

**THE POLICIES AND PROCEDURES OF THE NEW NEIGHBORS, INC.**

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***USB Files***

*Notice of Incorporation*

*Articles of Incorporation*

*Name Reservation*

*Employer Identification Number (EIN)*

*Final Bylaws 2016*

*New Neighbors Policies and Procedures*

## **DUTIES AND RESPONSIBILITIES OF OFFICERS**

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### President

- Develops agendas, schedules a meeting place and presides over all Board and General Membership meetings
- Appoints the chairpersons of all committees, including the Nominating Committee
- Maintains annual corporate registration
- Oversees individual Board activities
- Writes news articles for the newsletter as appropriate, i.e. welcome message, issues, etc.
- Establishes a Nominating Committee, serves as a non-voting member of said committee
- Attends as many social functions and New Member Receptions as feasible
- Reviews all routine and non-routine communications
- Submits final report

### Activities Coordinators

Manages all New Neighbor activities including the following:

- Plans and submits a budget to the Board
- Trains Activity Chairs
- Encourages Activity Chairs to send electronic photographs to Publicity Coordinator and Webmaster
- Provides any needed support or assistance to the Activity Chairs
- Coordinates communications between the Activity Chairs, Publicity Coordinator, and Newsletter Editor
- Develops and maintains a master calendar of activities
- Creates and produces the presentation of activities during the September "Kick Off" luncheon meeting
- Ensures that liability coverage is contractual if using outside vendors
- Encourages Activity Chairs to recruit members to serve as chairs for each activity during the following year
- One of the Activity Coordinators attends, as feasible, each New Member Reception
- Ensures that Activity Chairs submit newsletter and publicity information by the deadline and according to the stated format
- Ensures that each Activity Chair prepares a written year-end report with detailed information about their activities
- Submits final report

### Treasurer

- Maintains fiscal records
- Prepares and presents a monthly financial report
- Develops and adheres to a yearly budget
- Files necessary tax returns and other documents required to maintain the corporation

- Contracts for services of a tax professional, paid for by the organization, with the approval of the Executive Committee
- Collects and deposits all checks and makes disbursements for activities
- Maintains copies of all contracts, certificates of insurance, and other required documents entered into on behalf of the New Neighbors organization
- Submits fiscal Year End statement

#### Assistant Treasurer

- Succeeds the Treasurer, requiring the holder of this position to make a two-year commitment
- Reconciles monthly bank statements
- Conducts reviews of expenditures and deposits at least quarterly
- Performs other finance related duties as determined by the Board of Directors

#### Secretary

- Prepares and electronically distributes the minutes of each Board meeting to all Board Members
- Records any New Neighbors Bylaws or Policies and Procedures revisions and distributes to the Board of Directors
- Manages applicable correspondence
- Maintains the New Neighbors Inc. Minute Book
- Maintains the New Neighbors Inc. legal documents
- Maintains and Updates Bylaws and Policies and Procedures as needed
- Submits final report

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIRS/BOARD MEMBERS**

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### Membership Coordinator

- Responds to membership inquiries
- Receives membership applications and fees
- Assists new members in connecting with activities of interest
- Maintains current membership lists
- Provides the monthly membership directory to the Webmaster
- Ensures that a member is responsible for ordering and distributing New Neighbor name tags to new members
- Possesses the level of computer skills and access to equipment needed to perform the responsibilities of this position
- If a part-time resident's application is received, the Membership Coordinator will advise the applicant of the impact part-time residency may have on their participation in New Neighbors. It shall be the responsibility of the Membership Coordinator to keep a record of contacts with the applicant. That record shall be delivered to subsequent Membership Coordinators for future reference
- Submits a final report and timeline

### Publicity Coordinator

- Acts as liaison between New Neighbors and the media resources, including, but not limited to, the TWATL, The Landings Journal, The Skinnie, the TLA Message Boards, and others
- Submits articles detailing special New Neighbors events and takes (or arranges for pictures to be taken) as many photographs of New Neighbors activities
- Submits a final report and timeline

### Meeting/Program Coordinator(s)

- Supervises all requirements of general membership meetings
- Develops and presents a budget to the Board
- Promotes the event
- Contracts with The Landings Club Catering Manager for space, food and beverages as needed
- Coordinates decorations
- Collects monies to attend
- Manages the attendance list
- Presents speaker and program ideas for the General Membership Meetings to the Board
- Selects and procures speakers for those meetings
- Submits informational text regarding the speaker, meeting times, and dates to the Publicity Coordinator, Newsletter Editor and Webmaster
- Greets and introduces the speakers
- Ensures that the facility, set up and AV are available, as requested by the speaker
- Submits a final report and timeline

### Social Coordinator(s)

- Plans and executes one or more social events per year
- Develops and submits a budget to the Board
- Negotiates contracts and prices for events
- Contracts with The Landings Club Catering Manager for space, food and beverages as needed
- Coordinates decorations
- Collects monies to attend
- Manages the attendance list
- Arranges event publicity
- Submits a final report and timeline

### New Member Reception Coordinator(s)

- Coordinates small gatherings for new and potential Members
- Develops and submits a budget to the Board
- Secures venues
- Arranges refreshments
- Maintains an invitation list
- Issues invitations
- Assembles information about New Neighbors, The Landings, and Savannah
- Writes appropriate thank-you notes
- Compiles a list of names, addresses, phone numbers, and e-mail addresses of attendees
- Submits a final report and timeline

### Webmaster

- Publishes the newsletter, calendar, and Membership Directory on the New Neighbors website on a monthly basis
- Distributes any additional publicity via e-mail to all members as needed
- Maintains the website and the service provider
- Manages the Activities email distribution list
- Submits a final report

### Newsletter Editor

- Publishes the New Neighbors Newsletter
- Submits draft newsletter to the President, Activity Coordinators and Publicity Coordinator for review and for use in Landings publications
- Upon approval, submits the final copy electronically to the Webmaster for publication on the website
- Submits a final report and timeline

## **GENERAL BOARD DUTIES AND RESPONSIBILITIES**

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All Board Members are expected to attend all Board and General Membership meetings, submit written reports at Board meetings when appropriate and offer their support to the organization. In situations in which Board responsibilities have Co-Coordinators, only one Coordinator need attend a Board meeting.

All Board members are responsible for meeting and training their replacements and turning over all materials of the position to their replacements. Board Members must also provide a written report of the duties and activities of their position to their replacement, with an additional copy going to the President.

## LEADERSHIP TRANSITION TIMELINE

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July 1	Incoming Board of Directors officially assumes positions
September	Kickoff Luncheon and Annual Membership Meeting
November	Select the Nominating Committee
December	Nominating Committee meets and identifies incoming President
January	Nominating Committee meets and develops Slate of Officers
February Board of Directors Meeting	Election of new Board
February	Announce new Board of Directors for next year
February to May	Activity Chairs are appointed and meet to plan upcoming year's activities
	Outgoing Board Members meet with their replacements
Mid May	Joint (outgoing and incoming) Board of Directors Meeting prior to luncheon
	End of Year Luncheon with follow up introduction of New Board of Directors
Early June	Optional luncheon for incoming Board
	Outgoing and incoming Boards meet to pass on information and material

## **CONFLICT OF INTEREST POLICY AND ANNUAL DISCLOSURE**

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Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the conflicted person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflict of interest policy,
- b) Has read and understands the policy,
- c) Has agreed to comply with the policy, and
- d) Understands New Neighbors is a non-profit social club and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Each voting member of the Board shall annually sign a statement which declares potential conflicts of interest which could conflict with the Board members consideration and action of a particular item.

If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.

The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.



**DIRECTOR AND OFFICER ANNUAL CONFLICT OF INTEREST STATEMENT**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold: \_\_\_\_\_

*I affirm the following:*

I have received a copy of the New Neighbors Conflict of Interest Policy. \_\_\_\_\_ (initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that New Neighbors is a non-profit social club and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more tax-exempt purposes. \_\_\_\_\_ (initial)

*Disclosures:*

Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with New Neighbors? Yes No

- If yes, please describe it: \_\_\_\_\_
- If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with New Neighbors? Yes No

- If yes, please describe it, including when (approximately): \_\_\_\_\_
- If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Director/Officer

Date of Review by Executive Committee: \_\_\_\_\_

## **NOMINATING COMMITTEE**

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Before December 31, the President will solicit members in good standing from the General Membership and the Board in compliance with New Neighbors Bylaws.

### Nominating Procedures:

- Recommendations of interested members to serve on the Board shall be solicited from the General Membership and considered by the Committee
- The Committee shall meet in January for the purpose of determining a slate of officers and Board Members to be presented at the next regularly scheduled Board meeting
- Voting by the Board shall be by secret ballot. Ballot counters shall not be nominees and are designated by the President

## MEMBERSHIP EXCEPTIONS

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In the event a current member wishes to extend membership **due to unforeseen circumstances**, the following procedure will be used:

1. A written request will be sent to the Membership Coordinator setting forth the reasons for such request.
2. The Member Household will initially remain anonymous.
3. If the reasons set forth constitute extenuating circumstances as determined by the Board, a one year extension may be granted at a fee to be determined by the Board.
4. The Board retains absolute discretion to determine whether the reasons presented by a Member Household constitute extenuating circumstances so as to justify granting the extension.
5. In making a determination, the Board shall be guided by whether the Member Household's participation during their initial term was *substantially limited* by circumstances out of their control and *not known to them at the time of joining*. Additionally, the Board shall be guided by previous decisions made with a view towards applying its discretion in the most uniform way possible.
6. Once the Board has approved the request, the Secretary shall be informed of the Member Household's name so that there is an accurate historical record kept of both who requested the extension and the circumstances behind the decision.
7. Member Households that have moved away from and returned to The Landings during the term of their membership are eligible to extend the term of membership for one year at a fee to be determined by the Board.
8. If an individual marries, partners or resides with a former member of New Neighbors, they shall be treated as a new Member Household provided at least one of them has *never* been a member of New Neighbors and has not previously resided at The Landings. This new Member Household shall be eligible for the *then* current term of membership and dues would be based on the *then* current dues.
9. There will be no extensions granted (based on the part-time residency) to Member Households that indicated part-time residency on their application.

## **SUSPENDED MEMBERSHIP**

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Membership will be suspended due to non-payment of dues, bank fees and/or activity fees. Suspended members will no longer have access to membership benefits or be able to participate in New Neighbors activities.

A suspended membership may be reinstated with the approval of the Board when all outstanding balances owed to New Neighbors or its representative have been paid in full.

## FINANCIAL POLICY

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One-time Membership Dues of \$100.00 shall be paid per Member Household and \$75 for a Single Member. This fee is for the total membership period. Dues shall be submitted to the Membership Coordinator with a valid membership application approved by the Board of Directors.

Any bank charges incurred for checks returned for insufficient funds will be passed along to the member for payment. Failure to remit payment for these charges will deem the Member not in good standing and, therefore, unable to participate in any New Neighbors activities.

New Neighbors Financial Guidelines include the following procedures:

1. All activities should be priced to adequately cover all costs. Any amount received that exceeds expenses will be held in the New Neighbors bank account and used in the same manner as any other New Neighbors funds. The excess will not be held for the purpose of reducing the cost of a future activity of that group. Conversely, any shortage of funds will be paid by the organization and will not be added to any fees for subsequent activities.
2. Cancellation refunds for particular activities vary depending on the specifics of that activity. However, the general *Activities Cancellation/Refund Policy* states that no refund will be issued for the cancellation of a reservation for an event or activity unless another person is available and willing to take the place of the person who finds it necessary to cancel.
3. Checks may be written and signed by either the President or the Treasurer. When one of these officers is the person requesting the check, it must be signed by the other.
4. The Treasurer deals only with checks, not cash. If a member pays for any type of activity in cash, the person collecting the cash should write a check and include it with the others in the deposit.
5. All checks given to the Treasurer must be accompanied by two copies of a Deposit Voucher. An additional copy of the Deposit Voucher should also be retained by the person submitting the checks.
6. A Payment Request Voucher must be completed and given to the Treasurer before a check can be written. A bill, invoice, receipt, etc., indicating the amount to be paid, must be attached.

7. Tips for bus drivers, guides, and others may be handled in one of the following ways:

- The person organizing the activity may ask those attending to bring cash for the tip.
- A reasonable tip may be factored into the fee. The Activity Chair may submit a Payment Request Voucher with a statement indicating the amount of the tip and the Treasurer will write a check for that amount to the Activity Chair.
- The tip may be included in the invoice from the tour/bus company if that is the company's normal practice.

In all instances the tip must be a reasonable amount, and the Activity Chair should make certain that all those registered for the activity know whether or not the tip is included in the fee.