



# Policies and Procedures

(Updated 2/1/25)

## Table of Contents

<b>Member Policies.....</b>	<b>2</b>
<b>Financial Policies .....</b>	<b>3</b>
<b>Insurance .....</b>	<b>5</b>
<b>Non-Member (Alumni and Guest) Policies .....</b>	<b>6</b>
<b>Website Policies.....</b>	<b>7</b>
<b>Outside Affiliations.....</b>	<b>8</b>
<b>Operating Policies.....</b>	<b>8</b>
<b>Alcohol and Marijuana Policies .....</b>	<b>9</b>
<b>Membership and Service Extensions .....</b>	<b>9</b>
<b>Amendments to Policies and Procedures.....</b>	<b>11</b>
<b>Election Timetable.....</b>	<b>12</b>
<b>Committee Timetable .....</b>	<b>12</b>
<b>CERTIFICATE of SECRETARY .....</b>	<b>14</b>

## **Member Policies**

1. Members are urged to take part in Club activities, accept leadership roles and cooperate with officers and Committee Chairs by carefully following instructions for reservations, payments and cancellations and by maintaining their personal information on the Club website with current address, e-mail address and phone number.
2. Members are to respect other members' privacy by not distributing the membership list to any other organization or individual or by enabling external websites to access the Club website in any form or supplying any information within the site to external websites without authorization.
3. Members are not to promote their profession or business, or solicit donations on behalf of any charity or other not-for-profit organization, by making announcements or presentations at Newcomers programs or activities, or by using Club mailing lists and contact information to solicit Club members by mail or telephone or through Club-sponsored publications or other postings. *See also "Outside Affiliations," below.*
4. All activities published on the website or other communications such as Calendar, Event List and eNews are open to all members. The Activity Calendar, Event Listings and eNews are intended to be primarily for Newcomer activities sponsored by Club committees, not events and activities promoted by individual members unless specifically authorized by the VP of Member Communications or VP of Activities.
5. Event payments are non-refundable but a member's event registration may be transferred to another member under the direction of the committee chair(s). If a member cannot attend an event, s/he should notify the committee chair(s) via the event site link, phone, email or in person. If there is a waitlist, the committee chair(s) will ensure that the waitlist members are contacted in order. If, however, there is a Newbie on the waitlist, the Newbie shall be moved to the first place on the list. If a member from the waitlist agrees to take the available spot, the chair will register the replacement member, create an invoice, and send the invoice via email requesting online payment, then cancel the original registrant. If there is no waitlist, the original member may attempt to find another member to take the available spot. If the registration is offered to another member, the original registrant shall provide the name of the replacement member to the committee chair. The committee chair will register the replacement member, create an invoice, and send the invoice via email requesting online payment, then cancel the original registrant. The Treasurer will monitor the transaction and refund the original registrant for the cost of the event directly to the member's credit card via our payment processing system. When the refund is due to the request of the member, then a nominal fee may be charged to cover the processing cost related to the refund. The effect of the preceding process is to show the status of the original member as canceled in the registration list and to show the replacement member as registered for name tag purposes and event confirmation. Members are not to ask committee chairs or Club officers for a refund.
6. The President and the VP of Activities may make reservations for any Club event prior to the general member registration date.

7. A new member of the Club shall be deemed to be a “Newbie” for the period commencing as of the first day that the new member joins the Club (“Commencement Date”) and ending as of the date three months after his or her Commencement Date. Newbies shall have all of the rights and privileges of other members of the Club, as set forth in the ByLaws and the Policies and Procedures, as well as the following preferential rights: (i) the right to attend Newbie only events, and (ii) priority over other membership classes on any activity waiting list.

## **Financial Policies**

1. All activities are to be financially self-sustaining (i.e., approximately break-even) per six-month term unless an exception is approved by the Executive Committee. Committee Chairs are responsible for setting the charges for refreshments and/or other expenses in order to achieve this result. Committees do not have ownership over any funds. All funds are Club funds. For accounting purposes, each Committee’s results are tracked for each six-month term only and do not carry forward to the next term.
2. At the discretion of the Executive Committee, an “activity fee” may be assessed to offset Club overhead for some or all activities, in addition to the charges mentioned above; these fees are to be collected and given to the Treasurer.
3. Certain activities may require pre-payments or the paying of deposits by the Club. These activities shall include, without limitation, theater, concert, tour and lecture tickets, as well as bus trip, boat rental deposits and facility rentals/catering for the Dine and Sign party, President’s party, Holiday party, etc.

The President, during his or her term, may enter into contracts and authorize payments on behalf of the Club in an amount not to exceed \$750.

Committee Chairs may make payments or deposits up to \$750 without prior approval. A Committee that anticipates that expenses for an event will exceed \$750 must provide an estimate of the profit (loss) for the event to, and shall obtain the prior written approval of, the President or the VP (or Co-VP) of Activities for the event. A Committee that anticipates that expenses for an event will exceed \$1,500 must provide an estimate of the profit (loss) for the event to, and obtain the prior written approval of, the President and the Treasurer and one other elected officer. The Committee/Event Chair making such a request shall provide a copy thereof to the Treasurer and shall be responsible for obtaining any required approvals, which may be given by e-mail, with a copy to the Treasurer. Any expenses incurred without approval are the responsibility of the person who incurred the expenses. In extreme cases, the Executive Committee may decide to cover all or part of such expenses. These prior approval and estimation requirements apply only to advance purchases, deposits and similar expenditures that are to be incurred before Club members have registered for the event, and do not apply in cases where already-paid registrations for the event justify the expense.

After the approvals have been documented, the requestor can obtain advance payment from the Treasurer, in the form of a check or charge against the Club’s debit card. The payment or deposit shall remain associated with the event or committee and incorporated into the

Financial Activity Report totals; these payments and deposits must meet the self-sustaining (i.e., break-even for the term) nature of the committee events or fit within Executive Committee-approved budgets for special events. The chair of the committee or event shall remain responsible for the proper handling of such payments or deposits and for managing and reporting any refunds.

This procedure is not intended as a method to cover customary and usual committee event costs such as food, wine, name tags or paper products prepaid by the Club.

4. The President, during his or her term, shall have a budget of \$1000 to cover administrative costs related to Club supplies, fees, etc. Additional funds may be approved by the Executive Committee as required.
5. The Treasurer's books shall be audited at the discretion of the Executive Committee. An audit need not be required at the end of each term. The Executive Committee shall select a qualified auditor when an audit is to be conducted.
6. The President and spouse/partner and the VP of Activities and spouse/partner will not be charged for events during their six-month term of office. However, events which require third-party vendor event fees purchases (e.g., theater, bus trips, boat tours, etc.) will be the responsibility of the President/VP of Activities.
7. **Reserves.** This Reserves Policy shall be implemented in concert with the Club's other governance and financial policies and is intended to support the goals and strategies contained therein.

**Operating Reserve Fund.** The Operating Reserve Fund is a bookkeeping account intended to provide an internal source of funds for situations such as one-time unbudgeted expenses and/or uninsured losses while allowing the Club to maintain ongoing operations and programs. Once allocated, these funds shall no longer be available for the Club's regular, ongoing operations and programs. It is anticipated that the funding level of this reserve will increase over time. The funding level shall be reviewed at least once each term and may be adjusted by the Board of Directors. Subject to the last paragraph of this section 7, the Operating Reserve Fund may be used only with the approval of the Board of Directors and, if used, is to be replenished as promptly as practicable.

**Website Support Fund.** One of the Club's most important resources is its website. At some point in the foreseeable future, the Club will need to invest a substantial amount of money to upgrade, or more likely, replace the website or take on part-time professional help to ensure its ongoing smooth operation. The Website Support Fund is a bookkeeping account that is intended to provide an internal source of funds for this purpose. Once allocated, these funds shall no longer be available for the Club's regular, ongoing operations and programs. It is anticipated that the funding level of this reserve will increase over time. The funding level shall be reviewed at least once each term and may be adjusted by the Board of Directors. Subject to the last paragraph of this section

7, the Website Support Fund may be used only with the approval of the Board of Directors and, if used, is to be replenished as promptly as practicable.

The President shall identify the need for access to the reserve funds and confirm that the use is consistent with the purpose of the reserves, as described above. Expenditures from the Operating Reserve Fund and Website Support Fund shall normally be approved in advance by the Board of Directors. However, in case of an emergency where funds must be expended between meetings of the Board, expenditures may be approved by the Executive Committee.

8. **Use of Surplus Funds.** If the available cash balance at the end of the prior term exceeds the amounts allocated or to be allocated to the Operating Reserve Fund and the Website Support Fund, it is the Club's policy that a portion of the excess should be spent in support of the Club's ongoing operations and programs during the new term.

At the first meeting of the Board during a given term, the incoming President, in consultation with the Executive Committee, shall propose for the Board's approval how the surplus funds should be used during the new term (consistent with the Club's governing documents and related legal requirements).

9. **Budget for Centrally Funded Events.** As stated in paragraph 1 of this "Financial Policies" section, it is the Club's general policy that the activities of each Committee are to be self-sustaining (i.e., approximately break-even) over each six-month term. However, various events are not subject to this policy, including the annual Holiday party, Dine and Sign, New Committee Chair Training, and certain new Member events, principally the Welcome Reception for new members and new member Wine and Cheese events.

At the start of each term, the Treasurer and President shall recommend a budget for centrally funded events to be held during the new term. It shall be the responsibility of the outgoing President and Treasurer to advise the incoming President and Treasurer of the amount of membership revenues collected as well as administrative expenses paid during that term. The outgoing President and Treasurer shall then recommend to the incoming President and Treasurer that the budget for centrally funded events be the difference between the membership revenues and the administrative expenses. The incoming President and Treasurer may then submit the recommended budget for approval by the new Board, making any adjustments deemed appropriate by the new Board.

## Insurance

1. The Club has general liability insurance that is designed to protect the Club, and its members, in the event of property damage or physical injury resulting from participation in Club activities. The Club's general liability policy does not automatically apply to all Club-sponsored activities, however (*see "Insurance - Boats and Other Watercraft" and "Alcohol and Marijuana Policies," below*), and also has deductibles and coverage limits.
2. *Rented Facilities:* It is, therefore, the Club's policy to request evidence of insurance (a so-called "certificate of insurance") from facilities, such as restaurants and meeting halls, that are being rented to the Club to host Club events. (These requirements do not apply to events

where the Club is not paying for the use of the facility, such as a restaurant or bar that is simultaneously open to members of the public.) The chair of the Committee that is scheduling the event should request a certificate of insurance at the time the event is being booked; a copy of the certificate should be provided to the VP of Activities and the Treasurer. (This is not an unusual requirement, and a restaurant, meeting hall or other commercial service provider should not object to providing a certificate of insurance upon request.) Committees should not book events in rental facilities that are unwilling or unable to provide a certificate of insurance without prior approval from the VP of Activities and the Treasurer.

3. *Private Homes:* The Club's House Registrar has asked for and obtained confirmation from the owners or renters of private homes that are on the Club's list of homes available for events that they have homeowner's or renter's insurance, as applicable. It is, therefore, not necessary for a Committee chair to obtain evidence of insurance for a home that is on the "approved list." A Committee that wishes to sponsor an event in a home that is not on that list should contact the House Registrar for further guidance.
4. *Valet Parking:* A Committee that intends to offer valet parking at an event must use a commercial valet parking service that has its own insurance policy, without exception. A Committee that engages a commercial valet service should include the cost of that service in its budget for the event. The Committee chair should also obtain a certificate of insurance from the valet service; copies should be provided to the VP of Activities and the Treasurer. (In the event of an accident, the valet service's insurance should supplement the Club's own insurance.)
5. *Boats and Other Watercraft:* The Club's insurance policy specifically excludes coverage for events on boats and other "watercraft" (kayaks, canoes, surfboards, etc.) if either the watercraft is more than 60' long or there is any charge (to the Club or its members) for the use of the watercraft. An event that doesn't trigger either of those exclusions is covered by the Club's general liability policy. By contrast, an event on a commercially operated or larger watercraft is not covered by the Club's insurance policy. A Committee that wishes to sponsor such an event must, therefore, first obtain approval from the Treasurer – who, in consultation with the Parliamentarian, will determine if the Club should purchase a rider to the Club's insurance policy to cover the event – and from the President and the VP of Activities. (The cost of such a rider is to be included in the Committee's budget for the event.) If the event goes forward, the Committee chair must also obtain a certificate of insurance from the watercraft operator; copies should be provided to the VP of Activities and the Treasurer. (In the event of an accident, the operator's insurance should supplement the Club's own insurance.)

## Non-Member Policies

1. Activities are primarily for the members of Newcomers. Effective as of this policy date, Club events which require registration shall be open only to dues paying members of the Club.
2. Activities may be open to non-members, on a limited basis, such that non-member attendance does not directly conflict with the charter and by-laws of the Club.

3. A non-member is any person who is not already an active member in good standing of the Club. This includes Alumni of the club, friends and family of Club members, and the general public.

***Non-members may only be included in a member event if the following Procedure is followed.***

4. Each Committee, which hosts “member only events” exclusively, will be allowed ONE (1) non-member (guest) event per 6-month term (as defined by bylaws) where non-members will be allowed. Non-member events must be requested at the time of event submission. Non-members can only be included where the event is held in public event space. If the event is to be held in a private home, non-members are not allowed.

SBNC Members shall be granted a minimum period to sign up for events before non-member tickets are offered. Member period sign-up windows and procedure for issuing non-member ticket access will be the responsibility of Committee Chair to propose at time of event approval submission with VP of Activities for approval.

Non-members are to be charged an activity fee that is not less than the fee that is charged to members for the event

5. Committees which host “public events” are not bound by Section 3 above. This includes committees such as; TGIF, Cycling, Happy Hikers, and New Member Orientation, etc.
6. *Exceptions to this non-member policy may only be made by the President.*
7. Attendance at Club events held in private homes is for members only. This restriction is required by our insurance policy and cannot be waived. The host/hostess, however, may invite up to two guests. (Only two guests are allowed, regardless of whether the host/hostess is one person or a couple.) The host/hostess and their guest(s) do not have to be Club members, but all ticketed attendees must be 21 years where alcohol is served. The host/hostess and their guest(s) are not required, and should not be asked, to pay an activity fee for an event held in the host/hostess’ home.

## **Website Policies**

8. The Club’s website is intended primarily for the private use of Club members. Links to external websites may be established to provide general information regarding a venue or organization for an event but external sites may not access the member-only areas of the Club website. All member information on the Club website is confidential and restricted to Club members only.
9. To encourage social interaction, the Club encourages members to post photos and conversations about events and other topics of interest to members in various Forums or Discussion Groups, such as social media properties (e.g., Facebook). If a member has a concern or problem with a specific event or other Club activity, the member should

discuss the matter with relevant Club officers or chairs to seek a resolution and refrain from immediately posting their issue to the general membership. Member web postings should be respectful of other members, including sponsoring committees or committee members.

10. The Club's Website and Facebook page fall within the Bylaws for appropriate member behavior. Abuse of the policies may result in action being taken pursuant to the Bylaws, Article III, Section 4.
11. The Club will maintain and publish on the website one or more Policies relating to particular subjects, including (without limitation) the Website Policy, the Social Media Policy and the Alcohol Consumption Policy. Each member is expected to read and shall follow these Policies as a condition of membership in the Club.

## **Outside Affiliations**

1. The Club recognizes the value of the many service, cultural, social and philanthropic institutions in Santa Barbara and encourages its members to become affiliates with those that are of interest to them.
2. The Club does not endorse, sponsor or ask its members to join or contribute financially to any particular outside organizations. The Club may, at the discretion of the Executive Committee, contribute to an organization in connection with the use of a facility or the provision of goods or services, but such contribution shall not exceed the fair market value of the goods or services provided. Members may not use the Club's website or membership lists to solicit membership in or contributions to outside organizations.
3. As part of an activity, the Club may facilitate voluntary involvement by its members in educational, cultural, charitable or service organizations. When Committee chairs are planning an event, they may ask or accept or refuse offers from members or outside organizations who have special expertise, services or talents appropriate for their activity and who are willing to share them with the Club without remuneration. No direct advertising or promotion is allowed, but a speaker's business cards may be made available to members of the Club upon request.

## **Operating Policies**

1. When members invite outside organizations or individuals to present programs to the Club, they are to instruct the presenters that direct advertising or promotion is not allowed. Business cards may be made available upon request. The Club does not endorse any product or service provided by either a member or an outside presenter.
2. Members should use common sense and courtesy when taking photographs and/or videos at Newcomers events. The Club reserves the right to prohibit or place restrictions on such activities at Newcomers events in private homes or gardens.

3. Members who graduate from Newcomers may continue to participate in the following activities: golf, tennis, bicycling, walking, and hiking on a space available basis. They are expected to pay the same fees that members pay for these activities, if applicable.
4. It shall be a prerequisite to hosting an event in a private home that the homeowner or renter confirm that they have homeowners or renters insurance that provides general liability coverage.

## **Alcohol and Marijuana Policies**

1. In no circumstances are alcoholic beverages to be served to any minor or to any person who is or appears to be impaired.
2. Marijuana and related products (including, but not limited to, marijuana or hashish edibles and extracts) are strictly prohibited at Newcomers events. (Apart from the fact that the Club's insurance policy does not cover claims for personal injury or property damage resulting from the use of marijuana and the fact that possession and distribution of marijuana and related products continue to be illegal under Federal law, California law only permits the possession of limited amounts of marijuana and related products; requires the licensing of "cannabis event organizers"; and otherwise strictly limits and regulates the distribution of marijuana and related products.) It goes without saying that other controlled substances are not permitted under any circumstances at Newcomers events.
3. Any member observing an attendee who appears to be impaired is strongly encouraged to offer alternative transportation. The Club will reimburse anyone who pays for such transportation.
4. Committee Chairs will assure that the **Alcohol & Cannabis Consumption Policy** is posted at all events where alcohol is served. The Policy includes a list of local taxi and ride-share services.

## **Membership and Service Extensions**

1. All membership fees grant membership for two years. The two-year membership begins on the day payment for membership is received and terminates 2 years from that date.
2. At the conclusion of a two-year membership, members may have the option to pay dues (at the rate then in effect) for a one year extension of their membership upon having met one of the conditions set forth in either (a), (b), or (c) below:
  - (a) In the event that the member has served as an Active Committee Chair during one six-month term. An Active Committee Chair shall be someone who is either a chair or co-chair of a committee which functions actively and meaningfully during the term, which shall be assumed for all committees unless in the judgment of the President and the Vice-President of Activities this qualification has not been met.

(a) In the event that the member has served in the capacity of an Active Officer or Director during one six-month term. An Active Officer shall be someone who has meaningfully fulfilled all of the duties of the office during the term unless in the judgment of the President this qualification has not been met.

(b) In the event a member is given two participation credits for having made a Meaningful Contribution. A credit for having made a Meaningful Contribution shall occur each time a member has actively functioned during any six-month term in a way that provides a significant contribution to the goals of a committee. By way of examples:

(i) "Meaningful Contribution" includes activities that function to achieve the overall goal of the Committee on more than an isolated occasion. A member will not be deemed to have made a Meaningful Contribution if he or she only attends Committee meetings.

(ii) Involvement in a Committee where the benefit accrues only to the participant (such as sailing, playing bridge, or hiking), as opposed to organizing or leading the event, does not qualify as a Meaningful Contribution.

3. The Committee Chair will establish and inform committee members what is expected of them to earn credit for service on the committee at the beginning of the term or when a member joins an existing committee. It shall be the responsibility of each Chairperson to notify the Vice-president of Membership at the end of each term of the names of the persons on their Committee who qualify for an extension of membership.
4. Presidents and partner/spouse are granted, in addition to the third-year extension, a free (no dues) six-month extension beyond their membership period in recognition of their contribution to the Club.
5. Extended membership dues will be set by the Board, and shall be approximately proportional to the dues set by the Board for new members' two-year terms.
6. All membership is for twenty-four (or thirty-six, if extended) consecutive months. Members who live in Santa Barbara for only a part of the year will not receive credit (in the form of a membership extension) for their time away.
7. Membership dues are non-refundable.
8. Final year membership may be extended by action of the Board for the requisite period (less than six months) in order to allow a member to complete their service to the Club in an elected or appointed position during the term in which their membership would otherwise expire. It is anticipated that such occurrences will happen only upon rare occasions. Appropriate examples might include: the situation in which a person with a specific skill set is needed to fill a position (such as the VP of Technology) and the only member available and willing to undertake that role within the Club is set to graduate during the term; or if a key Committee lacked a Chair even after an exhaustive and

thorough search has been undertaken. Such an extension shall never be granted more than once for any member.

9. A member may make an application for an extension of his/her membership for the period of time such member has been prevented from participating for a significant length of time in all Newcomers activities as a consequence of an extraordinary circumstance.  
Applications made based upon a member's serious illness or death of a partner shall be decided by the VP of Membership and the President. Applications based on profound circumstances of a similar nature as death or serious illness shall be decided by the President, the Vice President of Membership, the Vice President of Activities, and the Parliamentarian and are intended to be granted sparingly. A record of any extension shall be noted by the VP of Membership in the Member's membership file with a brief explanation of the circumstance, and the Executive Committee shall be informed of the extension and the reason for it.
10. If a member shall become a parent during his/her period of membership, the member shall be entitled to a twenty-week extension of the term of his/her membership. If two members become parents of the same child, each member shall be entitled to a twenty-week extension of the term of his/her membership. For the avoidance of doubt, this membership extension shall be available to a member who already has other children. Members may request this extension at any time, but no earlier than six months before, and no later than one year after, the date of the child's birth (or the commencement of the member's custody of the child, as applicable), and in any event, such request must be made at least two weeks prior to the expiration of the applicable member's membership. A record of any extension shall be noted by the VP of Membership in the member's membership file.

## **Amendments to Policies and Procedures**

1. Changes, deletions, and additions to the Santa Barbara Newcomers Policies and Procedures shall be made by the Board of Directors.
2. When such changes are made, that fact is to be published in the eNews Weekly Update. The revised "Policies and Procedures" should be made available on the Club website as quickly thereafter as possible.

## Election Timetable

The semi-annual officer election process shall follow the timetable below:

Action	Schedule or Deadline	
	Spring Term	Fall Term
<b>Nominating Committee formed</b>	November Board Meeting	May Board Meeting
<b>Nominating Committee identifies new slate of officers</b>	November - December	May - June
<b>Slate is published to the Website</b>	December	June
<b>Slate is published in eNews</b>	December	June
<b>Election Meeting</b>	December	June
<b>Mentoring and preparation month</b> (incoming officers are trained, appointed positions filled, and changes made to bank accounts, hotel contacts, community contacts, email aliases, website access)	December/January	June/July
<b>Incoming Board takes over</b>	February	August

## Committee Timetable

The semi-annual Committee formation and leadership processes will follow the timetable below:

Action	Schedule or Deadline	
	Spring Term	Fall Term
<b>Existing chairs and officers work with Committees to select incoming chair(s)</b>	Month of December	Month of June
<b>Incoming chairs(s) named</b>	By January 1	By July 1

<b>Mentoring Month</b> (when the existing chairs work with the incoming chairs to organize the events already planned for February and March and August and September – these events may be hosted jointly by the existing and incoming committee members.)	January	July
<b>Chair Training</b>	Early January	Early July
<b>Recruit new Committee members</b> (Dine and Sign where the chair for the upcoming term will speak about the committee)	Mid-late January	Mid-late July
<b>Existing chair(s) end their term</b>	January 31	July 31
<b>Budgets are cleared and incoming chairs assume leader authority</b>	February 1	August 1

## **SANTA BARBARA NEWCOMERS CLUB**

### **CERTIFICATE of SECRETARY**

I certify that I am the Secretary of the Santa Barbara Newcomers Club, a California nonprofit mutual benefit corporation, and that the above Policies and Procedures constitute the Policies and Procedures of the corporation, as duly adopted by an affirmative majority vote of the Board of Directors present at its duly constituted meeting on January 22, 2025.

Executed effective February 1, 2025 at Santa Barbara County, California.

Libby Moore

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Libby Moore, Secretary – Fall 2024 Term