

ACTIVITIES UNLIMITED

Policies, Practices and Procedures

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 (the Organization). The abbreviation “AU” is used where appropriate.

- 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) Appoint or re-confirm the Chairman of each activity including the Set-up and Take-Down Coffee Committees.
 - b) Following his election, produce the organization 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, Officers, Committee Chairmen and Sponsor Representative.
 - d) Request the Membership Chairman to prepare a current membership roster, in alphabetical order, for annual distribution and / or posting to the website.
3. The Secretary shall maintain a file of the original copies of the Executive Board Meeting minutes and pass them on to the AU Historian for reference by his successor or the general membership. The Secretary is also responsible for the purchase of the supply of stationery.
4. The Sponsor Representative shall alert the President about events requiring schedule changes due to conflicts with our Sponsor’s activities
5. Each Officer and Activity Chairman will brief his successor on the duties and responsibilities of that position.
6. Funds Generated by Activities:
 - a) All funds held by AU committees exceeding \$50 shall be deposited with the AU Treasurer and held for future use by that committee. Annual dues shall be paid by each member directly to Activities Unlimited. Funds collected in the Food Pantry Collection jars at each monthly meeting shall be turned over to the Wyckoff Reformed Church Staff.

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- b) Prudent management of Trips, Tours and Special Events 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.
 - c) Beyond that, the T&T surplus, if any, 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, T&T surplus will be used to offset.
 - d) All expenditures of AU 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 \$150. The matter will be presented at the next Executive Board meeting for post facto approval and for audit purposes."
7. As a general 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, the Sponsoring Organization may publicize AU activities deemed beneficial to the Church'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 business 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 2nd vice-president who determines whether or not to bring the request before the Board.
10. AU functions, as a rule, are for members only (other than "dates" at co-ed affairs) unless the chairman of the Trips, Tours and Special Events committee needs extras to help meet financial commitments. Notwithstanding, members' widows may participate in co-ed activities of their choice and shall be included in the mailing of the monthly newsletter if so requested.
11. Luncheon expenses for program speakers will be reimbursed to the Program 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.

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12. Our sponsor, the Wyckoff Reformed Church, shall be reimbursed for out-of-pocket expenses incurred for AU activities.

13. Membership:

- a) Applicants must be retired or semi-retired 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. 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 h) below. No new member may be a sponsor until he has been a member for at least six months.
- c) 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.
- d) A retired or semi-retired member of the Wyckoff Reformed Church is exempt from the Organization's membership limit and may become a member of AU upon application. The membership limit shall not apply in this instance.
- e) Upon receipt of a completed membership application and dues, a membership card, prepared by the Treasurer, is mailed to the new member together with the President's welcome letter.
- f) In processing prospective members, the Membership Chairman shall follow the committees written procedures. At the next monthly meeting, the Membership Chairman will provide a name badge for the new member and supply a new member packet. Such packet is provided by the Membership Chairman.
- g) The History Chairman shall also maintain the "All Time Membership File" and provide it to the President or Executive Board upon request.
- h) Sponsors shall accept responsibility for:

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1. Integrating the new member into the Organization by personally introducing them to other members and to group activities.
 2. Appropriate follow-up to insure maximum participation by the new member.
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- i) 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 3.)
 - j) At the request of the Membership Chairman and based on his current work load, the Executive Board shall approve his choice of a member as Assistant Membership Chairman. This assistant will assume such responsibilities as assigned to him by the Membership Chairman and in the absence of the Membership Chairman shall attend scheduled Executive Board Meetings.
14. Periodically members should be reminded that any member learning of the death of a member, his spouse or child should notify the Care and Concern Committee of AU. The Care and Concern Committee shall:
- 1) Prepare a brief notice of such death with any available details of the funeral arrangements
 - 2) Submit such notice to the member maintaining the email distribution list of AU Members for immediate distribution and to the Editor of the AU Newsletter , without the funeral arrangements, for publication in the next edition
 - 3) Send a sympathy card to the family of the deceased and likewise send a donation where appropriate to the charity of choice of the deceased.

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.

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Finally, a deceased membership listing by year, shall be available on the AU webpage, on the “In Memoriam” section, with details such as “obituary/other details”, as may be available.

15. **Monthly Speakers Program Committee:** This committee shall be formed annually for the purpose of providing suggestions, contacts, introductions and other necessary assistance to the 1st Vice President in the arrangement of speakers and/or presentation at the monthly membership meetings . Such speakers and/or presentation should be of general interest to the members either in the form of entertainment and/or education. The Committee shall be appointed by the Executive Board and include several former presidents of the Club and other AU members willing and able to contribute. The committee shall meet as frequently as called for by the Chair. The President will assist in forming the committee.

16. **Record Retention:** The Club Historian shall assemble a three ring binder each year and label it by year and store it in the WRC cabinet with all other such binders from previous years. Unless special circumstances exist binders will be retained for a maximum of seven (7) years. The Historian may gather information for the binder throughout the year and put it together at year end or assemble the binder throughout the year by section (preferred method). Each year shall include any new data that the Historian believes should be added however each binder should include the following ten sections that are included in every annual binder since the beginning of this project:
 - 1) Art Lanes letter on AU founding
 - 2) A summary of the years activities
 - 3) All monthly News Letters

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- 4) The minutes of the General Membership meetings
- 5) The minutes of all Executive Board meetings with all documents distributed and discussed, including the monthly financial statements.
- 6) Articles/Minutes on Club business, by-laws, etc.
- 7) Rosters and Christmas dinner menu
- 8) Miscellaneous items as decided by the Historian
- 9) Photographs of various years events, and stored digitally
- 10) Photographs of Club trips digitally stored if possible.
- 11) Treasurer's Reports for each month.

17. Activities Unlimited makes several awards each year to members who have served AU and the local community well for an extended period of time. See "Summary of Officer / Board Responsibilities" for the 1st VP in October. These awards include:

- a. Distinguished Service Award (DSA)
- b. Plaque for the outgoing President
- c. The DSA procedures are as follows:
 - 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 1st Vice President provides the framed certificate. The certificate itself can be made from a template in Micro Soft 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.

- d. Plaque for the Outgoing President:

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- 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 that 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.

- 18) Dues for the next- year are due no later than March 1of such 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 November Newsletter and announced at the November Membership Meeting
 - b. The Treasurer or Assistant Treasurer shall maintain a list of dues collected during the Months of November and December.
 - c. The Membership Chairman shall produce a current membership roster as of December 31 and provide same to the Treasurer or Assistant Treasurer. The Membership Chairman shall also provide the names of all members in good standing as of December 31, 2015, who have reached the age of 90, as those members are exempt from paying dues, as well as the names of those members who joined after December 31, 2015 and attained the age of 90 and who will continue to pay the then established annual dues.
 - d. The outgoing Treasurer or Assistant Treasurer, using the roster provided above, note who has paid their dues, including those who paid during November and December.
 - e. No later than February 5th, the outgoing 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 5th, the outgoing Treasurer / Assistant Treasurer will provide to the Membership Chairman 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.

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- g. The 2nd 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.

- 19. This document is a working document and should be amended if a deficiency is noted. Any officer or chairman may 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.