's Online Calendar to ensure that conflicts with other Club events and activities are minimized. In addition, each Pop-Up event needs to be communicated to the entire membership with timely updates and reminders, as appropriate.

An email shall be sent to all members advising them of the Pop-Up event and its date, time location along with an expectation of what the member should bring to help make the event a success.

All member communication is **required** to take place using the Club's website and email functionality. This ensures that no member is left out of the communication loop especially those members who have recently joined CHNC. The use of one email data base (via the Club's web site) as the source for member communication to ensure an all-inclusive atmosphere is required by the Club.

### **Member Responsibilities**

If you want to attend, please bring what has been requested and be prepared to have some fun! Also, as a courtesy, you may want to call the Pop-Up coordinator to see if they can use any help in making the event a success – maybe bring a table, a cooler, a small grill, some extra paper plates or napkins, etc. Small offerings can/will help a lot!

## 3. Group Activity Level Events

Group Activity Level Events are events that are open only to the members of that Activity Group. Examples: Biking Group overnight bike trip to Block Island, Women's Gourmet Trip to a restaurant in Boston's North End, etc. The **Group Activity Leader(s)** is/are responsible for establishing their Group Level Events for the year and handle the organization, fees, communication and execution for each of the Group's events.

### **Group Level Event Budget**

Group leader(s) are responsible for establishing an event budget including such things as venue costs, entertainment costs, ticket costs, insurance costs, transportation costs, name tags, decorations, table cloths, etc. Based on this budget, the per-member cost is calculated. Club policy is that the event shall be priced to cover only its cost plus a minor amount for unanticipated expenses.

### **Group Level Event Fee**

Once an event's final budget is determined the event fee charged to the group member will be set to cover the final cost. In addition each event fee needs to be marked up by the Club's credit card processing fee which is currently an additional 2.9% of the final fee plus 30 cents.

Example: a \$50 cost would need to be marked up by a \$1.75 to cover credit card processing for a total cost of \$51.75. Club policy is that one uniform fee shall be set regardless of payment method.

Members are encouraged to use online credit/debit card electronic payments, thereby eliminating burdensome manual work to match check payments with member invoices.

### **Group Level Event Registration and Web Site Setup**

Group Leader(s) are responsible for working with the Club's web master to get the event set up on the Club's web site for Group member registration, invoicing and payment. Key factors in this process are:

- setting the registration open and close dates, and the date that any unpaid reservations will be released back out to that group's membership,
- setting the number of slots available for existing Group members,
- setting the number of slots reserved for club members who newly enroll in the Group during the year; typically not more than 10% of the total slots available,
- managing the wait list.

### **Group Level Event Wait List Management**

If an event is sold out, the website registration process will automatically establish a wait list for any additional Group members that attempt to register. This list will serve to accommodate any cancellations that may occur for an event. The Group Leader(s) will use the wait list to fill any vacancies that may occur on a first come, first served, basis. This also enables the cancelling member to receive a fee reimbursement.

### **Group Level Event Communication**

Group Leader(s) are responsible for setting each Group event up on the Club's Online Calendar to ensure that conflicts with other Club events and activities are minimized. In addition, each event needs to be communicated to the Group's membership with timely updates and reminders, as appropriate. An email shall be sent to all Group members when a Group Event becomes open for registration. **All Group member communication is required to take place using the Club's website and email functionality.** This ensures that no Group member is left out of the communication loop. Club policy dictates the use of one email database as the source for member communication to ensure an all-inclusive atmosphere.

Since members can drop out of, or enroll in, a Group Activity anytime during the year it's vital that the Club's email process be used.

#### **Group Level Member Responsibilities**

- Only Group members in good standing can register for Group events.
- Group Members must register for all Group events using the Club's website. **Registration through the Club's website is the only way to reserve your place at the Group event regardless of the payment method.**
- When registering you must choose to pay for the Group event by one of two methods:
- Online by credit/debit card or,
- Offline by check.

**Cash payments are not permitted.** Members are encouraged to pay online by credit/debit card whenever possible to save on postage costs and to help eliminate the manual work involved with matching checks to member event invoices.

If paying by check **one must write your Group Event invoice number on the check** before it's mailed to the Club's PO Box. Your event invoice number is provided to you through the Club's website during your event registration process. You must complete this process and mail your check in a timely manner to avoid losing your reservation. **Unpaid reservations will be released to the Group's membership on a designated date.**

**Cancellations** - Members with a paid Group event reservation who are unable to attend the Group event must notify the Group Activity Leader right away. An attempt will be made to fill the cancellation using the event wait list.

**Refund Policy:** Events or activities that require a member to purchase and reserve a space are NOT REFUNDABLE. If a member cannot attend the event/activity that was purchased, it is that member's responsibility **(A) to notify the event/activity organizer of that change** and **(B) to arrange to sell their ticket (including any selected dinner choices) to another member to take their space.** Members should always contact the event/activity organizer first as there may be a waiting list of members for that event/activity.

## B. Group Activities

CHNC offers a host of activities for its members such as: Anything but Bridge; Bowling; Biking, Hiking, Book Clubs, Dining and many others. All activities shall have the approval of the CHNC Board, will be coordinated by the Activity Chairperson, and will have a designated Activity Leader(s). The procedure for creation of an activity, responsibilities of the Activity Leader(s), and other areas are outlined in Attachment A.

#### **Member Participation In A Group Activity**

Members can enroll or drop out of a Group activity anytime during the year by logging on to the Club's website, navigating to their profile, checking (enroll) or unchecking (drop out) the box next to the appropriate Activity and then clicking on SAVE.

#### **Member Participation Fees**

Effective with the 2018 Club Year Members **cannot** be charged a fee to enroll in any Activity Group. A Group Activity Event Fee as outlined above must fund any events that a Group Activity Leader conducts.

### **Group Activity Annual Budget**

If a Group Activity Leader has annual overhead needs to operate their activity (e.g. name tags, paper, ink, etc.) then the Activity Leader will be responsible for establishing an annual budget to cover those administrative expenses (note: as a general guideline these budget requests should not exceed \$100 to \$200 for the year). The budget request will be submitted to the Club Treasurer and reviewed and approved by the President and/or the Executive Committee along with the Treasurer. Once approved, any expenses incurred will be reimbursed (within the Group's allocated budget amount) to the Group Activity Leader through the Club's Expense Reimbursement Request process. Members pay annual dues to the Club not anticipating that they will need to pay additional amounts to simply sign up for an Activity. Therefore, this budget process will determine what portion of the general dues should be allocated to cover any Group Activity operational overhead.

**Important: these budget funds are not to be used for group level activity events such as luncheons, pizza parties etc. Such events are limited to that group's members and must be funded by Group Activity Event fees.**

### C. Website Management

The President shall have overall authority and responsibility for the Club's website. The President may designate a member as the Club's Webmaster. Such Webmaster shall be responsible for site maintenance and troubleshooting problems that may arise during the course of Club operations. Certain duties may include the posting of information related to club operations and activities, sharing photos provided by members, sending Group E-Mail blasts, minutes of Board and Membership meetings and special assignments as determined by the Club President.

The Webmaster will provide first line "Help Desk" to members through email and phone support and provide structured hands-on training as needed to members with Administrative Privileges.

### D. Charitable Donations

Article XII of the CHNC By-laws provides for an annual contribution or donation to worthy causes in the community. The Executive Committee determines the amount available for such donation based on the amount available in the Treasury after factoring in the working capital reserve.

Community organizations shall submit an application for submission to the CHNC Club. Applications shall be evaluated by CHNC and approved applications shall be submitted to the Executive Committee for approval. Details regarding charitable donations are provided on the CHNC Club's website.

### E. Facebook

The purpose of CHNC's Facebook Page is to promote CHNC's mission of providing an infrastructure for people to connect and extend their social network by participating in various events and activities. In other words, it's a tool to help fan the flame of friendship and fun! As such, the following policy guidelines apply:

1. CHNC's profile is set up to allow Friends to post on CHNC's timeline. Given this, non-members can "Follow" our page, but not be Friends.
2. Before a Friend request is confirmed, the Administrator must check the CHNC Website's member list to verify that the requestor is, in fact, a CHNC member. If not, the friend request must be deleted.

3. Guidelines (Prohibited) for posts to the CHNC Facebook page:
  - Nothing political (use another forum)
  - No opinions, complaints, or negatives of any type
  - Nothing about a person's health, family, or other personal information unless the person in question posts it themselves, or gives the Administrator written permission (save email) to post it.
  
4. Guidelines (Permissible)
  - Monitor Club emails and post info about upcoming events or group level activities. Especially activities with large member participation like biking, women's gourmet, bowling, etc.
  - Encourage activity leaders to post things about their upcoming activities or send info CHNC's Facebook Administrator to post.
  - Once an activity is complete try to post pictures of it, and/or encourage member participants to post their pics to CHNC's timeline (as long as they "friend").
  
5. Deleting Posts
  - The administrator should monitor the CHNC Facebook page and immediately delete any inappropriate post (see above).
  - In order to keep the timeline current and uncluttered, the Administrator should also delete posts pertaining to club events and or activities within a reasonable time after the event or activity has occurred (30 to 60 days after)
  
6. Policy Updates and/or Modifications
  - The administrator should periodically recommend policy revisions that enhance our Facebook mission to the CHNC Executive team for review and approval

#### **.F. Goodwill Ambassador**

The purpose of CHNC's Club Member Ambassador is to serve as the central conduit for Club Members who would like to share personal information about a happy event, sad event, or difficult situation they might be facing with the entire Club membership. The premise is that we are all important to each other and the compassionate sharing of thoughts, prayers, encouragement, cards, assisting with dinners, rides, etc. is something that makes us better individuals and brings the entire group closer together. The following guidelines apply:

1. Information about a particular member may come from many sources, but no information may be shared unless the member, or member's family, is contacted and gives permission. The same applies to any subsequent updates.
2. Information to be shared should be reasonably limited to a member or the member's immediate family (mother, father, sibling, child, grandchild, or great grandchild).
3. CHNC's Goodwill Ambassador may use their discretion, based on unique circumstances, in communicating beyond what's noted in #2. A discussion about that type of information sharing should occur with a member of the Executive Committee prior to sending it out.
4. There is no budget associated with this function. The purpose is not for the Club to send cards, flowers, food, etc. The purpose is for the Club to communicate to the membership so they are aware and can then make their own decisions about how they would like to react (e.g. send card, flowers, make a dinner, bake cookies, offer a ride, personal visit, etc.)



5. Information sharing with the membership will be done via the Club's website and its email function. The email can include, for example, a get-well card image, a picture of a happy event, a birth announcement, an obituary, etc.
6. If the member, or member's family, gives permission the same information in the email can be posted to the Club's Facebook page as many Club members use FB as a communication tool too.
7. Given permission it may also appear in the Club's newsletter.
8. The Club Goodwill Ambassador should periodically recommend policy revisions that enhance this internal communication mission.

## **G. Community Activity Policy**

A Community Activity is an activity that a Club member leads, but is deemed not to fit within the Club's mission, or, is open for participation by non-Club members. Non-Club members who participate in an activity who have not joined the Club, have not paid Club dues, and have not agreed to the Club's Waiver of Liability, etc., therefore, any member lead activity that is open to the public must be categorized as a Community Activity.

Community Activities shall be posted under a separate section (or sub-section) of the Club website's Activity Tab. This posting is informational only providing a brief description of what it is, the name of the Club member who leads it, and that club member's contact information (email address and/or phone number).

Members shall be instructed to contact the leader if they are interested in participating in the activity. There will be no check box for these activities under member profiles; the Activity Leader will handle management of participants and their contact information externally.

Any communication pertaining to a Community Activity shall also be handled externally through personal email messages and personal distribution lists. The Club's databases, Newsletter, Facebook page, Email tools, etc. shall not be used to communicate with people (or members) who have chosen to participate in a Community Activity.

## **H. CHNC Newsletter – “The Channel” Club Policy**

The purpose of CHNC's Channel Newsletter is to promote CHNC's mission of providing an infrastructure for people to share information about various events, activities, member news and club publicity. It's designed to be a “light” yet informative communication tool for our members. Similar to the Facebook Page, it's a tool to help fan the flame of friendship and fun! As such, the following policy guidelines apply:

1. Any club member in good standing is eligible to submit a written “guest editor” piece for inclusion in the Newsletter by submitting it to the Editor in Chief for review and approval.
2. Guidelines (Prohibited) for The Channel Newsletter content:
  - Nothing political or religious (use another forum);
  - No opinions, complaints, or negatives of any type;
  - No advertising, or promotion of any member's personal causes (or business, is permitted);
  - Nothing about a person's health, family, or other personal information unless the person or family in question gives the Editor in Chief written permission (save email) to post.
3. Guidelines (Permissible) Newsletter content:
  - Information about a Club endorsed Charity or acknowledgement of contributions made to the Club is permitted.

- Non-paid and objectively written member “interest” selections such as a monthly “Dine Out” corner are also permitted. (Editor in Chief may reject inappropriate promotional attempts).
  - Activity Leaders should be submitting articles regarding their events and group level activities; especially activities with large member participation like biking, women’s gourmet, bowling, etc.;
  - Encourage members to submit articles regarding recent events and submit any appropriate photographs;
  - All articles and submission are subject to the approval of the Editor In Chief;
  - The CHNC Club President (or designee) must do a final review and approval of each monthly newsletter.
4. Policy Updates and/or Modifications
- The Editor in Chief should periodically recommend policy revisions that enhance our Channel Newsletter mission to the CHNC Executive team for review and approval.

## **SECTION 2. FISCAL POLICIES**

### **A. Fiscal Year**

The CHNC’s fiscal year shall begin on September 1 and end on August 31 of any given calendar year.

### **B. Cash Controls**

1. All monies received for dues payments and events shall be deposited into the CHNC Club’s checking account. All disbursements shall be recorded in the Club’s checkbook on the day such transaction is executed.
2. The Club Treasurer shall collect all payments for membership dues. Such payments shall be made by check or electronically (credit/debit card) by members using the Club’s web site and invoice payment functionality. Any Check payments must include a note that includes the invoice number that check is for. Cash payments are not permitted. The Treasurer will account for all such payments.
3. All monies collected for general events and group activity level events shall be paid by check or electronically (credit/debit card) by members using the Club’s web site and invoice payment functionality. Any Check payments must include a note that includes the invoice number that check is for. Cash payments are not permitted. The Treasurer will account for all such payments.

### **C. Reconciliation of Checkbook**

The Treasurer shall be responsible for ensuring that the CHNC Club’s checkbook balance reconciles with the Bank Statement balance during the course of the fiscal year. The Treasurer shall prepare reports on such reconciliation to the Chapter Executive Committee on a monthly basis. Such report shall also include the financial status of the Club and shared with the membership at all general membership meetings.

### **D. Administrative Budgets For Group Activity Leaders**

Activity group leaders are responsible for submitting an annual administrative budget request for review and approval (by the President and/or Executive Committee along with the Treasurer). This should include line descriptions and their associated dollar estimates for all items necessary for the administration of the activity. This would include items such as name tags, office supplies, routine meeting refreshments such as coffee, snacks/munchies, napkins, etc.; all reasonable expenses required to conduct the activity group's business (note: as a general guideline these budget requests should not exceed \$100 to \$200 for the year). The treasurer will establish the annual submission date for these budget requests.

Activity group leaders are responsible for submitting the Club's expense reimbursement request form for any out of pocket expenses incurred **within their approved administrative budget**.

#### E. Refund Policy

Events or activities that require a member to purchase and reserve a space are NOT REFUNDABLE. If a member cannot attend the event/activity that was purchased, it is that member's responsibility (A) to notify the event/activity organizer of that change and (B) to arrange to sell their ticket to another member to take their space. Members should always contact the event/activity organizer first as there may be a waiting list of members for that event/activity.

#### F. Year End Audit

At the completion of each fiscal year, the President may arrange for an audit of the financial records of the Club. Such audit or review shall be conducted to ensure that income and expenditures are true and accurate; expenditures are confirmed by supporting documentation; and will confirm that the CHNC Club's checkbook balances with the bank statement balance as of June 30 of the calendar.

#### G. Corporate Status

The Club is incorporated in the Commonwealth of Massachusetts pursuant to the provisions of General Law, Chapter 180. The name of the corporation is Chatham Harwich Newcomers Club Corporation. (See Attachment B)

The Club is also considered an exempt organization for IRS tax purposes pursuant to IRS Code 501 (c) (7). This section of the Code provides for the exemption from federal income tax of social clubs organized and operated exclusively for pleasure, recreation and other nonprofit purposes.

### **SECTION 3. BUSINESS POLICIES**

#### A. Purchasing Policies

All purchases for capital equipment and operational expenditures in excess of \$250 shall have the prior approval of the Executive Committee.

Members who Coordinate Major Events (defined in Section 1A(1), General Events) that involve food, beverages, entertainment, table linens etc. are authorized to sign an agreement(s) with the service

provider(s) that stipulates the cost of such items with prior approval of the event's budget by either the President, or the Treasurer.

#### B. Liability Insurance

The President shall ensure that the Club maintains liability insurance subject to the approval of the Executive committee.

#### C. Use of Club Equipment

Equipment purchased for the support of Club operations shall be used for the exclusive use its operations. Such equipment shall not be loaned to other groups. However, Activity Leaders may request the use of such equipment if related to their operations with the prior approval of the President.

#### D. Local Organization Information Tables

Local organizations that wish to setup information tables on the day of general membership meetings must have the prior approval of the President. Such organizations shall be not for profit in nature and demonstrate that information distributed shall be for the benefit of members.

#### E. Speakers for General Meetings

The President or his designee will provide the membership with a guest speaker for each general membership meeting unless club business supersedes this expectation.

#### F. Communication by External Organizations

From time to time, outside organizations may approach CHNC to distribute literature, speak to members etc. In general, requests from private proprietary organizations are discouraged. The President shall decide the appropriateness of such requests.

#### G. Correspondence To Members

Correspondence in the form of e-mails, letters and any other forms of correspondence should be written in a clear and concise manner. The use of bullets and numbering should be used to communicate key points of such correspondence. The use of white space should also be used to facilitate readability.

E-Mails to members must be done using the Club's web site e-mail functionality. This ensures that no member is left out of the communication loop especially those members who have recently joined CHNC. Club policy dictates the use of one email database (via the Club's web site) as the source for member communication to ensure an all-inclusive atmosphere.

## Attachment A

### **Chatham Harwich Newcomers Club: Activity Formation & Leadership**

#### **Background**

This document defines the procedure on how activities are formed how a proposed activity comes before the CHNC Board for review and action; what are the responsibilities/role of an activity leader(s); what happens if a current activity leader steps down and no other member of the activity comes forward to lead the activity.

#### **Procedures for the Creation of a New Activity**

Activities are formed out of the interest of a Newcomer member or by an Activity Chairperson anytime during the year, as members are encouraged to come forward to suggest a new activity for the Club or to revise a past/dormant activity.

Those wishing to start or revise an existing activity must complete a New Activity Proposal Form made available by the Activity Chairperson. The form is completed and returned to the Activity Chairperson who will pass it on to the Board for review and recommendation to the Executive Committee for their approval. Pending Board questions that might lead to modification, the New Activity Proposal if approved by the Board, will be added to the Club's list of approved activities and made available to members as soon as the leader(s) can start the activity.

According to current policy, only Chatham-Harwich Newcomer Club dues members in good standing may join the activity.

#### **Responsibility of the Group Activity Leader(s)**

The Activity Leader(s) serve as the leader of their group for one year or more if desired. Multiple leaders, with staggered terms, are desired to share the activity work and ease the transition to new leaders from year to year.

The Activity leader(s) review their Activity Description Abstract on the website to ensure that it is up to date. Any changes should be given to the Activity Chairperson (s) who will pass them on to the Executive Committee. After obtaining verbal approval from the Club President, Activity Leaders are responsible for securing and reserving space for regular activities (Harwich Community Center, Chatham Community Center, Brooks Park, etc.).

Activity Leaders are responsible for managing any Group Activity Level Events and must follow Club policies pertaining to those events (refer to Section 1 Operational Policies, Section A item 3. Group Activity Level Events).

Activity Leaders, effective with the 2018 Club year, need not charge members an annual participation fee to simply sign up for the Activity Group. Fees can be charged for events that the group conducts, but not for joining, or annually re-joining the group.

Going forward, Group Activity Administrative Budgets will replace the old participation fees. If a Group Activity Leader has annual overhead needs to operate their activity (e.g. name tags, paper, ink, etc.) then the Activity Leader will be responsible for establishing an annual budget to cover those administrative expenses. Refer to Section 2 Fiscal Policies, Item D. Administrative Budgets for Group Activity Leaders.

Activity Leader(s) no longer wishing to lead their Group, will reach out to the members of the activity to seek a new leader(s) before the end of the club year. The names of new activity leaders for the following year are submitted to the Current Activity Chairperson(s) on or before May 31<sup>st</sup>, the last month of the current club year.

**Activities without an Identified Activity Leader**

If a replacement leader(s) cannot be found, the activity becomes dormant and is not listed as an activity open to CHNC members.

**Reinstatement of an Activity**

Any member(s) interested in re-activating a dormant activity may approach the Activity Chairperson(s) to have a dormant activity reinstated.

The request to reinstate an activity is brought to the CHNC Board by the Activity Chairperson(s) at a next scheduled Board Meeting for review and action.