

SUN CITY LINCOLN HILLS SINGLES CLUB
ESTABLISHED POLICIES & PROCEDURES (P&P) – APRIL 2025

SECTION 1. NAME - SUN CITY LINCOLN HILLS SINGLES CLUB

SECTION 2. PURPOSE – Create an atmosphere in which single people can interact, relate and socialize in a friendly, safe environment; encourage a sense of community amongst its members; and to develop lasting friendships. We are an active and fun social club!

SECTION 3. ORGANIZATION & MEMBERSHIP

- 1) A MEMBER IN GOOD STANDING is any Member who conforms to the Bylaws and Policies & Procedures set forth herein and whose annual membership dues are current. Only Members in good standing may hold office, cast votes and participate in Club activities.
- 2) Members in good standing shall be given priority in all activities of the Club. When invited/included, non-member guests of a Member may participate in activities; however, restrictions and fees may apply.
- 3) The Standing and Ad Hoc Committees shall conduct business with the **minimum** number of members as listed: Activities Committee (10), Ambassadors Committees (10), Nominating Committee (3) and Election Committee (3).
- 4) The Finance Committee, comprised of two former Club Treasurers, shall conduct business once a year.
- 5) When necessary, the President shall appoint a Bylaw Committee comprised of 3 members.
- 6) The following Chairpersons shall be appointed positions: Publicity (articles for the Compass Magazine and Sun Senior News), Webmaster, Eblast Chair, Activities Flyer Chair, Dining Out Host/Hostess and 2nd Saturday Breakfast Host/Hostess, Sunshine Chair, Birthday Chair.
- 7) The Coordinators of Weekly Activities Groups shall be appointed positions, i.e., Bocce Ball, Golf, etc.

SECTION 4. MEETINGS

- 1) The Singles Club's "**normal calendar of monthly meetings/events**" is as follows:
 - a) Business Meeting followed by social activity: 2nd Thursday, OC Ballroom, 5:30 pm
 - b) Social Meeting: 4th Thursday, OC Ballroom, 5:30 pm
 - c) Birthday Celebration: 1st Sunday, 4:00 pm, Meridians Restaurant area
 - d) 2nd Saturday Breakfast: 2nd Saturday, 9:00 am, Meridians Sports Bar
 - e) Dining Out: 3rd Thursday, 4:00 pm, various restaurants in our local area

- f) Other events/trips/holidays may also be added.
 - g) **Change of day, place and time may occur.** See Weekly Eblast for latest updates.
- 2) All monthly activities are listed on the **SCLH Singles Club Activities Flyer**, a “three month at a glance” detailed calendar, listing day, date, time, specific activity, place and contact name and phone number if you have questions. It also shows an “**R**” which means reservations are necessary and “**\$**” which means there is a fee involved. This flyer is an attachment to the weekly **Saturday Eblast** sent to the membership. Current Activities Flyers are also available in the Club Cubby Files located outside the Billiards Room in the Orchard Creek Lodge.
 - 3) Each event or activity requiring reservations and prepayment shall be limited to members only on a first come, first serve basis. (This is due to increased membership and limited size of facilities.) If space permits, members will be notified and guests may be included.)
 - 4) Activities Committee meets monthly on the 1st Tuesday, 4:00 pm, OC Lodge. All members are invited to attend.

SECTION 5. DUES

- 1) The Club’s current Annual Dues are \$20.00 per member.
- 2) Annual Dues are assessed on a calendar basis and shall be paid by January 31st each year.
 - a) Non-payment of annual dues by January 31st will result in member being delinquent and NOT being in good standing.
 - b) “NOT IN GOOD STANDING” means member **may not** hold office, run for office, cast votes or participate in any Club activities, within SCLH or offsite.
 - c) Paying the full dues will reinstate the member.
 - d) If a **new** member joins in the months of October, November and December, their dues are considered paid through December 31st of the following year.
- 3) All dues collected are to be used exclusively for the purpose stated in **Bylaws. Article II.**

SECTION 6. EXPENDITURES

- 1) Based on Board approval, pro forma budgeting and planned activities, expenditures from dues and revenue collected shall be disbursed by the Club Treasurer with proper signatures.
- 2) The Activities Committee plans all events for the Club. If an event is planned which requires an abnormal expense, beyond normal event expenses, the Board requires pre-approval by a majority vote of members present at any business meeting.
- 3) Any charitable contribution by the Club must be approved by a majority vote at a business

meeting. Contributions must be funded solely by individual donations and/or by a fundraising activity designated for the specific purpose.

SECTION 7. DUTIES OF THE OFFICERS ON THE BOARD (See Bylaws, Article III.3)

PRESIDENT, VICE PRESIDENT, RECORDING SECRETARY, TREASURER & MEMBERSHIP CHAIR

The Board shall be responsible for establishing policies, determining amount of annual dues, preparing a pro forma operating budget for the current year and administering the operation of the Club in accordance with the Bylaws and current Policies & Procedures.

PRESIDENT: In order to run for President, a member must have already held a duly elected Board position.

- *Presides at all Board and general membership meetings and supervises the general management of the Club.
- *Prepares agenda for all business and board meetings of the Club.
- *Immediately after election in May, begin selecting members for various Standing Committee Chairs, Ad Hoc Committees and other appointed positions. Announce these appointments at the June business meeting. Note: An officer may also serve as a Committee Chairperson.
- *Responsible for scheduling the use of Sun City Lincoln Hills' facilities for Club activities
- *Before every event, makes arrangement for room set up, catering, bar, etc.
- *Prior to each election, appoints the Chairperson of the Nominating Committee and announces at March business meeting. Appoints the Chairperson of the Election Committee and announces at the May business meeting. Note: No current officer can serve on either the Nominating Committee or the Election Committee.
- *Appoints additional Ad Hoc Committees as needed.
- *Shall be an ex-officio member of all committees, except Nominating & Election Committees.
- *Coordinates input for Activities Flyer, Eblasts, Website, etc.

VICE PRESIDENT:

- *Assumes all duties of the President in the absence of the President.
- *Shall be a member of the Activities Committee.
- *Assists President in scheduling the use of Sun City Lincoln Hills' facilities for Club activities.
- *Shall attend SCLH Community Association meetings as directed by the President.

RECORDING SECRETARY:

- *Takes minutes of all business meetings. Sends to Board for input /corrections before

publication.

- *Send minutes to Eblast Chair for attachment to Saturday morning Eblast prior to business meeting.
- *Brings 10 copies of minutes to business meeting; places on tables for members' perusal.
- *At business meetings, establishes quorum and Board members in attendance. Verbally presents minutes for membership approval.
- *Keeps permanent record book of approved minutes and agendas signed by President and Recording Secretary for three years prior to current.
- *Takes minutes of the Board meetings. Keeps permanent record book of minutes signed by President and Recording Secretary for three years prior to current.
- *After election of new officers in May, promptly submits results to SCLHCA (on approved form), along with copy of May business meeting minutes.
- *Keeps meeting/event sign-in forms for three years prior to current.
- *Keeps check-in sheets for weekly ongoing activities, i.e. Bocce, Golf, etc., for three years prior to current.

TREASURER:

- *Receives, banks and disburses all funds of the Club.
- *Maintains accurate and detailed accounting of revenue (income) and disbursements (expenses) of all Club's financial transactions.
- *Generates an income/expenditure report at the end of each month. Sends report to Eblast Chair for attachment to Saturday morning Eblast prior to business meeting.
- *Brings 10 copies to place on tables for members' perusal.
- *Verbally presents report at business meeting for membership approval.
- *After each event requiring reservation/ticket sales is concluded, generates an income/expenditure report for that event and verbally presents report at business meeting.
- *Maintains permanent financial records for seven years prior to current year.
- *Generates other reports as requested (pro forma budget, yearly expenses, SCLHCA, etc.)

***Club's Checking Account:**

~Treasurer and two other Board Officers are authorized to operate the Club's bank account, normally the President and Vice President.

~Current bank account is with Umpqua Bank, Twelve Bridges office, Lincoln.

~Treasurer is authorized to sign checks up to \$250.00 value. Checks over \$250 require two authorized signers.

***Deposit/Accounting Procedures for Membership Chair & Event Salespersons:**

~Submit deposit of checks and cash in an envelope, along with list of members/guests

generating the income.

~Note on outside of envelope: 1) total of money enclosed, 2) initial envelope.

~Treasurer shall verify the amount in envelope and initial the envelope.

~After money has been deposited, Treasurer will attach deposit slip and attendee list to envelope and retain for permanent records.

MEMBERSHIP CHAIR:

- *Collects new member dues and annual renewal membership dues (begins process in October.
- *If a **new** member joins in the months of October, November and December, their dues are considered paid through December 31st of the following year.
- *Collects all dues; submits deposit with Treasurer according to procedures aforementioned.
- *Maintains and updates membership roster as dues are received throughout the year.
- *At business meeting, verbally reports member updates and introduces any new members present at meeting.
- *On a continual basis as new members join, notifies Board, Appointed Chairpersons, Event Salespersons and Weekly Event Coordinators with up-to-date roster.
- *Tallies membership renewal forms according to interest (committee/officer candidate).
- *Provides tally information to respective Committee Chairpersons on a continual basis.
- *Distributes current year's roster to Board members and general members through Eblast or email when requested.
- *On either the fourth or fifth Thursday of each month, compiles a list of current members who will be celebrating their birthday in the coming month. Emails Birthday List to Birthday Chair, Eblast Chair and President in preparation for the monthly Birthday Celebration.

SECTION 8. VOTING PROCEDURES

- 1) **Voting: Only members in good standing may vote.** (See Bylaws.Article III.2)
- 2) **Quorum:** Requires 15% of current members be present at a business meeting.
- 3) **When Balloting of ALL Members is required:** The manner of voting shall be online balloting. Balloting shall be conducted by an independent agency to ensure privacy with instructions indicating voting deadline. Members without email addresses will be mailed paper ballots with instructions where to return ballot and when the deadline is for submitting their ballot.
- 4) **Voting for Election of Officers constituting the Board of Directors:** Shall be elected by the Club's membership annually in May. In order to run for President, a member must have already held a duly elected Board position.

- a) Officer elections require a ***simple majority of all votes cast by balloting of ALL members.***
- b) However, if ***ALL candidates for office are unopposed***, voting by members present at the May business meeting, ***constituting a quorum***, shall duly elect officers by a hand or voice vote.
 - i) Officer positions are President, Vice President, Recording Secretary, Treasurer and Membership Chair.
 - ii) Term of office for each officer shall be one year.
 - iii) After voting results conclude in May, the newly elected officers shall begin their term of office at the first business meeting in June. Their term ends at the first business meeting in June the following year.
 - iv) A member holding a former office may continue to run for that same office or any other office.
- 5) **Voting to Change Amount of Annual Dues:** Requires a ***simple majority of all votes cast by balloting of ALL members.***
- 6) **Voting for Bylaw Amendments:** Requires a ***simple majority of all votes cast by balloting of ALL members.***
- 7) **Voting on All Other Issues:** Constituting a ***quorum***, requires a ***simple majority, by hand or voice vote, of members present at a business meeting.***

SECTION 9: DUTIES OF POSITIONS APPOINTED BY THE PRESIDENT

PUBLICITY CHAIR:

- *Shall be a member of the Activities Committee.
- *Prepares and submits monthly articles about the Club's activities to the Compass magazine and the Lincoln Sun Senior News.
- *Prepares all publicity related items as requested.

WEBMASTER:

- *Shall be a member of the Activities Committee.
- *Working closely with the Board, maintains website and updates information on a continual basis.

EBLAST CHAIR:

- *Working closely with the Board, maintains and updates information for weekly Eblast.
- *Sends weekly Eblast (Saturday mornings) to all Club members in good standing.
- *Receives monthly reports from Recording Secretary, Treasurer and Birthday Chair for Eblast

inclusion.

*Receives weekly input from Activities Flyer Chair.

*Sends special notices when requested by the President.

ACTIVITIES FLYER CHAIR:

*Shall be a member of the Activities Committee.

*Works closely with President and Eblast Chair to update details for Activities Flyer.

BIRTHDAY CHAIR:

*Organizes monthly event (usually on **first** Sunday) at designated Sun City location.

..*Greet members and gives "birthday badge and free drink coupon" to members on Birthday List received from Membership Chair for that month ONLY.

DINING OUT HOST/HOSTESS:

*Shall be a member of the Activities Committee.

*Organizes dining out and cocktail time events (usually the third Thursday of a month); makes arrangements with local restaurants; informs President and Activities Flyer Chair.

*Announces event at a business meeting, takes member signups/reservations.

*Is present at event to welcome members and guests. If unable to attend, notifies President in advance.

2ND SATURDAY BREAKFAST HOST/HOSTESS:

*Organizes monthly event (on the second Saturday) at the Meridians Sports Bar.

*Notifies new members who have joined during the prior month and invites them to attend.

*Is present at event to welcome members and guests. If unable to attend, notifies President in advance.

SUNSHINE CHAIR:

*When requested, sends appropriate notes and greeting cards to members (illness, surgery, etc.) and sympathy cards to family of member who has passed.

*Works closely with President identifying members who need a bit of cheer in their life.

*Cards are not sent for members' birthdays; they are celebrated with a free drink at the monthly Birthday Celebration Cocktail Party.

WEEKLY ACTIVITIES COORDINATORS (BOCCE, GOLF, etc.):

*Coordinators of these activities do so as volunteers without term limits.

- *Each coordinator makes whatever reservations are needed for their activity and informs the membership through the Activity Flyer, Eblast or at the monthly business meeting.
- *Coordinators need to submit attendance sign in sheets to Recording Secretary in a timely Manner. This requirement is for insurance purposes and required by SCLHCA.

SECTION 10. COMMITTEE CHAIRPERSONS APPOINTED BY THE PRESIDENT:

- 1) By July 1st, the appointed Standing Committee Chairpersons of the Activities and Ambassadors Committees shall have selected their respective committee members and notified the President/Board.
- 2) The term of office for Activities and Ambassadors Committee members shall be for one year, from July 1 through June 30, or until the appointment of their successors.
- 3) The Finance Committee, comprised of two former Club Treasurers, shall conduct business once a year.
- 4) When necessary, a three-member Bylaw Committee shall be appointed.
- 5) A Nominating Committee Chairperson shall be appointed by March 1st and presented to the members at the March business meeting. Nominations are held at April business meeting.
- 6) An Election Committee Chairperson shall be appointed by April 1st and presented to the members at the April business meeting. Elections are held at May business meeting.
- 7) When called upon at a meeting, the Standing Committee Chairpersons, or their designees, may give their report.

SECTION 11: DUTIES OF COMMITTEES

AMBASSADORS COMMITTEE:

- *Greet and introduces new Singles to other members at meetings and social functions.
- *At business meetings and other events, assists with checking in members and collecting membership forms and dues.
- *At business meetings and other events, assists with room set up, decorations, etc.
- *When asked to attend, Committee Chairperson is a non-voting attendee of the Board.

ACTIVITIES COMMITTEE:

- *Plans, coordinates and publicizes all social activities.
- *When events require attendance fees paid by members, the Board shall be informed of proposed amounts, including a budget for expenditures.
- *The Committee Chairperson may select an Event Chair to coordinate social activities with the SCLHCA Catering Department, i.e., meal selection, bar setup, etc.

- *Conducts sales and collects funds for all event reservations/ ticket sales. The Committee Chairperson may select an Event Salesperson to oversee reservations/ticket sales. Deposits shall be made on a timely basis following Treasurer's procedures.
- *When asked to attend, Committee Chairperson is a non-voting attendee of the Board.
- *When a suggested activity/event requires an abnormal large expenditure, the Board requires a pre-approval vote of members present at any business meeting.

FINANCE COMMITTEE:

- *The Finance Committee, comprised of two former Club Treasurers, shall conduct business once a year.
- *Annually in July, audits the prior year's financial transactions. The recent outgoing Treasurer and President shall observe the audit to answer any questions. The newly elected Treasurer may observe the audit.
- *Committee notifies newly elected Board of the audit results.
- *Results are presented to members at the August business meeting.

BYLAW COMMITTEE:

- *When necessary, the President will appoint a three-member Bylaw Committee.
- *Reviews the proposed Bylaw amendment(s) for adequacy, relevance and conformance and presents proposed Bylaw amendment to the Board.
- *If Board approves proposed amendment(s), Bylaw Chairperson and committee members present to membership at the next business meeting. Defines voting procedure according to Bylaws, Article V. Voting Procedures, Section 4, which states "Bylaw Amendments requires a simple majority of all votes cast by balloting of all members."
- *When Balloting of ALL Members is required: The manner of voting shall be online balloting. Balloting shall be conducted by an independent agency to insure privacy with instructions indicating voting deadline. Members without email addresses will be mailed paper ballots prepared by the Bylaw committee with instructions where to return ballot and when the deadline is for submitting their ballot. Chairperson and committee members will count ballots, verify results and notify the Board of official tally.
- *Chairperson and committee members will verify results from agency and notify the Board of official tally.
- *Bylaw Chairperson shall retain ALL ballots for 30 days after voting deadline, then give ballots to President for shredding.

NOMINATING COMMITTEE:

- *Any member in good standing wishing to be considered for an office may express their interest by notifying the Nominating Committee Chairperson.
- *Chairperson requests Membership Chair provide list of members who indicated “officer candidate interest” on their registration form.
- *Chairperson and committee members bring forward a recommendation for slate of officer candidates at April business meeting.
- *Entertains additional nominations of officer candidates from members on the floor.
- *Nominations shall remain open until close of April business meeting.
- *When nominations have closed, immediately notifies Election Committee Chairperson of final list of all officer candidates.

ELECTION COMMITTEE:

- *Chairperson and committee members present the slate of officer candidates at the May business meeting.
- *Officer candidates will be afforded the opportunity to address members at the May business meeting.
- *Depending on the slate of officer candidates presented, the manner of voting shall be determined according to Bylaws, Article V. Voting Procedures. All balloting shall be completed by May 31st.
- *When Balloting of ALL Members is required, the manner of voting shall be online balloting. Balloting shall be conducted by an independent agency to insure privacy with instructions indicating voting deadline. Chairperson and committee members will verify results from agency and notify the Board of official results.
- *However, members without email addresses will be mailed paper ballots prepared by the Election committee with instructions indicating where and when to submit their ballot and the voting deadline date. Chairperson and committee members will count ballots, verify results and notify the Board of official tally.
- *Election Chairperson shall present results to membership.
- *Election Chairperson shall retain ALL ballots received until June 30th, then give ballots to President for shredding.

SECTION 12. AMENDMENT TO THE BYLAWS

- 1) Any member may propose an amendment to these Bylaws by submitting their proposal to the Board in writing either at a business meeting or by mail.
- 2) After review, if necessary, the President will appoint a three-member Bylaw Committee and refer proposed amendment to the Bylaw Committee for their recommendation.

- 3) The Bylaw Committee will review proposed amendment and submit their findings to the Board for review, further discussion and approval.
- 4) If Board approves proposed amendment, the Board will determine when voting will occur, preferably in April, and the deadline date for voting.
- 5) The Bylaw Committee presents proposed Bylaw amendment to membership at business meeting and defines balloting procedures.
- 6) The Bylaw Committee shall notify the Board of results.
- 7) President shall present results of vote to membership.
- 8) An amendment to the Bylaws becomes effective immediately when it receives a simple majority of all votes cast by balloting of all Members, subject to final approval by SCLHCA.

SECTION 13. POLICIES & PROCEDURES (P&P)

- 1) The Board composed the present P&P to serve as guidelines covering the detailed course of operation for our Club.
- 2) Duties of elected Board Officers, Standing Committees, Ad Hoc Committees, Appointed Committees and Weekly Activities Coordinators are listed in detail.
- 3) Dues, expenditures and “normal” monthly events are listed.
- 4) P&P are updated as necessary and voted on by the Board. According to CCOC, club membership does not need to vote on P&P. However, when changes do occur, club membership shall be informed and the new P&P emailed to members.
- 5) The Club does own a variety of items, i.e., games, poker chips, cards & shufflers, table ties.

Policies & Procedures

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1st Completed Edition March 2024

(Sarah Lambrose, Linda Bacon, Dennis Doane, Sue Kuukka, Nancy Nelson, Heidi Avalos)

2nd Completed Edition April 2025

(Sarah Lambrose, Linda Bacon, Dennis Doane, Heidi Avalos, Mari Long)

BOARD APPROVAL April 18, 2025 (Send out to members April 2025)