



Top 10 Policies and Basic Principles You Should Know

1. Get to Know How We Are Governed

The Club is governed by 3 documents: SBNC Bylaws; SBNC Policies and Procedures and SBNC Web Site Policies. If you have a question, often the answer will be found in one of these documents.

These documents can be found on the Website – first log in, then click on MEMBERS and then click on GOVERNING DOCUMENTS.

2. Be Involved!

Members are strongly encouraged to get actively involved in Club activities and consider leadership roles in Club committees, activities, or administration.

- Active participation is the best way to make lifelong friends from membership in the Club and is a way to give back to this unique organization.
- It takes work to put on over 600 events a year. So, lend a hand; don't just attend events. See SBNC Policies and Procedures "Member Policies"

3. Maintain your Personal Profile

It is your responsibility as a Club Member to keep your personal profile updated on the website:

- Keep your mailing and email address current. This is used for Club mailings and to confirm event registrations and payments.
- On the Club Website, click on MEMBERS' AREA, click on MY ACCOUNT or click on MY PROFILE for Edit Profile.

4. Our Events are Mostly for Members Only

Club Events are designed for members to attend. Certain committees may choose to open an event being held in a public venue to guests and some activities are always open to guests. Events in private homes or venues are generally not open to guests. The exception is when the host of such an event invites a guest. An example would be the host including his or her partner at a Dining In event when that partner is not a Newcomer member.



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- Activities such as CHEERS, TGIF, hiking, beach walks, etc. are always open to guests and are excellent ways to have guests join you at a Club activity. Typically, these are no-cost/no-registration events held in venues open to the public. Contact the VP of Activities if you have a question about bringing a guest.
- See "Guest Policies" in SBNC Policies and Procedures.

5. Events are Non-Refundable

Event payments are non-refundable but if you notify the chair of the event in a timely manner that you are unable to attend and a replacement is found from the waitlist then you will be reimbursed.

6. Guest Registration

Members may not register or pay for a guest to attend an authorized event using the Club website.

- Contact the committee's Chair or designated RSVP person identified for the event to register a guest. Do not register twice on the website using your name and PayPal to pay for a guest.
- See SBNC Website Policies "Events"

7. You Must Pay in Advance for Events

Members may not pay for an event at the event itself. Payment for events can only be made using a Credit Card on the Club website.

- Members are requested to not ask a committee member to accept any form of payment (cash, check, etc.) at an event. This is against Club policy. Please plan ahead if you wish to attend an event and use the normal registration and payment process on the Club website.

8. We are a Social Club, Not a Networking Group!

Membership in the Club is for social purposes only, not for business networking or promotion.

- Do not create events primarily intended to introduce members to a product or service. Especially if you are involved in the business or service.
- The Club roster and website are made available for the private use of Club members for social purposes.



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- See SBNC Bylaws-May 2014 Article II-Purpose; Also, SBNC Policies and Procedures: “Member Policies”, “Website Policies”, “Operating Policies”; Also, SBNC Website Policies: “Social Media Groups/Discussions.”

9. Be Informed

The Club Website, eNews and member lists are intended to make members aware of authorized Club events, activities, and Club-related information.

- There are many worthwhile charitable and other interesting events in Santa Barbara that take place every week. Please do not use the website for that purpose unless it is part of an authorized Club event or with the permission of the VP of Activities.
- See Promoting Non-Profit Events- click on MEMBERS’ AREA, click on RESOURCES, and click on GOVERNING DOCUMENTS. Also, SBNC Website Policies: “Social Media Groups/Discussions.”

10. We are ALL Volunteers Here!

We are all volunteers trying to do our best, so please make an extra effort to be considerate of other Club members’ points of view and efforts.

- The Club’s leadership turns over every 6 months, so we are all also new to our positions. Disagreements are bound to occur. If you have an issue, discuss it some more with other members or the Club’s leadership. In the end you may end up disagreeing anyway. Move on as friends and enjoy the Club. The Club has survived since 1955 and will survive the disagreement.

Following these basic policies and rules will help keep the focus on the fun of being in the Club and attending event. Thanks for all your help and cooperation.