



MEMBER AGREEMENTS
Terms of Use, Accident Waiver and Liability Release, Bylaws and Policies
May 2013
(signed on-line only)

Important Information

Membership is subject to the by-laws of the Santa Barbara Newcomers Club and such other rules and regulations as the Board may adopt from time to time, which may alter or modify the terms and conditions of membership.

I understand that I can receive communications for the Club by mail or email. I consent to the receipt of all communication from the Club to the email address that I have provided on this application. I also understand that I am able to revoke that consent by contacting the webmaster at anytime.

Condition of membership requires Members to simultaneously agree to the included Accident Waiver and Release of Liability. The undersigned has further acknowledged that they agree and shall abide by the Accident Waiver and Release of Liability.

The undersigned has further acknowledged that they accept to abide by bylaws and policies/procedures below.

Use of the website shall also be governed by our Website policy below. The undersigned has further acknowledged that they shall abide by the Website policy.

Santa Barbara Newcomers Club
Accident Waiver and Release of Liability

I would like to participate in the activities of the Santa Barbara Newcomers Club (the "Club"). I understand that I will be participating in activities in developed and undeveloped areas, on land and on the water, in and surrounding Santa Barbara with other members of the Club.

I also understand that the Club and its Committees (the "Committee") select locations and destinations based on general information available to the general public and that neither the Committee nor the officers of the Club visit the locations or sites to determine their suitability for me or any other participant.

I am aware that risks of participating in these activities include the risk of physical injury and/or death caused by, but not limited to, terrain, temperature, weather, equipment, vehicular traffic, over-exertion, my own physical condition, and actions of other people including, but not limited to, other participants, members of the Committee, officers of the Club and volunteers.

I certify that I am in good health, physically fit, and capable of extended physical activity in the out-of-doors and have not been advised otherwise by a qualified medical person. I acknowledge that the Club may and shall rely on this certification by me of my physical condition.

I acknowledge that this Accident Waiver and Release of Liability when executed by me will be used by the Club, the Committee, event sponsors and organizers for any and all Santa Barbara Newcomers Club activities in which I participate and further acknowledge that it will govern my actions and responsibilities at any and all such Club activities.

This Waiver and Release shall remain in full force and effect throughout my entire Club membership and at all times thereafter. In consideration of being permitted to participate in Club activities, I hereby take this action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

- (A) I Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kinds which may hereafter occur to me, the Santa Barbara Newcomers Club, its officers, directors and members, representatives, and or agents;
- (B) I do, and agree to, Indemnify and Hold Harmless the aforesaid entities and individuals for myself, my heirs, executors, administrators, legal representatives, assignees and successors in interest (collectively, "Successors"); and
- (C) I do, and agree to, take full and complete responsibility for the conduct of and/or injury to my guests and to Indemnify and Hold Harmless the aforesaid entities and individuals from any claim brought by my guests and/or any claim brought by any person or entity as a result of my guests' conduct.

I hereby WAIVE, RELEASE, DISCHARGE, HOLD HARMLESS AND PROMISE TO INDEMNIFY AND NOT TO SUE THE RELEASEES, SPONSORS, AND ORGANIZERS FROM ANY AND ALL CLAIMS INCLUDING CLAIMS ARISING FROM THE RELEASEE'S OWN NEGLIGENCE which I have or which may hereafter accrue to me and from any and all damages which may be sustained by me directly or indirectly in connection with, or arising out of my participation in or association with the Club activities, including without limitation travel to or return from Club events.

This Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and/or illness during Club activities.

I hereby certify that I am eighteen (18) years of age or older and that I have read this agreement and that I fully understand its content.

**Preamble to the Bylaws
of the Santa Barbara Newcomers Club**

BYLAWS AND COMPANION DOCUMENTS

The Santa Barbara Newcomers Club is a California nonprofit mutual benefit corporation operated by and for its members as a noncommercial social club. The essence of the Club is its variety of activities, each directed by one or more Activity Chairpersons through the committees they oversee. These activities are coordinated by Club officers and follow the Club Bylaws, Policies and Procedures and Activity Guidelines.

The Bylaws presented below establish the high level principles that guide the Club and are intended to remain relatively unchanged over the years. Minor changes, however, can be expected periodically to keep up with changing times and new legal requirements.

The Policies and Procedures follow the Bylaws and detail Club policies and the procedures to be utilized in running the Club. It is the responsibility of the Board of Directors to maintain these policies and update them regularly.

The Activity Guidelines, updated by the VP Activities, provide uniform operating guidelines to Activity Chairpersons. They conform to the Bylaws and the Policies and Procedures and provide useful guidance for running the wide variety of Club activities.

Upon joining the Club, every new member receives a copy of the Bylaws. Activity Committee Chairpersons, elected officers and all other Board members must be thoroughly familiar with the Bylaws, current Policies and Procedures and the Activity Guidelines.

BYLAWS

ARTICLE I- NAME AND GOVERNANCE

Section 1: The name of this Club shall be the “Santa Barbara Newcomers Club,” hereinafter referred to as “the Club.”

Section 2: The Club is governed by a Board of Directors (the “Board”), which shall have the power to direct the administration and operations of the Club. This power shall include, but not be limited to, proposing policies and operational changes, long range planning, determining fiscal and insurance matters, maintaining records and recommending such other actions which the Board determines is in the best interests of the Club.

Section 3: Club officers are elected for six-month terms. Details of the election process are specified in Article IX and in the Club's Policies and Procedures.

ARTICLE II – PURPOSE

The purpose of the Club shall be to promote friendship and to aid in the social, cultural and philanthropic orientation of persons new to the Santa Barbara area.

ARTICLE III - MEMBERSHIP AND DUES

Section 1: Membership in the Club shall be open to any adult who is a newcomer to the Santa Barbara area from the eastern boundary of Carpinteria to the western boundary of Goleta, and from the ocean on the south to Camino Cielo on the north. A "newcomer" is one who has been a permanent resident of the area for no more than 18 months prior to becoming a member. A "permanent resident" is one who resides in the Santa Barbara geographic area described herein for more than six (6) months of the year. Former residents who return to the area after five or more years away are eligible to join. Membership in the Club is for a period of two years, unless extended as provided in Section 2 below.

A prospective member who is not eligible for membership due to residency requirements, but who is part of a couple with a person who is eligible for membership (see Section 1, above), shall also be eligible for membership so long as that person and the eligible partner are married couples, registered domestic partnership couples, civil union couples or cohabitating couples. Engaged couples or long-time couples living at two addresses can meet with the VP(s)-Membership for consideration (i.e., the eyeball-to-eyeball test that this is a committed relationship). The VP(s)-Membership can make the decision about the couple joining and communicate the decision to the Board.

Section 2: Dues for two years shall be payable at the time of joining the Club and are not refundable. To continue membership in the Club for a third year, qualified members who have earned the right to extend for a third year shall pay dues for one year at the rate then in effect. The criteria for qualification to extend membership shall be included in the Policies and Procedures of the Club. Final year membership may be extended by action of the Board for the requisite period (less than six months) in order 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, as set forth in the Policies and Procedures. Membership may be terminated if third year dues are not paid within one month of billing.

Section 3: Dues shall be determined by a majority vote of the Board of Directors.

Section 4: A member may be terminated on the good faith determination by the majority vote of a quorum of the Board that the member has failed in a material degree to observe the Club's Bylaws, Policies and Procedures and/or Activity Guidelines or has engaged in conduct materially prejudicial to the Club's purposes and interests. If the Board determines that termination is warranted, the Board shall give the member at least 15 days' prior notice of the proposed termination and the reasons for the proposed termination. Notice shall be given by any method reasonably calculated to provide actual notice and may be sent electronically to the member's last known email address as shown on the Club's records. Notice given by mail shall be sent by first-class or registered mail to the member's last known address as shown on the Club's records. The member shall be given the opportunity to be heard, either orally or in writing, at least five days before the effective date of the proposed termination. The hearing shall be held, or the written statement considered, by the Board or by a committee of at least three members authorized by the Board to determine whether the termination should occur. The decision of the Board or committee shall be final.

ARTICLE IV - BOARD OF DIRECTORS

Section 1: The Board of Directors, shall consist of the elected officers, the Chairpersons of all Activities Committees, the immediate Past President, two At-Large Activity Directors, the Web Site & Database Manager, House Registry Coordinator, and the Chair of the Bylaws Committee. The two At-Large Activity Directors, the Web Site & Database Manager, House Registry Coordinator, and the Chair of the Bylaws Committee shall be selected by the incoming President.

Section 2: The Board of Directors shall meet monthly. Additional meetings may be called by the President or upon written request by three members of the Board of Directors.

Section 3: Eleven voting members of the Board shall constitute a quorum for the transaction of business, provided, however, that a minimum of four of such voting members shall be elected officers of the Club,

and unless otherwise required by another provision of these Bylaws, an affirmative vote of a majority of the members present shall be required for adoption of any item under consideration.

Section 4: Where a voting position is jointly held by two (2) or more persons, that position is entitled to only one (1) vote. To the extent that one person holds two voting positions, that person is entitled to only one vote.

Section 5: Members of the Board of Directors shall be limited to serving three terms, with the exception of the President, who shall serve a succeeding term as Advisor. A member shall not hold the same office on the Board for more than one full six-month term. These rules may be waived by the President on a case-by-case basis.

Section 6: Between meetings of the Board, the President may call meetings of an Executive Committee to consider any business that could properly come before the Board of Directors. The Executive Committee shall consist of the President, immediate Past President, VP Activities, VP Membership, Treasurer and Secretary. Actions taken by the Executive Committee shall require a majority vote of the members present (but never less than three (3) affirmative votes), and in order to be continued shall be ratified by the Board of Directors at its next meeting.

ARTICLE V - ELECTED OFFICERS

Section 1: The elected member Officers of the Club shall be: President, VP Activities, VP Membership, VP Welcoming, VP Member Communications, VP Publicity & Marketing, Treasurer, and Secretary. The term of office shall be six months.

Section 2: These officers shall perform the duties prescribed by these Bylaws and the job descriptions provided to them, and by the parliamentary authority adopted by the Club.

Section 3: The President shall preside at all Board, general membership meetings and at New Member Orientation Meetings. The President shall appoint two At-Large Activity Directors to serve on the Board. The President shall be an ex-officio member of all committees and shall approve all contracts. When the Treasurer is not available, the President will sign checks for the Club.

Section 4: The VP Activities shall be responsible for supporting and coordinating the Activity Chairpersons to identify talent, develop leadership, train chairpersons, engage committee members and recognize volunteers. The VP Activities shall provide input on high potential candidates to the Nominating Committee. The VP Activities shall select and supervise a Club Calendar coordinator. The VP Activities shall preside at meetings in the absence of the President.

Section 5: The VP Membership shall maintain all membership records, maintain a monthly roster and submit all dues collected to the Treasurer. The VP Membership shall assist new members with website access, activity registration, general questions and first three months orientation. The VP Membership shall be responsible for collecting dues for the initial two-year term and the third year, if applicable.

Section 6: The VP, Welcoming shall arrange all details of all New Member Orientation Meetings and shall be the primary contact with prospective members. The VP, Welcoming shall assist prospective members with qualification questions, applications, and initial interest registration at the New Member Orientation Meeting.

Section 7: The VP Member Communications shall supervise the Editors for the collection of information, format preparation and production of the Monthly Activities Listing. The VP Communications shall select the Editors. The VP Communications shall be responsible for communication strategies among the membership including, but not limited to, website content, email blasts, bulletin board moderating and member surveys.

Section 8: The VP Publicity & Marketing shall be responsible for notifying the news media of New Member Orientation Meetings and helping to promote the Club in the community.

Section 9: The Treasurer shall handle all Club financial transactions, keep accurate books, give a financial report at the Board meetings and provide for audits as requested by the Board. A copy of the Treasurer's report shall be sent to the President monthly.

Section 10: The Secretary shall record and submit for approval the minutes of all Board meetings, and submit copies to the President; shall handle written communications; and shall assist the President with all necessary paperwork throughout the term.

Section 11: The Past President/Advisor shall serve as a member of the Nominating Committee for the six-month term following his/her presidential term.

ARTICLE VI - ADMINISTRATIVE POSITIONS

Section 1: Administrative positions shall be appointed as deemed necessary each term by the President with the approval of the Board of Directors. The President, with the approval of the Board of Directors, may remove the holder of an administrative position from office if the President determines it is in the best interests of the Club.

Section 2: Members are not eligible for appointive office for the term during which their membership expires, except with the approval of the Board of Directors.

Section 3: The Bylaws Committee shall review the Bylaws, consider revisions and present recommendations for any changes to the Board of Directors. The Chair of the Bylaws Committee shall report to the President the status of the risk management programs adopted by the Club.

Section 4: The Welcoming Committee shall assist the VP, Welcoming in the New Member Orientation Meetings and facilitate participation in Club activities by new members during their first three months.

Section 5: The Web Site & Database Manager shall maintain the technical aspects of the Club's web site, the Club's database and the email lists.

ARTICLE VII - ACTIVITY COMMITTEES

Section 1: The number and types of activity committees shall depend on the interests and desires of the Club members.

Section 2: Chairpersons of ongoing activity committees, officers and existing committee members shall select the new committee chair(s) by January 1 and July 1. Upon the President's approval, the new chairpersons shall serve a six-month term. Chairpersons shall not chair the same activity for more than one term without approval of the President. Members are not eligible for appointive office for the term during which their membership expires, except with the approval of the Board of Directors. The President may remove a chairperson of an activity committee from office if the President determines it is in the best interests of the Club."

Section 3: Any vacancy in a Chairperson position shall be filled by a nominee proposed by the activity committee members or the VP Activities and approved by the President.

ARTICLE VIII - MEETINGS

Section 1: A general membership meeting shall be held at least semiannually.

Section 2: The Board meetings in January and July shall be general membership meetings and designated as the election meetings during which new officers shall be elected. Twenty members of the Club shall constitute a quorum for the election.

Section 3: The months of January and July shall be mentoring months for all incoming and outgoing officers and chairpersons to transfer information and procedure books by the end of the month. New Club officers and chairs shall begin their terms on February 1 and August 1.

ARTICLE IX - NOMINATIONS AND ELECTION OF OFFICERS

Section 1: The Nominating Committee shall consist of six persons. Members of the Nominating Committee may not be nominated for an elected office by the Nominating Committee. The six members shall consist of the President, the Past President and four other Directors selected by the Board. The members of the Nominating Committee shall meet and elect a Chairperson from within the Nominating Committee. The President and the Past President are non-voting members of the Nominating Committee. The Nominating Committee shall be selected at the May and November board meetings.

Section 2: The Nominating Committee should begin meeting in May and November and shall choose one candidate for each executive office. Club members are not eligible for elective office for the term during which their membership expires, except with the approval of the Board of Directors. The President-elect must previously have served on any Board, Committee and/or Administrative position for at least two terms.

Section 3: The Nominating Committee shall submit the proposed slate of officers to the membership on the Club website as soon as it is available and in the eNews at least 5 days prior to the vote on the slate.

Section 4: At the general membership meetings in January and July, the Nominating Committee slate shall be presented with the opportunity for additional nominations from the floor. When nominations are complete the officers shall be elected by a majority vote. Twenty members of the Club shall constitute a quorum for the election.

Section 5: Any vacancy among the elected officers of the Club shall be filled by the President with the advice of the Past President/Advisor. Should a vacancy occur after nomination, but before election, the Nominating Committee shall select a new candidate. If the office of President becomes vacant, the Board of Directors shall select a new President to complete the term.

Section 6: If any elected or appointed officer shall after election or appointment no longer be a permanent resident as defined in Article III, Section 1, the person holding such position shall be deemed to have vacated such position and the Board or the officer(s) authorized may fill such position(s) for the remainder of the term of such officer as provided in these Bylaws.

ARTICLE X - AMENDMENT OF BYLAWS

Section 1: Proposed amendments to these Bylaws shall be presented to the Board of Directors for consideration.

Section 2: After ratification, such Bylaw amendments shall be effective immediately or as otherwise provided in the motion proposing such Bylaw.

Section 3: After a Bylaw amendment is duly adopted, it shall be published on the Club website (e.g., under Resources) and in the eNews Weekly Update for the information of the Club membership.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which they are applicable if they are not inconsistent with these Bylaws or any special rules of order the Club may adopt.

ARTICLE XIII - DEDICATION CLAUSE AND DISSOLUTION PROCEDURES

The purposes for which the Club is formed are pleasure, recreation and other non-profit purposes pursuant to a social club for new individuals relocating to that geographic area of Santa Barbara County specified in Article III, Section 1. No part of the net income or assets of the Club shall ever inure to the benefit of any officer, director or member of the Club. Upon dissolution of the Club, any assets remaining after payment of all debts and liabilities of the Club shall be distributed to a non-profit organization(s) as the then Board of Directors of the Club determine so long as no part thereof inures to the benefit of any officer, director or member.

SANTA BARBARA NEWCOMERS CLUB, CERTIFICATE OF SECRETARY

I certify that I am the Secretary of Santa Barbara Newcomers Club, a California nonprofit mutual benefit corporation, and that the above Bylaws constitute the Bylaws of the corporation as duly adopted by an affirmative vote of the majority of the Board of Directors present at its meeting on January 7, 2013.
Executed on January 7, 2013 at Santa Barbara County, California. Mary Stern, Secretary.

**Santa Barbara Newcomers Club
Policies and Procedures**

Member Policies

1. Members are urged to take part in Club activities, accept leadership roles and cooperate with officers and chairpersons by carefully following instructions for reservations, payments and cancellations and reporting changes of address and phone numbers.
1. Members are asked to respect other members' privacy by not distributing the membership list to any other organization or individual.
1. Members are not to promote their profession, business or solicit donations on behalf of any charity by making announcements or presentations at Newcomers programs or activities, or by soliciting the group by mail, phone or Club sponsored publications. When chairpersons are planning a program, other than socials, they may ask or accept or refuse offers from members 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. Business cards may be made available upon request.
1. All activities published in the Newsletter are open to all members.
1. The President and the VP Activities may make reservations for any Club event prior to the announced date in the newsletter.

Financial Policies

1. All activities are to be self-sustaining per 6-month term unless specifically excepted by the Board of Directors. Chairpersons are responsible for setting the charges for refreshments and/or other expenses. At the end of each term, no committee shall have a carryover balance. If a committee has any excess funds, they shall remain in the Club's general fund.
1. At the discretion of the Board of Directors 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 after each event.
1. Services contracted for by an officer or activity chairperson are not the financial responsibility of the Club unless approved in advance by the Board of Directors. If an officer or activity chairperson incurs a personal financial loss due to miscalculations in attendance or admission fees, the Board of Directors may, in extreme cases, decide to cover all or part of such expenses. The President, during his or her term, shall have the power to enter into contracts and authorize payments on behalf of the Club in an amount not to exceed \$300 during the term without the prior approval of the Board.
1. The Treasurer's books shall be audited at the discretion of the Board of Directors. An audit need not be required at the end of each term. A qualified auditor shall be selected by the Board of Directors when an audit is to be conducted.
1. If a free ticket is supplied for an event, it will be given for the President's use, to save the club the expense of the President's ticket.
1. Certain activities may require pre-payments or the paying of deposits. These activities shall include, without limitation, theater, concert, tour and lecture tickets, as well as bus trip deposits, and facility rentals/catering for the Kickoff Pizza parties, Past Presidents' party, Holiday party, etc.

With the written approval of the President, the Club may make payments or deposits up to \$300. With the written approval of two officers and the President, the Club may make payments or deposits in excess of \$300, and not to exceed \$1,500, for selected committee or event activities. Expenses exceeding \$1,500 shall require the prior approval of the Board. The Committee/Event Chair shall make any such request and be responsible for expediting approvals. The written approvals may be given by e-mail.

Pre-payments and Deposits	Written Approval Level
Below or equal to \$300	President
Over \$300 and below or equal to \$1500	President plus Two (2) Officers
Over \$1500	Board

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 Board 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 to be a method for customary and usual committee event costs such as food, wine, nametags or paper products to be prepaid by the Club.

Guest Policies

1. Activities are primarily for the members of Newcomers.
1. At activities where attendance is limited, preference shall be given to members over non-members. Activities open to guests and graduates shall be advertised as such by the Club.
1. Attendance at Club events held in private homes is for members only, except the host/hostess may invite two guests. When the host/ hostess consists of a couple, both of which are members, only two guests total shall be allowed. The guest (or host on their behalf) shall pay the same activity fee as members for the event. In all cases, the guest must be 21 years or older.
1. Prospective members may attend a single activity, except those held in private homes, prior to joining the Club. The Board of Directors has the authority to limit participation in Club activities.

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.
1. The Club does not sponsor or ask its members to contribute financially to any particular outside organizations.
1. As part of an activity, the Club may facilitate voluntary involvement by its members in educational, cultural, charitable or service organizations.

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.

1. No photography is allowed at Newcomers events in private homes or gardens unless specifically authorized by the activity chairperson or the property owner.
1. Members who graduate from Newcomers may continue to participate in the following activities: bridge, 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.
1. It shall be a prerequisite to hosting an event in a private home that the homeowner or renter shall have homeowners or renters insurance, which provides general liability coverage.

Alcohol Policies

1. No alcoholic beverages should be served to any minor or to any person who is intoxicated, or appears to be intoxicated.
1. Any member observing an attendee who appears to be impaired by alcohol to the extent that driving safely is likely to be affected is encouraged to offer alternative transportation. The club will reimburse anyone who advances or pays taxi fare for said attendee.

Membership and Service Extensions

1. All members join initially for two years.
 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 Chairperson during one six-month term. An Active Committee Chairperson 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.
 - (b) In the event that the member has served in the capacity of an Active Officer 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.
 - (c) In the event a member is given two participation credits for having Meaningfully Contributed. A credit for having Meaningfully Contributed shall occur each time a member has actively functioned during any six-month term in a way, which provides a significant contribution to the goals of a committee. By way of examples:
 - (i) If someone only attends committee meetings this does not qualify as Meaningfully Contributed.
 - (ii) Involvement in a Committee where the extent of the involvement accrues only to the participant such as sailing, playing bridge, or hiking rather than organizing the event does not qualify as Meaningfully Contributed.
 - (iii) Meaningfully Contributed shall include activities that function to achieve the overall goal of committee on more than an isolated occasion.
1. 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.

1. Presidents are granted, in addition to the third-year extension, a free (no dues) six-month extension beyond their membership period in recognition of their contributions to the Club.
 2. Extended membership dues will be prorated based on the rates currently in effect.
1. All membership is for two (or three, if extended) consecutive years. 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.
1. Under no circumstances are membership dues refunded.
1. Final year membership may be extended by action of the Board for the requisite period (less than six months) in order 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 occasion. Appropriate examples might include: the situation where a person with a specific skill set is needed to fill a position (such as the Web Master) and the only member available and willing to undertake that role within the Club is set to age out during the term; or if a key Committee lacked a chairperson even after an exhaustive and thorough search has been undertaken. Such an extension shall never be granted more than once for any member.

Bylaws and Policy Reviews

1. Changes, deletions and additions may be made to these policies and procedures by the Board.
2. When such changes are made, that fact is to be published in the eNews Weekly Update; revised "Policies and Procedures" should be made available on the Club website as quickly thereafter as is practical.
3. All new members are to receive a copy of the then current "Policies and Procedures" along with the current bylaws.

Election Timetable

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

Action	Spring Term	Fall Term	Schedule or Deadline
Nominating Committee formed			
Nov Board Meeting		May Board Meeting	
Nominating Committee identifies the slate of new officers	November & December	May & June	
Slate is published on the Website	As soon as available	As soon as available	
Slate is published in eNews	December	June	
Election Meeting	January	July	
Mentoring & preparation month when incoming officers are trained, appointed positions filled, and changes made to bank accounts, hotel contact, community contacts, email aliases, website access	January	July	
Incoming Board takes over	February 1	August 1	

Committee Timetable

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

Action	Schedule or Deadline	
	Spring Term	Fall Term
Existing chairs and officers work with committees to select incoming chair(s)	Month of December	Month of June
Incoming chair(s) named	by January 1	by July 1
Mentoring Month	January	July
when the existing chairs work with the incoming chairs to organize the events already planned for February & March and August & September – these events may be hosted jointly by the existing & incoming committee members.		
Chairperson training	early January	early July
Recruit new committee members	mid/late January	mid/late July
where the existing chair will speak about the committee and introduce the incoming chair		
Existing chair(s) end their term	January 31	July 31
Budgets are cleared and incoming chairs assume leader authority.	February 1	August 1

SANTA BARBARA NEWCOMERS CLUB, CERTIFICATE OF SECRETARY

I certify that I am the Secretary of 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 vote of the majority of the Board of Directors present at its meeting on January 7, 2013.

Executed on January 7, 2013 at Santa Barbara County, California. Mary Stern, Secretary.

Santa Barbara Newcomers Club **Web Site Policies**

Definitions

- The term Publish means the placement of the event or article on the website, visible to all. It can act as a Save-the-Date function. All details are visible to Members.
- The term Post means a comment or article written by a Member. Examples are Group/ Committee discussions and Forum topics and responses. Postings are visible to all Members.
- The term Register means the commitment of a Member to attend an event and the payment (if applicable) for it.

Roles

- The Editor, who reports to VP Member Communications, is authorized to approve event articles, content for static web pages and content for public pages and to publish them to the web site.
- The Event Administrator is authorized to edit events, manage attendees, extract names for nametags, and perform administrative tasks for the events.
- The Author is authorized to submit event articles to an Editor for review and publishing.

Events

- Events may be published up to 45 days in advance in most cases. Registrations for events typically will open ~30 days before event at 8:00 pm on a Tuesday. The Chair(s) will determine which Tuesday the registration should open.
- However, very large events [more than 40 attendees] and events that require advance ticket purchases or transportation arrangements may be published up to 90 days in advance and open registration up to 60 days in advance.
- A member will be able to register himself or herself plus one member guest for each event.
- Event Administrators can register non-paying attendees for each applicable event. Non-paying attendees are limited to: President & spouse/ partner, VP Activities & spouse/ partner and event host & spouse/ partner. The host may invite up to two guests. The host must pay for these guests. Such guests will be registered by the Event Administrator.
- Wait lists are optional for events at the discretion of the Chair(s). If desired, the Chair(s) will work with the Event Administrators to create a waitlist event that displays only when the event reaches its capacity. Event Administrators can view the wait listed Members and communicate with them via email. Wait listed Members do not pay until the Event Administrator grants them attendance.
- Chairs will continue to work with the VP Activities and the Calendar Coordinator for long range planning (up to 11 months in advance). Until another solution is approved, that planning will be on Google Docs.

Finances/payPal

- Members reserve and pay for Events on the website. Reservations are considered non-refundable but transferrable (able to resell to another member if one must cancel). Payments at the door are against our policy; Event Administrators and Chairs will assist Members with questions or problems in registering for their events.
- Payments for events will be exclusively through PayPal. No-cost events can also be registered via the website to provide an accurate headcount.
- Manual refunds will be issued only when an Event is cancelled completely by the Club. Partial refunds (may occur when perishables have already been purchased) will be determined by the Chair(s).

Communications

- Each member is encouraged to add a photo of herself or himself into that member's Profile. Any objectionable images can be reported to the web master for potential removal.
- For initial launch, Authors may submit Event drafts for review and for publishing. The VP for Member Communications (and Event Administrators) will publish events after editing content

- prepared by the committees and will determine that event dates and times are consistent with those shown in the calendar.
- Chairs will author text for their static web pages (e.g., Committee Event pages) and forward to Editor for publishing.
 - The VP of Member Communications and VP of Activities may also approve and designate certain events to be shown as Featured Events. Featured Events will appear at the top of the listing on the Events page.
 - The VP Marketing & Publicity is responsible for overall content on public pages.
 - Only members authorized by the Board may publish official Club documents.

Groups/Forum

- Use of the Groups/ Committee discussions and the Forum topics are privileges of being a Member. Each Member is expected to use common sense, courtesy and respect when posting comments. Our policy of non-solicitation of Members will also be enforced on the website (no business ads, no request for contributions, etc). Forum topics such as an extra Event reservation to sell are allowed.
- Members will self-police the content in Groups/ Committee discussions and Forum topics. Objectionable comments will be reported to webmaster@sbnewcomers.org for possible action. Repeat violators will be subject to escalating disciplinary actions including 1:1 communication, removal of offending comment, blocking of ability to post comments, and ultimately removal of the user from the site.
- Individual activities or outside events of interest to Club members may be posted on appropriate Forums or Discussion Groups subject to Club policies regarding soliciting business from other members and other terms and conditions of the By-Laws and Club Policies and Procedures. Please use common sense.