

The Tucson Social Singles

Policies & Procedures

In that the Tucson Arizona Social Singles is incorporated as a “Non Profit 501 C-7” organization, the provisions of IRS Publication 557 apply. As such, “No part of the organization’s net earnings can be used to the benefit of any person having a personal and private interest in the activities of the organization”

Non-Members may attend up to three Tucson Social Singles sponsored events, including Tennis and Golf, and Bowling. Thereafter, they will be expected to join if they want to continue to attend. Happy hours are excluded and are always open to non-members.

The primary means of communications, (announcement of activities), is through the club website and E-Mail. The web page shall not be used for any personal advertising or notifications. The web page shall be used for member sponsored events and Activities Chair approved events with other singles organizations. Any activities that are not hosted by a TSS member are not to be posted on the website.

The Tucson Social Singles “email broadcast system” shall be used only to send messages to the general membership regarding updates or changes to events, reminders of events, or to pass along information from the Board of Directors regarding the club status or club business.

The Tucson Desert Singles will maintain on the website (with each member’s permission) a roster of the member’s name and email address, or phone number for the use of other members of the club. To facilitate the planning of activities, a printed roster will be available to the Board of Directors. A confidential membership roster is maintained online, and is accessible only by the President, and the web master.

Club members incurring expenses related to activities which have been sanctioned by the club Activities Director, are able to submit to the Treasurer for reimbursement, expense receipt(s) up to \$50 per activity for commonly shared expenses. Receipts are to be submitted to the Treasurer within 30 days of the date of the activity to be eligible for reimbursement. Expenses that exceed \$50 are to be approved by the Tucson Social Singles Board of Directors. Any activity being provided reimbursement for expenses must be open to all members, except in those situations where there are space limitations. In these cases, the activity must be posted on the club website for 14 days prior to the event, and must be advertised as a 1st come, 1st served basis. In the event that non-members are invited to a club party at which reimbursement is requested, the host must collect a participation fee of at least \$5.00 for each non-member guest. When per guest expenses are obviously in excess of the \$5.00 cost, the host is obligated to adjust this fee upwards, accordingly, but shall not exceed \$25.00. Such collected fees are to be turned over to the treasurer along with the expenditure receipts for reimbursement.

Although alcoholic beverages are allowed to be consumed at the vast majority of Tucson Social Singles activities, (except where prohibited by venue restrictions), no club’s funds shall be expended for the purchase of alcoholic beverages.

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In most cases, disposable activity supplies will be provided by the club, for club activities. These supplies are stored in bulk and available to club members for any club activity, outside of the \$50 activity allowance. Activity hosts are encouraged to obtain and use these supplies, as opposed to purchasing individual disposable supplies for each activity.

On rare occasions, a club member, may, in a public venue, distinguish themselves in a negative manner by their words and or actions so as to bring discredit upon themselves or the club. In these instances, the club member may be first counseled by the club President. With the continuation of negative public behavior, the member may subsequently un-enrolled from the clubs' membership. Un-enrolment must be by a 2/3 affirmative vote of the Tucson Arizona Social Singles Board of Directors, at a scheduled meeting, where the respondent is given the opportunity to plead their case for membership retention. In the event un-enrollment is affirmed, the respondent will be refunded their dues for the current year.

Happy Hour Procedures: The Activities Chairman will maintain a list of venues for Happy Hour locations. She/He will solicit club members and make a note of venue the host chooses.

1. Host to contact venue manager to make arrangements prior to posting on club website.
2. Host to get manager name and contact info, then send email to the manager, HH contact person, and themselves with all reservation info.
3. One week before the HH event, the Host will contact the venue manager to reconfirm the reservation.
4. Host will distribute name tags to members and guests. Name tags facilitate identification by wait staff for ordering and paying tabs.
5. Host will notify wait staff to be alerted if a tab is not paid. (The tab will be paid by the club, not absorbed as bad debt by the establishment.) Club President will get payment from the forgetful club member if possible.

Board of Directors Election Procedure:

1. An email broadcast shall be sent to the general membership soliciting candidates for election to the Board of Directors. All club members in good standing are eligible to run for office which is for a two year term.
2. At the Annual Membership meeting in April, the slate of candidates shall be presented. Nominations from the floor shall be accepted at that time. The ensuing votes shall be cast on a signed paper ballot with space available for write-in names. An unsigned ballot shall be deemed invalid.
3. After the Annual membership meeting, an official email notification shall be sent to the general membership listing the slate of candidates running for election as determined at the Annual Membership meeting. Online voting shall be permitted for the next 5 day period. Online votes shall be deemed invalid if a signed paper ballot was cast by the same member at the Annual Membership meeting.

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4. Within 3 days of close of voting, paper ballots and online votes shall be counted and validated by any two (2) Board Members who were not on the slate for re-election.
5. Election results shall be announced to the general membership via email broadcast message and on the website.

Lifetime membership may be bestowed upon individuals for substantial prior contribution to the organization. This Honor is bestowed at the discretion of the Board of Directors. Lifetime Members enjoy all the benefits of regular membership, but pay no annual dues. Current Honorees are: Dan Preiser and Bill Brownlee.

Certified as the Tucson Social Singles Policies as of May 22, 2013

by: ____Cheryl Heavner ____, Secretary