

Newcomers Club of Raleigh, Inc. Policies
Approved April, 2021

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 (member programs) 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 and 3:00 pm.
5. Business cards and promotional materials of any kind are not permitted at any NCoR activity.
6. An amount of no less than \$5,000.00 shall remain in the Club treasury at the end of the fiscal year.
7. Dues are \$30.00 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.
8. 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 change in Club President.

9. Interest groups must be approved by the Board of Directors. The Club will not sponsor groups dealing with race, religion, politics, or charitable organizations.
10. If an interest group meeting with a dedicated day and time needs to be changed or a special meeting scheduled, the interest group chair should contact the Interest Group Coordinator to confirm that the requested change does not cause a conflict with another interest group. If a conflict is found, the change can only be made after coordinating the change with affected parties.
11. The Membership Directory information may not be used by any person(s), member or nonmember, to promote businesses, charities, politics, or religious interests.
12. Voting by email or online will be considered acceptable methods of voting in lieu of members voting in person. One vote per household is the policy.
13. The position of Parliamentarian shall be assumed by a past Newcomer Board member. If a past BOD member is not available for this position, a member versed in Roberts Rules, revised, should be considered.
14. Meals will be paid by the Club for the following:
 - a. The guest speaker plus one (1) guest if appropriate;
 - b. The person who provides sponsorship at a private club.

15. The Green Book contains the job description for all BOD positions. Each member of the BOD will receive a copy. It is the responsibility of each officer to update any information and turn in to the President before the end of their term. 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. An exception to this is the Newsletter Editor who is responsible for the June newsletter.

16. 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 Bylaw 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.