

**Newcomers Club of Raleigh, Inc. Policies**  
**FINAL UPDATES 4/21/15**

1. Members must cancel reservations for member programs prior to date final count is due to caterer or forfeit monies paid.
2. Membership takes precedence over guests when there is a waiting list for Club activities.
3. Reservations for regular meetings will be open to all Newcomer members and their guests.
4. Member programs will be the only daytime Club activity scheduled for the third Tuesday of each month, between the hours of 11:00 am to 3:00 pm.
5. An amount of no less than \$3,000.00 shall remain in the Club treasury at the end of the fiscal year.
6. Dues are \$25.00 per year, June 1 through May 31 of the following year. All new members joining as of April 1 of the current membership year will not renew until June of the following year. There will be an additional charge for printing and mailing the newsletter for those who request this.
7. Website domains owned or managed on behalf of the Newcomers Club shall be registered with ICANN using a recognized registrar in the following manner: Domain Registrant shall be the current President. Registrant Organization shall be the Club name. Admin Name, Admin Organization, Tech Name, and Tech Organization shall be current webmaster as designated by or contracted with through the Board of Directors. Private domain registration by proxy shall be permitted if the registrar service is provided with this same information. Domain registration shall be updated as required within thirty (30) days following any changed in Club President.
8. Interest groups must be approved by the Board of Directors. The Club will not sponsor groups dealing with race, religion, politics, or charitable organizations 9. The position of Parliamentarian shall be assumed by a past Newcomer Board member.
10. Meals will be paid by the Club for the following:
  - a. The guest speaker plus one (1) guest if requested
  - b. The person who provides sponsorship at a private club.
11. The term for Interest Group Chairs shall run from June 1 through May 31. It is recommended that both the outgoing and incoming chairs work together to plan the June activities. The outgoing chairperson shall turn over a copy of "The Duties of Interest Chairs" and the list of contact information to the new chair. If a chairperson decides to no longer chair their group, they must find their replacement and allow for a one-month overlap.
12. Current Board members will be responsible to assist incoming Board members in their positions for June. Incoming Board members will be

responsible, but current Board members shall serve as advisors. Exceptions to this are that the outgoing Programs Coordinator is responsible for the June luncheon and program and the outgoing Newsletter Editor is responsible for the June newsletter.

13. Retention of the Newcomers Club of Raleigh records shall be as follows:

A. The Secretary shall retain records of Board of Director meetings, contracts, and By-Law Revisions for a period of seven(7) years.

B. All other Board of Directors shall retain records of the position for a period of three (3) years.