

Evergreen Newcomers  
and Neighbors

**Board Policies**

April 2, 2018

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## **OBJECTIVE**

The purpose of the Board Policies is to assist the current and future Evergreen Newcomers Club, d.b.a. Evergreen Newcomers and Neighbors (“ENN” or “Club”) Board in dealing with recurring issues. Policies may be changed by a majority vote of the Board members at a meeting if a quorum exists. A quorum consists of 50% plus one of voting members.

## **MEMBERSHIP**

A. The membership list is only for the personal use of Club members and may not be used for commercial or non-Club purposes.

B. Evergreen Newcomers and Neighbors has a strict policy for handling member information. The information you provide to Evergreen Newcomers and Neighbors is confidential and protected to the fullest extent possible. Evergreen Newcomers and Neighbors will not disclose or distribute member information to third parties without prior written consent by the member.

## **MEMBER CONDUCT**

All members of Evergreen Newcomers and Neighbors are expected to fully comply with any and all Federal, State and Local laws and regulations while participating in any ENN activity or club function, without exception.

## **ACTIVITY GROUPS**

A. Activity Groups are for the benefit of Club members. All participants must be members of the Club. However, two visits to any Activity Group meeting from a prospective member or out-of-town guest is permissible.

B. The Board must approve each new Activity Group.

## **PROGRAM GUIDELINES**

- A. The Board must approve all program selections.
- B. Door prizes must be tangible items or services that can be used without any additional expenditure by winners.
- C. Any solicitation, whether profit or non-profit, may only occur after the program is adjourned.
- D. If ENN must guarantee payment for the level of participation for certain event/programs, then ENN may require a member deposit to secure their reservation. Deposits paid in advance by members to secure their reservation can only be refunded after the cutoff date at the discretion of the Programs and Social Chairperson.

## **NEWSLETTER, WEBSITE, and SOCIAL MEDIA**

- A. The Club Newsletter is published by the Newsletter Editor. It is distributed via email to the membership with a web link and is posted on the Club website.
- B. No ads or promotions for businesses or non-profit Groups are permitted in the Newsletter, on the Website or on the Club's Social Media accounts, without approval by the Board. There are no advertising rights in the Club's publications, on the Website, or on Social Media accounts. Evergreen Newcomers and Neighbors will only promote volunteer opportunities, not fundraising.
- C. Links to other for profit or non-profit sites are acceptable on the website within the structure of volunteer opportunities.
- D. ENN will promote to the general membership only those events sponsored by the Club or as approved by the Board.

## **NON-PROFIT ORGANIZATIONS**

- A. The Club functions as a non-profit corporation. IRS status exempts the Club from filing or paying income taxes, but it does not exempt the payment of sales taxes.
- B. ENN maintains membership in the Evergreen Chamber of Commerce.
- C. No organization, for profit or non-profit, can be invited to participate in the Club's activities or events without the approval of the Club's Board.

D. No monies from the treasury of the Club may be given as a charitable donation to any non-profit organization or individual person unless specifically approved by the Club Board at a regular or emergency meeting. A donation may be made to a guest speaker's charity of choice in lieu of direct compensation with Board approval.

## **INSURANCE**

The Board purchases Directors and Officers insurance for its Board members' actions and decisions. The policy covers the members of the ENN Board against wrongful acts (actual or alleged error, misstatement, misleading statement, act of omission, neglect, or breach of contract) subject to certain restrictions, limitations and deductibles to a maximum of \$10,000 to \$1,000,000 depending on the type of claim.

## **OPERATING PROCEDURES**

- A. Each Board member must refer to and comply with their Operating Procedures according to their position.
- B. Each Board member is required to maintain a continuity file as determined by their Operating Procedure position and job responsibilities.