

WWN Policies and Procedures Manual

Section 3

WWN General Policies

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- A. Changes for issues that have been brought up in the past, voted on and approved by the Board, applying to all members, not just one committee, are included in this document. Therefore, those items have been taken from the Introduction making this a stand-alone document, which will be henceforth called General Policies.
- B. Pledge of Allegiance
It shall be the prerogative of the current President to determine if the Pledge will be recited at all General Meetings and/or in honor of specific holidays, i.e., Veterans Day, Memorial Day, 9/11/01, etc. throughout the year.
- C. Constitution and By-Laws
A copy of the Constitution and By-Laws shall be in every Board member Duties and Procedures Manual. After an update has been made and the required 30-day vote has approved it, either the committee or the Policy and Procedures Chairperson, depending upon the path, shall email updated copies to all board members.
- D. Event Reservations
1. To prevent seating issues at WWN meetings and events all seating will be open seating. Tables cannot be reserved through the event Chairperson or Host. If a member wishes to be seated with friends at said meetings or events, he/she should arrive early enough to select a table and block those chairs. It is not permissible to come early, select a table, block seats, leave and then return for the event. If a member blocks a seat(s), said member must remain at the venue until all the seats he/she blocked are occupied.
 2. To avoid WWN being billed by the venue for no-shows at events, no reservations will be taken without prepayment. At certain events involving catered meals a catering charge has been negotiated with the caterer or venue. At certain events WWN subsidizes part or all of each member's cost. This subsidization applies only to members. Guests are charged the full price of the meal. The member(s) must accompany guests. If a guest(s) is the guest of two members and one member doesn't attend, the guest cannot be substituted for the no-show member.
 3. A situation may arise that a member(s) or a guest(s) has prepaid for an event and meal and, after the cancellation deadline, becomes unable to attend; another member may then order such person(s) a meal as a takeout order.
 4. The committee Chairperson or event Host may make reminder calls for WWN events, but the committee Chairperson or event Host is not required to make reminder calls.

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5. The following cancellation policy applies:
 - a. All activity documentation presented to the membership must contain the cancellation deadline. The deadline is generally one or two weeks prior to the activity, depending on the final preparation requirements.
 - b. Refunds may be made if a cancellation is received within the parameters set for by the Hosts and the establishment at which an event is being held. There is no refund if canceled after the deadline except under certain circumstances, as determined valid by the Board of Directors. Payments may be deposited when received. If a cancellation is requested with the appropriate cancellation period, request a refund check to be made out to the member from the Treasurer, accompanied by the Income and Expense Report.

- E. Corporate Records Books
Effective February 2008, copies of all documentation related to IRS and Non-Profit Status will be maintained in separate Corporate Records Books, copies of which will be held by the President, Treasurer and Secretary. Effective June 2013 this document will not be changed, but simply used for historical purposes. The President, Secretary and Treasurer hold copies.

- F. Resignations
Resignations from an officer or Chairperson must be submitted in writing to the President.

- G. Vouchers/Income and Expense Reports
Payment for activities deposits or payments, and requests for expenditures or reimbursement for materials, supplies, must be submitted to the Treasurer with all receipts attached on an Income and Expense Report within 30 days following the event.

- H. Record Retention Policy
 - 1, Categories for **Permanent Retention**
 - a. Records retained by **Secretary**:
 - 1) WWN Corporate Records Book
 - 2) Articles of Incorporation and all Amendments
 - 3) By-Laws with Amendments
 - 4) Resolutions of the Board
 - 5) General Policies of the Board
 - 6) All Board and Board Committee Minutes
 - 7) All records concerning expulsion of a member

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- b. Records to be retained by **Treasurer**:
 - 1. The last Financial Report of each Fiscal Year
 - 2. Correspondence and filings with the State of Oregon or the United States of America, including, but not limited to IRS Form 990-N and State of Oregon Domestic Non-Profit Annual Report
- c. Records to be retained by **President and Auditor**
 - 3. Annual Audit Reports

2. Categories to Be Retained for Seven Years

- a. Records retained by **Treasurer**:
 - 1. Check Registers
 - 2. Bank Deposit Records
 - 3. Bank Statements and Reconciliations
 - 4. Insurance policies and rental agreements

3. Records To Be Retained Three Years

- 1. Records to be retained by **Secretary**
 - a. General correspondence

I. Speakers at the General Meeting having products, such as book for sale, could have those products available after the meeting. It was also decided that guest speakers could discreetly express their organization's need for volunteers and donations.

J. Updating Policy and Procedure documents

- 1. The Newcomer website has a hidden page that allows an officer or committee member to access all of the Policy and Procedure (P & P) documents used in the club. This section describes how the maintenance personnel update a document system to facilitate getting the updates to the webmaster for server updates.
- 2. All P & P documents have a header of the form:
 - 3. After a generation or an update of the document, the document is saved then printed as a PDF with a file name of the form: "WWN04 President 01_21_2025.pdf".
 - 4. A spreadsheet is used to maintain a record of the latest updates for all of the P & Ps.

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- a. This spreadsheet has the name of the form: "yy_mm_dd Web Index of P & P.xlsx", where *yy* is the two digit year, *mm* is the two digit month, and *dd* is the two digit day number of this generation of the spreadsheet. The filename should be updated only when a single, a group, or all of the files are being updated on the server.
- b. The spreadsheet records are of the form:

A	B	C	D	E
Name of P & P	Section	Rev	Date	Filename
			...	
President	04	3	1/21/2025	WWN04 President 01_21_2025
			...	

Column E is the filename of the final .pdf document, without the ".pdf" ending.

5. Documentation Update

- a. To start updating a document, you start by making a copy of the previous document. Once a copy is made, rename it as (using this example to define the change) to "WWN04 President 03_08_2025.docx", correcting for the proper revision date.
- b. Open the document and do the necessary corrections. Be sure to correct the page header to the proper date and revision, here to "March 8, 2025 Rev 4". Save the file.
- c. Move the Rev 3 document to a backup location on your computer just in case....

6. Spreadsheet Update

- a. Correct the spreadsheet row for the President by changing column C to "4", column D to "3/8/2025" and the date portion of column E to "03_08_2025".
- b. It might also be wise to change the font color of the President row to red, indicating that you have updated this record, both the text document and the control spreadsheet.

7. Submitting Data to Webmaster

- a. Once you have made your last correction to the P & P document files and the control spreadsheet it is then time to send the documents to the webmaster to have them installed on the web so all club officers and committee members can access these updated documents.
 - i. First update the name of the spreadsheet control file. In this example, the file name is "25_03_05 Web Index of P & P.xlsx". Change it to "25_03_09_ Web Index of P & P.xlsx". The date should probably be the date you send it in a "yy_mm_dd" format.
 - ii. Now comes the HOW question. The answer depends upon how many files you are updating.

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- 1) You are updating a large number of files. This would be about 5 updated P & P documents, but the approach is also applicable to even 1 file if you find this the easiest approach for you. Even if you are updating only 1 file.
 - a) Start an email addressed to the WWN Webmaster: webmaster@wwnewcomers.org, or if you know the real one, send it there. Both get to the webmaster.
 - b) To that email attach the spreadsheet file.
 - c) Now attach all the P & P files by
 - i) When you try to attach a file, your file explorer window allows you to navigate to your folder that holds all the P & P pdf files. When you get there, click on the first one on the list. Now scroll down to the last item on the list and do a [shift + click] on that last file. This will select all the P & P pdfs. (Now you know why you want to keep previous P & P pdfs somewhere else, and not in this folder.) You can now drag the entire group into the email attachment area. Note that these files are under 4 Mbytes. As long as they are under 5 Mbytes, the emails can generally handle them all.
 - ii.) Send this email.
- 2) You are sending a few files, then
 - a) follow steps i. 1) and i. 2), above.
 - b) Attach the few P & P pdfs that are flagged in red in the spreadsheet file to the email. Now you know why those files are marked in red.
 - c) Send this email. The few files and the red-marked entries in the spreadsheet tell the webmaster how to handle this request.
8. You are done. The webmaster will reply to your request to update with a note saying things have been updated or make an estimate as to when it will be accomplished. When the files have been updated on the web, you can notify the board members as to the availability of the web update.

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NOTE: Any WWN forms needed to comply with this Procedure are available on the WWN website (wwnewcomers.org).

Amendments:

8. April 22, 2010 Section F added
9. January 19, 2012 Section B amended
10. April 17, 2014 Section G amended
11. August 21, 2018 Section E corrected; Section H added; Section I added; Section J added
12. April 23, 2019 Section D amended; Section K added
13. October 23rd all Sections have been updated and re-numbered due to removal of certain sections
14. June 24, 2025 Section H amended and added Section J.