

WWN Policies and Procedures Manual
Section 2
Introduction and History of P & P
March 24, 2026 Rev 3

Introduction

A. General

Material in this manual is designed to be a guide for the operation of the Western Welcome Newcomers. All procedures and policies as set forth in this manual are to be adhered to by all officers, Board members and the general membership as applicable. Board members may make recommendations to the Board for changes to Procedures and Policies in this manual, which may be changed at any regular meeting of the Board of Directors by a simple vote of the members present and constituting a quorum.

B. Policies and Procedures Committee

This Committee shall be composed of a Chairperson and as many members as the Chairperson of this committee deems necessary. WWN By-Laws Article IV and Article V shall govern the selection and approval of committee members. This committee shall be responsible for maintaining this manual, and incorporating all new policies and procedures as established by the Board of Directors. (By-Laws, Article IV, Section 3).

C. Constitution and By-Laws

A copy shall be in every Board member's 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 provide copies to the Board.

D. History of Policies and Procedures

Prior to June 2004, Article V of the WWN By-Laws included a list of all standing committees and defined the duties of each position. Additionally, each committee Chairperson maintained copies of procedures used as a guide to help them do their jobs effectively. This documentation was handed down to their replacements each year and probably changed somewhat in the hand down process. Club Policies and rules used to govern the Club are still maintained in the constitution and By-Laws and are still followed.

In June 2004, the By-Laws were revised to change Article V. This change removed from the By-Laws all of the individual Standing committees and their duties and simply states "There shall be Standing and Special Committees as deemed necessary by the President. The duties and procedures shall be defined in the Policy and Procedures Manual". Duties of Officers in Article III were not changed and still include the duties of the President, V.P., Secretary, Treasurer, Auditor and Parliamentarian, but have also been included in each Officer's Procedures.

Concurrent with this change, the Policies and Procedures position was established as a new Board position, which was initially filled by Ric Gautier. Ric asked all Chairpersons to submit a written record of his/her responsibilities and the procedures they used to accomplish the jobs. He incorporated that documentation with information from the Constitution and By-Laws that applied to each position and created the first Policy and Procedures Manual. For each Committee, a description of the Duties, (as previously defined in the Constitution and By-Laws) and the procedures he received from each Chairperson were provided.

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Three Policies and Procedures Manuals are maintained - one for the President, one for Secretary and one for the Policy and Procedures Chairperson. The documents are kept on an external drive, to be maintained by the Policies and Procedures Chairperson.

The reason for this modification was to have the ability to make simple changes without having to go through the Amendment process, which applies to the By-Laws and Constitution.

Changes made to Policies and Procedures are addressed in Article VIII, which states “Duties, Policies, and Procedures are defined in the Policy and Procedures Manual and may be changed at any regular meeting of the Board of Directors by a majority vote of the members present and constituting a quorum”.

If changes are required to the By-Laws or Constitution, the Amendment rules still apply.

E. Manual Composition

This Manual shall consist of the following sections.

1. Index	16. Greeters & Hosts
2. Introduction and History of P & P	17. (reserved)
3. General Policies	18. Let’s Eat Out
4. President	19. Lunch Bunch
5. Vice-President	20. Membership
6. Secretary	21. Newsletter Editor
7. Treasurer	22. Newsletter and Calendar Distribution
8. Auditor	23. Nominating Committee
9. Parliamentarian	24. Policies and Procedure Tasks
10. Activities	25. Publicity
11. Book Club Committee	26. Social Games (Bowling
12. (reserved)	Dominoes and Cards)
13. Calendar	27. (reserved)
14. Crafts	28. Ways and Means
15. Database	29. Webmaster
	30. Constitution and By-Laws