



# The Exchange Club of Mooresville/Lake Norman Policies & Procedures



*Edited – February 1, 2023*

*Adopted: The Exchange Club of Mooresville / Lake Norman, August 6, 2022*

This working document is to be reviewed during the first quarter of every fiscal year along, with the Bylaws of Local Exchange Clubs.

These are the Policies & Procedures for *The Exchange Club of Mooresville / Lake Norman*. This working document follows the Articles outlined in the Bylaws of Local Exchange Clubs (Effective October 12, 2016), which can be found on the National Exchange Club website as well as the *Exchange Club of Mooresville / Lake Norman's* website.

## **ARTICLE I**

### **Purposes**

This working document is to be revisited during the first quarter of each fiscal year by the Board of Directors. The secretary will update *The Exchange Club of Mooresville/Lake Norman Policies & Procedures* with amendments voted on, citing the date voted, next to the amendment.

Policies and procedures reflect the vision, mission, and values as well as the needs of local Exchange Club members. A policy is a set of general guidelines that outline the club's plan for conducting business. Policies communicate the connection between our vision, values, and operations. A procedure explains a specific action plan for carrying out a policy. Procedures inform club members how and when to work through different situations.

**Vision** – A strong America, safe communities, and unified people.

**Mission** – Exchanging ideas & inspiring communities to become better places to live.

**Values** – Family, Community & Country

## **ARTICLE II**

### **Powers**

The management and policies of this club, not otherwise provided for in the Bylaws of Local Exchange Clubs, are under the direction of and vested in the Board of Directors.

All Board members must agree in writing to allow voting by email as needed to conduct business when necessary.

## **ARTICLE III**

### **Relationship**

See Article III of Local Bylaws

## **ARTICLE IV**

\* - May need to be adjusted depending on the calendar year OR amount charged.

## **Membership**

### **Board Member / Club Member Resignations**

If for any reason a member decides to resign from *The Exchange Club of Mooresville / Lake Norman*, he/she must send a Resignation Email of Intent to the secretary and active president via the club Gmail - mvlkn.exchangeclub@gmail.com. The date of that email will be their formal Date of Resignation. He/she is responsible for paying any outstanding dues, prorated as of their resignation date. Resignation emails will be forwarded to the Board once received. At the monthly Board meeting, the Board will acknowledge and vote on the resignation. Members will be asked via email to complete an exit interview.

If a Board Member or Officer resigns, the same policy as described above stands. An email will be sent out to the club within ten (10) business days informing members of the change in leadership.

### **Rescinding Resignations**

A member may rescind their resignation to the secretary and active president via the club Gmail within five (5) business days of their resignation. After which, they will be removed from all club communication and the National Exchange Club Roster.

### **Documentation of Unprofessional Conduct:**

Unprofessional Conduct will be documented in the following manner:

First Offense: Verbal communication will be documented and signed by the two (2) Executive Board members & the individual club member.

Second Offense: Written communication will be provided and signed by the two (2) Executive Board members & the individual club member.

Third Offense: Revocation Procedures per Bylaws will be followed.

### **Revocation of Membership**

A membership may be revoked for the following reasons:

- Unpaid Dues - If dues are 90 days past due, the Board of Directors may vote to terminate an individual's membership. (*See article 12 of Policy and Procedures.*)
- Any actions that violate the Harassment Policy set in place by The National Exchange Club, which can be found on the National Exchange Club website as well as the Exchange Club of Mooresville / Lake Norman's website.
- Unprofessional Conduct, this includes but is not limited to, acts detrimental to our club, our members, our mission, and our values. Actions that would call to question our reputation within the community, our Programs of Service or funding will not be tolerated.

## **ARTICLE V Election of Members**

\* - May need to be adjusted depending on the calendar year OR amount charged.

## **Application Process**

1. Interested individuals are invited to attend two (2) club meetings prior to completing the New Membership Application.
2. Complete the New Member Application on the website which will process the joining fee through a credit card. The non-refundable joining fee **MUST** be paid when the application is completed; the application proceedings will not start until that is paid.
3. Once the secretary receives the application and joining fee, they will email the applicant's sponsor for a brief testimonial on how the potential new member will be a positive addition to the club/community.
4. The application and testimonial will then be emailed to The Board for review. They are asked to discuss and vote on the new member's application within 3 days of receiving the email. No reply from a Board member, will be seen as a "Yes" vote.
5. Based on the Board vote, two Board members will conduct a "Coffee & Exchange" Interview, to answer any questions either party may have.
6. Based on the interview, the secretary will email the entire club the testimonial and application asking for **OBJECTIONS** only to be received within 3 days of the email.
7. Barring any objections from club members, the new member will be added to the National website, and all Club communication platforms. An induction date will be set for the next club meeting.
8. Any application objections will be on a case-by-case basis. The final vote regarding membership will be a 2/3 vote from the Board of Directors as stated in the Bylaws of Local Exchange Clubs.

## **New Member Orientation**

A New Member Orientation will be held per quarter hosted by The Board of Directors. This is intended for **NEW** club members only. All committee chairs and Board members are asked to attend.

### **ARTICLE VI**

#### **Officers**

See Article VI of Local Bylaws

### **ARTICLE VII**

#### **Board of Directors**

#### **All Board Members will:**

- Sign Board Member Agreement (See Attached).
- Be given a copy of National and Local Club Bylaws, the National Exchange Leadership Guide and The Exchange Club of Mooresville / Lake Norman's Policies & Procedures.
- Participate in a full development workshop for all Board members each term within the first quarter of the fiscal year. The Officers will provide information

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directing Board members to the appropriate training through the National Exchange Club website and any local training the Board deems necessary.

## **ARTICLE VIII**

### **Election of Officers and Board of Directors**

#### **Nominating Committee** (Revise Nominations Schedule during the first fiscal quarter) \*

The Nomination Committee will be comprised of one (1) Past President, two (2) Board Members, and three (3) Club Members. The Club Members will be discussed by the board; the Nominating Chair will contact the Club Members. The president will pick a board member to be the committee chair. This committee's sole purpose is to create a Proposed Slate of Officers to be presented to the Board for approval and then to the club for floor nominations.

- At the first club meeting in March\* (March 9, 2023\*), the Nominations Committee will be introduced to Club Members. "Open Board Seats" will then be announced to the club. These seats will also be documented in the weekly newsletter. Interested club members are encouraged to talk to the Nominations Committee.
- The Proposed Slate of Officers will be emailed to the Board no less than seven (7) days prior to the March\* Board Meeting (emailed by March 21, 2023\*). The Proposed Slate of Officers will be discussed at the March Board meeting and voted on if approved.
- The Nominations Committee will present the Proposed Slate of Officers and Directors, to the membership and ask for Floor Nominations three (3) times at the first club meeting of April\* (April 13, 2023\*).
- The New Officers and Board of Directors will be updated on the National Website by May 15<sup>th</sup>.
- The New Officers and Board of Directors will be sworn into office at the second club meeting in June\* (June 22, 2023\*)

#### **For consideration:**

- The Nominating Committee must provide all Board members with biographies of those lists on the Proposed Slate of Officers including their sponsor's name and time in the club.
- It is strongly encouraged that the nominated members on the Proposed Slate of Officers attend two (2) Board meetings prior to taking office as an observer.

## **ARTICLE IX**

### **Conventions**

See Article IX of Local Bylaws

## **ARTICLE X**

### **Committees**

A one-time expense of \$250 can be made to an approved organization within the fiscal year.

## **ARTICLE XI**

### **Fiscal Matters**

#### **Charitable Donations & Fundraising**

\* - May need to be adjusted depending on the calendar year OR amount charged.

- Full Club fundraising funds will be divided evenly between the four (4) Programs of Service.
- Committee specific fundraisers will stay within that specific committee.
- Large Donations will be divided equally between the four (4) Programs of Service if not specified by the donor.
- 10% of ALL Full Club Fundraising will be designated as Administrative and deposited into the Operating Account.

### **Board Members Recues Voting**

A Board Member may choose to recuse their vote for various reasons and can do so on a case by-case basis.

A Board Member will be asked to recuse their voting rights due to the following:

- A Board Member is a Committee Chairperson, and the vote regards that committee's budget.
- A Board member has direct involvement in a situation requiring a board vote.

### **Spending & Reimbursement**

Members must complete the proper paperwork for reimbursements, which is provided by the Treasurer.

### **Finance Committee**

This committee will be comprised of the President, President Elect, Treasurer and two (2) Club members. The Finance Committee oversees the club's budget and spending by reporting and advising the Board of Directors about the financial health of the club. This committee should meet at least four (4) times a year.

## **ARTICLE XII**

### **Dues**

#### **Joining Fee\***

A non-refundable \$40.00\* joining fee to be paid at time of application.

#### **Quarterly Dues\***

Members pay \$95.00\* per quarter. An invoice will be sent to the member by the Treasurer each quarter. If members have completed the Auto Draft Form, found on the Club's website, then dues will be charged to the credit card on file. Breakdown of Dues:

NC District Quarterly Dues \$7.00 per Member

National Quarterly Dues - \$19.50 per Member (Primary Member)

Club Meeting Meals \$60.00 (6 In Person Meetings Meals per Quarter)

Administration \$8.50

#### **Past Due Dues**

The Past Due Dues Communication & Procedure is as follows:

- Initial Invoice Emailed Out with payment due by the 15th of the month. Auto draft is debited by the 5<sup>th</sup> of the month.

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- 30 Days Past Due - Treasurer will send out a reminder invoice email
- 45 Days Past Due – President will hold a phone conversation with the member
- 60 Days Past Due – Member is not in good standing per the Bylaws. The Board will review & the Treasurer will send a certified letter to the club member with the total amount due. The Club member has ten (10) days to response.
- 90 Days Past Due – The Board may vote to remove the member from the club. Additional action may be taken.

### **ARTICLE XIII**

#### **Emblem and Motto**

See Article XIII of Local Bylaws

### **ARTICLE XIV**

#### **Meetings**

##### **Club Meetings**

2<sup>nd</sup> / 4<sup>th</sup> Thursday of the Month at 12:00

##### **Board Meetings**

Last Tuesday of the Month at 6:30. Open to all Club Members unless noted.

##### **Committee Meetings**

Committees meet monthly at a set time and location to discuss business and projects. Committee Chairs are asked to serve 1-year terms.

### **ARTICLE XV**

#### **Other Administrative Matters**

##### **PR / Social Media**

- Unprofessional posts include but is not limited to actions detrimental to our club, our members, our mission, and our values. Actions that would call to question our reputation within the community, our Programs of Service or funding will NOT be tolerated.
- Posts made on public social media platforms will reflect the professional nature / public events our club is involved in. They will not publicize businesses, political standpoint, or personal information.
- Posts made on private social media groups will reflect the professional nature / public events our club is involved in. They may also include member interactions, prayer requests, and/or \_\_\_\_\_. Business advertisements OR political posts are not allowed.

### **ARTICLE XVI**

#### **Official Publication**

\* - May need to be adjusted depending on the calendar year OR amount charged.

See Article XVI of Local Bylaws

## **ARTICLE XVII**

### **Parliamentary Authority**

See Article XVII of Local Bylaws

## **ARTICLE XVIII**

### **Amendments**

See Article XVIII of Local Bylaws

## **ARTICLE XIX**

### **Masculine and Feminine Gender**

See Article XIX of Local Bylaws

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## **The Harassment Policy**

As stated in the POLICY STATEMENT 3.23 from THE NATIONAL EXCHANGE CLUB pg. 73-74

**The National Exchange Club (NEC) and The Exchange Club of Mooresville / Lake Norman will NOT tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law.**

Such conduct is prohibited in any form at all National, District, and Local Exchange Club sponsored events and directly related functions. This policy applies to all NEC employees, members, guests, vendors, and persons doing business with The National Exchange Club. Examples of conduct prohibited by this policy include, but are not limited to:

- Conduct or material that promotes hatred or physical harm of any kind against any group or individual.
- Conduct or material that threatens, harasses, or advocates harassment of another person.
- Conduct or material that exploits people in a sexual or violent manner.
- Conduct or material that is abusive, threatening, obscene, defamatory, or libelous.
- Conduct that has the purpose or effect of interfering with an individual's membership: or such conduct creates an intimidating, hostile, or offensive environment.
- Unwelcome sexual flirtation, advances, or propositions.
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.
- Explicit or degrading verbal comments about another individual or his/her appearance.
- Any sexually offensive or abusive physical conduct.

\* - May need to be adjusted depending on the calendar year OR amount charged.

- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as:

- Repeated, unwelcome sexual suggestions or physical conduct at any time during NEC sponsored or directly related activities.
- Sexual language or images that violate the established space at NEC meetings or other NEC sponsored activities.
- Use of NEC contact information to make repeated, unwelcome personal or sexual suggestions outside of NEC sponsored activities.
- Demands for sexual favors made explicitly or implicitly a condition for support of a volunteer appointment or volunteer request.

**All complaints of sexual harassment are to be treated seriously by relevant staff and volunteer leaders, in confidence and without retaliation or hostility toward the individual presenting the complaint.**

*Adopted: National Board of Directors Toledo, Ohio, November 3, 2017*

*Adopted: The Exchange Club of Mooresville / Lake Norman Board of Directors on \_\_\_\_\_, 2023.  
All Members were present at time of voting.*

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