

# HOBBYISTS UNLIMITED

## POLICIES, PRACTICES AND PROCEDURES

REVISED NOVEMBER 2017

This document contains actions and decisions over the years, by the Executive Boards of Hobbyists Unlimited, and should serve as a guide for our officers and activity chairmen in the performance of their duties. In no way is it intended to dilute or supersede our Constitution and By-Laws and does not include all policies, practices and procedures mandated therein.

### General

1. Communication and notices as referenced in the document normally refer to electronic information via the Hobbyists website or Constant Contact email. Where members lack computer access, hard copy documents will be made available where appropriate.
2. It is the responsibility of the incoming President to see that each new Executive Board member and Activity Chairman is notified as to this document on the Hobbyists website and their need to review and be aware of its contents. The President, assisted by the Secretary, shall maintain this document in an up-to-date form and communicated to the Executive Board, Officers, Senior Advisory Board, Activity Chairmen and posted on the website.
3. Proposed changes in the Constitution and By-Laws should be directed to the President in writing. He will then present them to the Executive Board who will appoint a special committee, if the proposal so warrants, to consider them and make recommendations to the Board.
4. Politicians may be invited to speak at a regular business meeting, but not while they are candidates for office. Their subject matter is not to be politically oriented. However, politicians and/or candidates for election to public office may address a Public Affairs Forum.
5. Announcements of outside entertainment, cultural, civic or educational activities by individuals at Hobbyist business meeting, functions, etc., shall be permitted by the use of printed material and with the approval of the First Vice-President. A table at the rear of the meeting room will be available for display of such notices.
6. Hobbyist functions, as a general rule, are for Hobbyists only (other than "dates" of members at coed affairs), unless the chairman of the Trips, Tours and Special Events Activity needs extras to help meet financial commitments. Notwithstanding, Hobbyists' widows may participate in coed affairs of their choice, and shall be included in the mailing list of the Trips, Tours and Special Events Committee. Wives and other special guests may be invited to an activity at the discretion of that chairman.
7. Members of the Executive Board may suggest revisions/amendments to this document. The Board shall act on such suggested revisions/amendments.
8. Signatories on financial accounts (bank account, etc.) are to be limited to five persons. They are: President. First and Second Vice-Presidents, Treasurer and Secretary.
9. Activity groups shall select their Chairman and Vice-Chairman/Deputy(s) and notify the President of their choices.
10. Our sponsor, First Presbyterian Church, shall be reimbursed for out-of-pocket expenses incurred for Hobbyists Unlimited activities.

## **Officers**

1. The **President** shall:
  - a. Appoint, in consultation with the Treasurer, assistant(s) to the Treasurer to assist him in his duties. They shall not be official appointments.
  - b. Appoint an Auditor to perform an annual independent audit examination.
  - c. Schedule Executive Board meetings at his discretion. The December meeting shall be primarily used for the purpose of approving the budget for the New Year and the cash gratuities to appropriate employees of our sponsor at Christmas time.
  - d. Send e-mail to the activities chairmen that it is their responsibility to prepare a year to date report by October 31<sup>st</sup> and forward it to the President for his annual report to the sponsor.
  - e. Furnish an annual report to the Sponsor and members of the Executive Board, to be entered in the minutes by the Secretary.

## **President's Duties by Month**

### **December**

- Passing of the gavel ceremony at December General Business meeting.
- Hold an Executive Board meeting to;
  - a. Establish budget for next year.
  - b. Approve Sponsor's fee and Church staff Christmas gratuities.
  - c. Conduct other business as needed.
- Obtain church staff's gratuity checks and present to staff.

### **January**

- Write letter to Pastor inviting him to February meeting to accept sponsor fee.

### **February**

1. Present Pastor with the initial sponsor check at February General Business meeting with the agreed on final payments at subsequent General Business meetings.

### **April**

- Master of Ceremonies at Hobbyists Fellowship Luncheon held at church.

### **August**

- Establish Nominating Committee to collect names for new Officers for next year.

### **October**

- Announce results of nominating committee for vote at the November General Business meeting.
- Have Sponsor Rep coordinate a date for Hobbyists Sunday at the church.
- Set date & place for Presidents "Thank You" luncheon for all Chairmen.
- Send an invitation to the Pastor, inviting him and his wife to the Holiday dance.
- Request all Chairmen to send summary activity report to President

## November

- Hold vote for new Officers for coming year.
- Attend Hobbyists Sunday at church and speak about the Hobbyists activities.
- Send invitations for President's Thank You luncheon.
- Hold President's luncheon for all chairmen to honor their work during the year.
- Write President's Annual Report to Pastor based on Chairmen Activity Reports.
- Appoint a member to act as MC for "Passing of the Gavel" ceremony in December.

## Ongoing Activities

- Extend condolences to members' family when member passes.
  - Extend condolences to member when spouse passes.
  - Attend personally or arrange with another member to be his representative to attend wake/funeral for departed member or his spouse.
  - Periodically check Hobbyists mail box maintained by the church for any correspondence.
  - Meet with new members and sponsors before induction.
2. The **First Vice-President** shall:
- a. Be responsible for providing after-meeting speakers, and shall have a speaker's budget approved by the Executive Board for his term of office to compensate said speakers. Hobbyists who are after-meeting speakers are not eligible to receive compensation.
  - b. Set up, and be responsible for, a Communications Committee that will have responsibility for timely and efficient communication with the membership via the Phone Calling List, the E-Mail System, the Website, and any other means available and appropriate.
  - c. The First Vice-President shall be on the Phone Calling List of members to be contacted about members' illnesses and deaths.
  - d. Coordinate the Newsletter Committee in their process of producing and distributing the quarterly Hobbyists newsletter.
3. The **Second Vice-President** shall:
- a. Solicit from activities chairmen the dates of meetings they anticipate conducting, especially, on the church property, as well as other information they wish to have included in the monthly activities calendar.
  - b. Coordinate the calendar with the church office to ensure that rooms scheduled for activities/event meetings are available.
  - c. Prepare and keep updated the monthly activities calendar and see that it is posted on the website each month prior to the General Business Meeting. Make copies available to members who do not have access to a computer.
  - d. Work with the President to keep a major events calendar up-to-date and available to event chairmen (including members who are individually handling trips and tours) to prevent schedule conflicts.
  - e. In November of each year send a letter to the Ridgewood Police Chief listing the dates of the following year's general meetings and Fellowship Luncheon, and the streets on which members will be parking.

- f. Contact police headquarters on Wednesdays prior to the general meetings, and the Fellowship Luncheon, to remind them that we will be meeting, and the streets on which we will be parking.
  - g. Put out and bring in “Hobbyists Meeting Today” signs on the general meeting days and the day of the Fellowship Luncheon.
  - h. Be responsible for calling 911 in case of an emergency.
  - i. Notify all chairmen of activities that run bus trips that they should notify the insurance company, Brown and Brown of Lehigh Valley, before each bus trip. The phone number is (610) 974-9490.
4. The **Treasurer** shall:
- a. Record all Hobbyists financial transactions.
  - b. Oversee the monies held by financial institutions.
  - c. Present a monthly financial summary to the Executive Board.
  - d. Make the financial records available for an annual audit
  - e. Assure that signatures on financial accounts are current.
5. The **Secretary** shall:
- Record, distribute and maintain the minutes of the General meetings in a timely manner
  - Record, distribute and maintain the minutes of the Executive Board meetings in a timely manner
6. The **Sponsor Representative** shall:
- a. Maintain communications between the Hobbyists and the First Presbyterian Church.
  - b. Alert the President and the membership about events requiring schedule changes due to conflicts with our sponsor's activities.
  - c. With the approval of the Church Staff, and in appreciation of the Sponsor's cooperation, encouragement, and use of the facilities, designate a Sunday in November as Hobbyists Sunday. The President will provide information about the Hobbyists to the church members at that service.

## **Membership**

1. The Hobbyists Roster shall be used for Hobbyists business only.
2. Applicants must be retired or semi-retired.
3. Applicants must be sponsored by a member who has been a member for at least one year. Sponsors must be acquainted with the applicant. No applicant may become a member if he is not known by at least one member who is in good standing. A member may not ask another member to sponsor his applicant unless the applicant is also known to that member and the member asked has been a member for at least one year. A member may sponsor no more than one applicant at a time.
4. Applicants must complete an application form (see the website for the current version) and forward it to their sponsor, along with an annual dues check made out to Hobbyists Unlimited.
5. As per the Constitution, dues submitted before September 1st will be considered as dues for the current year. If submitted after September 1st, the payment will constitute

dues for the remainder of the current year and the following year. When a member reaches 90 years of age, he shall be considered a Life Member and will not be required to pay dues for the following and subsequent years.

6. As per the Constitution, members whose dues for the current year are not paid on or before the February Business Meeting shall be removed from the membership list. A notice of such members shall be sent to all activity chairmen to ensure that participation is denied.
7. It is the sponsor's responsibility to review the applicant's application form for completeness, sign it, and forward it to the Membership Chairman. Applications not accompanied by a check, or not signed by the sponsor, will not be accepted. The Membership Chairman will acknowledge to the sponsor if all is OK, or not. If it is not, it is the sponsor's responsibility to help the applicant meet the application requirements.
8. The Membership Committee, which currently consists of the Membership Chairman and the Hobbyist Executive Board, has delegated full responsibility for the membership function to the Membership Chairman, who may consult with the Executive Board if he has any questions.
9. When the Membership Chairman is satisfied that the applicant and sponsor have completed the Hobbyist organization's application requirements he will provide the applicant with information that will give him access to the Hobbyist website, including the "Constitution and By-laws", "Policies, Practices, and Procedures", Activities Calendars, Membership Roster, etc. In addition, the applicant can then participate in all Hobbyist activities except voting on Hobbyist matters.
10. It is the sponsor's responsibility to accompany the applicant to at least the first monthly meeting he attends and introduce him to the Membership Chairman and the chairmen of the activities groups he has expressed an interest in, and as many other members as possible, so that he feels welcome in the organization. An applicant must attend three monthly Business Meetings before he can be formally inducted as a member. It is the sponsor's responsibility to advise the Membership Chairmen that his applicant has attended the three required meetings and is ready to be inducted. An applicant may be inducted at the third or any subsequent monthly Business Meeting he attends but the Sponsor must alert the Membership Chairman prior to the meeting at which the applicant wishes to be inducted.
11. Applicants and their Sponsors must attend an orientation meeting with the President before the monthly Business Meeting at which they are inducted. After the orientation applicants will have their picture taken for the roster, and at the induction ceremony they will receive a membership card. When an applicant is inducted he may then participate in voting on Hobbyist matters.
12. Currently membership is unlimited, but no more than twelve new members may be added at any monthly Business Meeting.
13. The Membership Chairman will maintain a list of applicants who are pending membership. As per the Constitution and By-Laws, applicants who are members of the Hobbyists' sponsoring organization, the First Presbyterian Church of Ridgewood, NJ, shall be given precedence and can be inducted in the month following receipt of the application providing they have satisfied the other requirements for membership, i.e. are retired or semi-retired, have been sponsored by a member in good standing and have paid the required dues.

14. Even after an applicant has been inducted, the sponsor should continue to encourage his participation in the organization and its various activities, and introduce him to as many other members as possible.
15. A member moving from the area, who wishes to resign, may do so by giving notice to the Membership Chairman, or to an Officer or fellow member who in turn should advise the Membership Chairman.
16. A member in good standing who has resigned because of moving away from the area, and who returns to the area, can reapply for membership. If he meets all membership criteria his application will be given priority.
17. At the January Business Meeting, the Membership Chairman shall announce to the membership that the current version of the Membership Roster has been posted on the website, and that the Roster will be updated each month that new members are inducted or other member information added or corrected. In addition, at the January meeting, the Membership Chairman will make available one printed copy of the Roster to any member who does not have access to a computer. No updates of the Roster will be printed during the year.

### **Hobbyists Concerned**

These procedures shall provide guidance for the Hobbyists Concerned Committee:

1. Member ill at home or hospital:
  - a. Chairman will notify members (including widows with e-mail) and phone calling Coordinator, and encourage get-well cards be sent.
  - b. Chairman will extend best wishes for recovery on behalf of the Hobbyists.
2. Member dies:
  - a. Chairman will notify members (including widows with e-mail), and phone calling Coordinator.
  - b. Chairman will telephone the bereaved wife or relative to express sympathy and to inquire about details of the wake/memorial service and whom they wish the memorial gift to be presented.
  - c. Chairman will notify the Treasurer to send a memorial gift and supply the Treasurer with the address to which it should be sent.
  - d. The President or his designee will attend the wake and/or the memorial service.
3. Member's wife dies:
  - a. Chairman will notify members (including widows with e-mail) and phone calling Coordinator.
  - b. The President or his designee will attend the wake and/or the memorial service.
4. Phone Calling Coordinator Duties:
  - a. Maintain a current list of members who do not have access to a computer
  - b. On a timely basis, verbally transmit the contents of the Hobbyists Concerned notices to the calling list recipients
  - c. Monitor the call activity to confirm receptions or rejection
  - d. Maintain sufficient funds with contracted calling service

## Activities

1. All funds held by Hobbyist Activities, exceeding \$100.00, shall be deposited with the Hobbyist Treasurer for the future use of the activities affected. The Chairman or registrar of each activity will keep accurate records of funds received and transmitted to the Treasurer for deposit.
2. Activity chairmen may invite and encourage persons on the waiting list to participate.
3. An annual report from each activity chairman is due to the President by the end of October, including an overview of the activity and responsibilities of the chairman.
4. Activity chairmen must confirm that participants in their activity are paid members. Individuals who have not paid their dues for the current year by February of the current year are not eligible to participate in Hobbyist activities until they pay.