

## **HANDICRAFT CLUB POLICIES AND PROCEDURES**

### **COMMUNICATION POLICIES & PROCEDURES**

1. Electronic mail will be used for members who wish to receive email communication from the Club. All other members will receive communication via traditional mail.
2. All mailings will be sent via USPS mail &/or email.
3. Advertisements or service offerings may be circulated or posted in the Club and tickets may be offered for sale only with the advance approval of the Executive Committee.
4. Cell phones must be silenced in all areas of the Club. However, cell phone use is permitted in the coatroom.
5. Telephone numbers and email addresses are solely for the use of Club members and are NOT to be shared with non-members.
6. Only emails and phone-tree calling sanctioned by the Board and/or Executive Committee can be distributed to the membership-at-large.
7. Members are encouraged to share their comments and recommendations concerning all aspects of the Club with the Board. Please submit all comments to the General Manager via email.

### **GUEST POLICY & PROCEDURE**

1. Members are encouraged to bring guests to programs, classes, and workshops provided there are openings. Reservations must be made in advance. Extra fees and conditions may apply.
2. Guests are invited to sign the Guest Book upon arrival at the Club.

### **LIBRARY POLICY & PROCEDURE**

1. Members may borrow books, magazines and pamphlets during the Club year following the procedures posted in the Library. All material must be returned to the Library before May 31st.
2. The Club's librarian should be notified in advance of any potential donations of books or other materials
- 3.

### **PROCEDURE TO PROPOSED AN ALTERNATIVE SLATE**

Pursuant to Article VII, Section 6 (b), a complete Alternative Slate of Officers and elected members may be proposed. An application, consisting of said complete Slate shall be mailed, via certified mail, and also by email, to the Secretary of the Club before the April Board meeting.

Said Application shall consist of an affirmative statement that Proposer, who shall be an Active or Senior member, wishes to propose an Alternative Slate of Officers to be voted upon at the Annual Meeting. Said application shall be signed by 25 Active and/or Senior Club members.

The Proposer shall send out, via USPS mail, the proposed Alternative Slate to all Active and Senior members, entitled to vote, no earlier than 14 days before the Annual Meeting. If requested by the Proposer, the Club shall provide mailing labels for Active and Senior Members.

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