

## ACTIVITIES UNLIMITED

### Policies, Practices and Procedures

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This document serves as a guide for our Officers and activity Chairmen in the execution of their duties. Nothing in this document is intended to modify or supersede the Constitution or By-Laws of Activities Unlimited (AU). The abbreviation “AU” is used where appropriate. AU’s Sponsor is The Wyckoff Reformed Church (WRC).

This document is a working document and should be amended if a deficiency is noted. Any officer or Activity Chairman may request to amend this document by informing the President who will present the amendment to the Executive Board for approval. This process will provide a current and accurate set of guidelines to help each officer and chairman discharge his duties effectively.

1. The outgoing President will issue a copy of this document to each incoming Executive Board member. The incoming President will issue a copy to each Activity Chairman upon appointment.
2. The incoming President shall:
  - a. Reconfirm and appoint the Chairman of each activity including the Set-up and Take- Down Coffee Committees and the Standing Committees.
  - b. Following his election, produce the AU chart of Officers and Activities Chairmen for publication in the monthly Newsletter.
  - c. Maintain this document, assisted by the Secretary, in up-to-date form, copies of which shall be distributed to the Executive Board, and Committee and Activity Chairmen.
  - d. Request the Membership Chairman to obtain a current digital membership roster from the Data Base Committee Chairman for monthly distribution to the Executive Board.
3. The Secretary shall maintain a file of the original copies of the Executive Board Meeting minutes and send them to the Web Master to archive for access by his successor or the general membership.
4. The WRC Representative shall alert the President about events requiring schedule changes due to conflicts with WRC’s activities.
5. Each Officer and Activity Chairman will brief his successor on the duties and responsibilities of that position.

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ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

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6. Funds Generated by AU Activities, Clubs and Committees:
  - a. All funds held by AU activities, clubs, and committees exceeding \$50 shall be deposited with the AU Treasurer and held for future use by that committee.
  - b. Annual dues shall be paid by each member directly to AU's Assistant Treasurer.
  - c. Prudent management of Trips & Tours and Special Events (T&T) requires small pricing margins to be maintained to avoid deficits. The first use of any surplus generated as a result is to offset any deficit produced in a subsequent function.
  - d. If T&T has a surplus, it shall be used to fund or subsidize special events as proposed by T&T and submitted to the Executive Board for review and comment. T&T shall take such comments into consideration in their decisions. Surplus funds may be held over for use in the following year subject to the limitation of By-Laws, ARTICLE IX, Section 4. If there should be a deficit in the general budget, surplus will be used to offset.
  - e. All expenditures of AU's funds should be approved by the Executive Board in advance. However, if an expense comes up between meetings the President may authorize such an expense up to \$500. The matter will be presented at the next Executive Board meeting for post facto approval and for audit purposes.
7. As a rule, publicity regarding AU programs and activities is deemed necessary and desirable only for the purpose of attracting new members and then only by Executive Board approval. Notwithstanding the above, WRC may publicize AU activities deemed beneficial to WRC's membership.
8. Politicians may be invited to speak at a regular business meeting but not while they are candidates for office. Their subject matter is not to be politically oriented.
9. Promotion of outside activities by individuals at AU's General Meeting, activity meetings, functions or in the monthly newsletter is prohibited unless authorized by the Board. Such promotions will be referred to the appropriate activity chairman and 2<sup>nd</sup> vice-president who determine whether to bring the request before the Board.
10. AU functions and special events are for members only unless a) the event is advertised as members and guests, b) T&T chairman needs extra attendees to help meet financial commitments. Notwithstanding, members' widows may participate in co-ed activities of their choice and shall have access to the current newsletter posted on the website.
11. WRC shall be reimbursed for out-of-pocket expenses incurred for AU activities.

ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

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12. Membership:
- a. Applicants must be retired or semi-retired **men** to be considered for membership. Prospective members applications must be processed through the Membership Chairman.
  - b. Applicants for membership should be sponsored by a member, although an applicant can submit a request for membership whereupon the membership chairman can assign a sponsor for him.
  - c. While there is no limit as to the number of applicants a member can sponsor each year, the sponsor has the responsibilities to each new member as set forth in subparagraph (i) below. No new member may be a sponsor until he has been a member for at least six months.
  - d. Once membership reaches a number deemed to be sufficient and workable by the Board, new applicants shall be placed on a waiting list pending a vacancy. The list will be maintained on a first-in, first-out basis. Receipt of a properly completed application from an applicant by the Membership Chairman shall establish the date of application receipt. The waiting list shall be available to the Executive Board upon request but shall not be otherwise published.
  - e. A retired or semi-retired man who is a member of WRC is exempt from AU's membership limit and may become a member of AU upon the submission of an application.
  - f. Upon receipt and acceptance of a completed membership application and dues, the President's welcome letter is sent electronically to the new member.
  - g. In processing prospective members, the Membership Committee Chairman shall adhere to the committee's written procedures. At the next General Meeting, the Membership Committee Chairman will provide the new member with a name badge and new member packet.
  - h. The Data Base Manager shall maintain the All Time Membership File and provide it to the President or Executive Board upon request.
  - i. Sponsors shall accept responsibility for:
    - i. Integrating the new member into the AU by personally introducing them at the next General Meeting to other members and to group activities.
    - ii. Appropriate follow-up will be maintained to insure maximum participation by the new member.
  - j. Unless a member expresses his desire to maintain his affiliation with AU as an Associate Member, a member moving from the area who wishes to resign may do so, by tendering his written resignation to an officer of AU. (Ref. By-Laws, Article 1 Membership, Section 2.)
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ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

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- k. At the request of the Membership Committee Chairman and based on his current workload, the Executive Board shall approve his choice of a member as Assistant Membership Committee Chairman. This assistant will assume such responsibilities as assigned to him by the Membership Committee Chairman and in the absence of the Membership Committee Chairman shall attend scheduled Executive Board Meetings.
13. Periodically members should be reminded that any member learning of the death of a member, his spouse, or child should notify AU's Cares and Concerns Committee Chair.
14. Cares and Concerns Committee shall:
- a. Prepare a brief notice of such death with any available details of the funeral arrangements and a copy of the obituary to the Data Base Manager, Webmaster, Editor of the AU Newsletter for publication in the next Newsletter edition, the Treasurer, and the Membership Committee.
  - b. Send a sympathy card to the family of the deceased and have the Treasurer send monetary donation of no more than \$50 to the charity named in the obituary.
  - c. Any member who desires to have published in the AU Newsletter a Testament relative to the deceased member can do so by submitting such Testament to the Care and Concern Chairman who will in turn confer with the President for approval before submitting to the AU Newsletter Editor.
  - d. A deceased membership listing by year, shall be available on the AU webpage, in the "In Memoriam" section, with details such as "obituary/other details", as may be available.
15. Monthly Speakers Program Committee
- a. The 1<sup>st</sup> Vice President shall be the chairman of the Monthly Speakers Program Committee. The committee shall be formed annually by the 1<sup>st</sup> Vice President for the purpose of providing suggestions, contacts, introductions, and other necessary assistance to the 1st Vice President in the arrangement of speakers and/or presentations at the monthly General Meeting.
  - b. The President shall assist in forming the committee.
  - c. Such speakers and/or presentations should be of general interest to the members either in the form of entertainment and/or education.
  - d. The Committee shall meet as frequently as called by the Chair.

## ACTIVITIES UNLIMITED

### Policies, Practices and Procedures

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- e. Luncheon expenses for program speakers and entertainers will be reimbursed to the Chairman by the treasurer, using general funds. Only the cost of the meal, with tip, for the program speaker and the Program Chairman is eligible for reimbursement.
16. AU makes several awards each year to members who have served AU and the local community well for an extended period. In October, the 1<sup>st</sup> Vice President will lead a Board discussion on the selection of candidates for the awards. These awards include:
- a. Plaque for the outgoing President
    - i. The plaque has been purchased from Universal Awards in Allendale. The wording on the plaque has been fairly consistent, but could be changed if conditions warrant.
    - ii. In addition, the plaque on the wall in Heneveld Hall which has the names of all past presidents should be updated at the same time. Take the plaque to Universal Awards and have the additional name added.
  - b. The Distinguished Service Award (DSA)
    - i. This award is intended to recognize an active AU member who has made significant contributions to AU and the Community
    - ii. One or two members can receive this award each year. More than two recipients in a year would be on an exceptional basis.
    - iii. While nominations can come from AU members, the selection is usually made by a majority vote of the Executive Board at its November Meeting. The names of the recipients will remain confidential within the Executive Board until announced at the Christmas Dinner Dance, at which time the awards are made.
    - iv. Each recipient receives a framed certificate and an AU check for \$100.
    - v. The 1<sup>st</sup> Vice President provides the framed certificate. The certificate itself can be made from a template in Microsoft Word printed on a high quality paper (parchment). Printing can be secured at any print shop (i.e. Sir Speedy). The frame is available at any craft / hobby store such as Michaels'.
    - vi. Costs of the frame and certificate are reimbursed by AU.

ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

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17. Dues for the next calendar year are due no later than December 31<sup>st</sup> of the preceding year. Collection of the annual dues is the responsibility of the Treasurer, although such responsibility may be delegated to the Assistant Treasurer. To facilitate the collection of dues, the following procedures have been established.
  - a. Notice of dues along with payment instructions shall be published in the October Newsletter and announced at the October General Meeting.
  - b. The Treasurer or Assistant Treasurer shall maintain a list of dues collected during the dues Collection period ending February of the next year.-
  - c. The Membership Chairman shall obtain a current membership roster as of September 30<sup>th</sup> from the Data Base Manager and provide same to the Treasurer or Assistant Treasurer. The Membership Chairman shall also provide the names of all members who have reached the age of 90 and qualify to be exempt from paying dues.
  - d. The outgoing Treasurer or Assistant Treasurer, using the roster provided above, will inform the Board who has not paid their dues during the fourth quarter of the year.
  - e. No later than February 5<sup>th</sup>, the Treasurer / Assistant Treasurer will provide to the Membership Chairman a list of members who have not paid their dues as of February 1. The Membership chair will send reminders (e-mails, post cards, telephone calls, etc.) to such members requesting dues to be paid.
  - f. No later than March 5<sup>th</sup>, the Treasurer / Assistant Treasurer will provide to the Membership Chairman and the Database Committee a list of members who have not paid their dues as of March 1. These members will be removed from the membership roster for that year.
  - g. The 2<sup>nd</sup> Vice President will conduct an exit interview of members dropped from the membership roster due to non-payment of dues. Disclosed reasons for leaving AU will be summarized and presented to the Board for consideration and action.
  
18. Bulletin Board, a section of AU's website, where a member can contact other members with a request for information, an announcement where a member has something to give away or sell, and other items of general information.
  - a. A description of the item to be given away or sold must be sent to the Communications Committee who will review the request to ensure it meets AU policies.

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ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

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- b. If the request complies with AU Policies, the Communications Committee Chairmen will send the request to the Data Base Chairman for posting in the Bulletin Board and send an email to AU membership.
  - c. If the item is rejected for posting, the member may appeal to the Board for a final decision.
  - d. Posting of an item for sale is subject to the following restrictions:
    - i. The item must be personally owned by the member.
    - ii. The sale is done on a one-time basis.
    - iii. A member may not post his personal business enterprises.
    - iv. Commercial ventures cannot be posted.
    - v. No advertising of public companies is allowed.
  - e. General Information items shall follow the same procedures as stated in 18a. and 18b.
  - f. The Communications Committee Chairman will be the primary contact and the Immediate Past President will be the secondary contact to screen all items.
19. The 2<sup>nd</sup> Vice President is responsible for securing a gaming license from the municipality where AU will hold a 50/50 raffle. These events presently occur at the Spring Luncheon and the Christmas Dinner Dance.
- a. Approximately five weeks prior to the event, two copies of a raffle application, which must be signed by the 2<sup>nd</sup> Vice President and Treasurer and must be notarized, along with checks for the appropriate fees, one for the municipality and one for the State of New Jersey, both checks must be submitted to the municipal clerk in the municipality where AU will hold a 50/50 raffle.
  - b. The municipal clerk will submit the application along with the appropriate fee to the State of New Jersey and the Municipality.
  - c. After processing, one copy of the application will be returned to AU. This copy must be present at the event.
  - d. The treasurer shall collect and count the raffle proceeds.
  - e. After the Event, a Report of Operations on the 50/50 Raffle must be prepared by the treasurer, signed, notarized, and sent to the state.
20. Trips & Tours and Special Events Committee
- 1. The members of the committee shall select the Chairman ~~of this committee~~.
  - 2. The out-going chairman shall advise the Executive Board of the newly selected chairman.

## ACTIVITIES UNLIMITED

### Policies, Practices and Procedures

---

3. The new Chairman may solicit additional members for the Trips & Tours Committee and Special Events.
4. Duties of the Trips & Tours and Special Events are
  - i. Organize social and entertainment activities for the general membership.
5. There is no term limit on the chairman position.

#### 21. Editor

1. The Editor shall be appointed each January by the President.
2. The Editor may reach out to AU members to assist in the publication of the Newsletter.
3. Duties of the Editor.
  - i. Primary responsibility is composing and publishing the AU's monthly Newsletter.
  - ii. The completed Newsletter must be sent to the Webmaster for posting on AU's website.
  - iii. Perform any additional projects assigned by the President.
4. There is no term limit on this position.

#### DOCUMENT CONTROL

##### Summary of amendments dated January 9, 2024

- Preamble: In previous amended document dated April 5, 2020, Item 19 moved to second paragraph.
- Item 2: Reworded 2a and 2c.
- Item 3: Reword this item; changed Historian to Web Master.
- Item 4: Changed Sponsor to WRC.
- Item 6: Amended title; 6b, amended to Assistant Treasurer receives dues payments; 6c, divided into two items, 6c and 6d; 6e, authorized expenses increased to \$500.
- Item 7: Changed Sponsor to WRC.
- Item 9: Changed Business meeting to General Meeting.
- Item 10: Amended wording.
- Item 11: Pre-amble moved to Item 15d; Item 11a amended to Item 11.
- Item 12: Amended wording in 12b.
- Item 15: Entire item reworded.



ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

---

- Item 16: In the previous amended document dated April 5, 2020, this item referred to the Historian which is deleted in its entirety; this item now identifies awards issued by AU, pre-amble and sequence of awards amended.
- Item 17: Now addresses annual dues; wording amended.
- Item 18: Now addresses AU Bulletin Board; wording amended.
- Item 19: In the previous amended document dated April 5, 2020, Item 19 was moved to second paragraph of the pre-amble; in the amended version Item 19 refers to gaming license procedures.
- Item 20: In the previous amended document dated April 5, 2020, Item 20 addressed AU Network which is now Item 18 with a new title; in the amended version Item 20 refers to Trips & Tours procedures.
- Item 21: New item.

Conclusion of Summary of amendments dated January 9, 2024

ACTIVITIES UNLIMITED  
Policies, Practices and Procedures

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