

Shalom Social Group of Lincoln Hills Policies and Procedures

Article I – Name

The name of the organization is the Shalom Social Group of Lincoln Hills, Lincoln, California (hereinafter referred to as the Shalom Social Group or the Group).

Article II – Purpose

The purpose of the Shalom Social Group is to cultivate social, educational and cultural relations among the residents of Sun City Lincoln Hills who have an interest in the values, traditions, and customs of the Jewish experience and heritage.

Article III – Official Year

The official year and the fiscal year shall be the calendar year.

Article IV – Membership

4.01 – Membership Requirements

1. Membership shall include residents of Sun City Lincoln Hills.
2. In order to be considered a member in good standing, all dues and assessments must be paid in full. Members will have voting privileges. Members are entitled to participate in all Shalom Social Group activities and events and will have priority over guests if space is limited. Activities and events for which SSG subsidizes event costs to members, an additional charge shall apply to guests. The Group will not discriminate against any individual based on race, color, religion, gender or national origin.

4.02 – Official Membership List

The official Membership List shall be provided to the membership by the Second Vice President by February 15 of the fiscal year. Additions and corrections to the List will be provided on an as-needed basis. The Membership List is provided solely for the social convenience of Group members. In no case will the Membership List be provided to others outside the Group or utilized by members for preparing any general distributions to the membership. The list may not be used for commercial, political, or personal purposes not related to the business of the Club..

4.03 – Termination of Membership

An individual's membership may be terminated for any of the following reasons:

- 1) An individual is no longer a resident of Sun City Lincoln Hills
- 2) Any significant breach of the Bylaws of the Club
- 3) Detrimental or injurious actions to the Club as determined by the Board
- 4) Failure to pay dues, assessments or other obligations to the Club.

Upon termination of membership under this Article, it is understood that no liability for the actions of the outgoing member(s) will be sustained by the Shalom Social Group. Any and all dues paid by such member(s) are forfeited to the Club and will not be returned to the member.

Article V – Dues and Fees

Annual dues for active membership shall be payable to the Treasurer between December 1 of the preceding fiscal year and January 31 of the current fiscal year. The annual dues amount shall be recommended by the SSG Board of Directors and voted upon by the general membership prior to December 1. New members joining after January 31 are entitled to attend all activities for the remainder of the year and will become active members upon full payment of dues. Dues for the fiscal year will extend until January 31st of the following year. New first-time members joining and paying annual dues on or after October 1 of the current fiscal year shall have their dues payment extend through the following year.

Article VI – Meetings

6.01 – The Club shall conduct regularly scheduled meetings. Meetings shall be held on the fourth Monday of the month unless otherwise specified by the SSG Board of Directors. Notice of the meeting shall be conveyed to the membership at least two weeks prior to the meeting. If a special meeting of the general membership is required, all members must be notified at least eight (8) days in advance of the meeting.

6.02 - Forty members in good standing, who are in attendance at a membership meeting, shall constitute a quorum for conducting business at that meeting.

6.03 – Meetings shall be conducted under Robert’s Rules of Order.

6.04 – The SSG Board of Directors shall hold a minimum of six (6) meetings per year at the direction of the President. A quorum for the Board of Directors shall be five (5) of the seven (7) Board Members. An official meeting of the Board may be face-to-face, through E-Mail or via telephone.

6.05 – SSG Board of Directors meetings shall be open to the general membership. Minutes of Board meetings will be available to any member upon request.

Article VII – Officers

7.01 – There shall be six (6) officers: President; First Vice President; Second Vice

President; Treasurer; Recording Secretary; Corresponding Secretary. All elected officers must be active members in good standing. These elected officers and the Immediate Past President(s) make up the SSG Board of Directors.

7.02 – All officers shall hold office for a two-year term or until their successors are elected or appointed and qualified for office. They shall assume their duties on January 1. After serving a term of office (two years) an officer may choose to serve an additional **2** successive terms (four years) in the same office if no other qualified candidate presents him/herself to the nominating committee. If other qualified candidates are interested in the same office as the incumbent who wishes to serve another term, all applicable persons will be included on the ballot for the voting process.

7.03 – The Immediate Past President(s) shall serve on the SSG Board in a voting capacity.

7.04 – When two persons share the same Board position, they constitute only one individual for purposes of voting and establishing a quorum.

Article VIII – Duties of Officers

8.01 – President(s):

1. Presides at all general membership meetings
2. Chairs the board
3. Signs external contracts
4. Delegates authority as required
5. Assumes duties of Treasurer in absence of Treasurer

8.02 – First Vice President(s):

1. Coordinates activities of all committees except finance, sunshine, nominating and special committees assigned duties directly by the Board
2. Reports on committee activities at each business meeting
3. Creates and maintains the calendar for the Group
4. Acts in the capacity of the President in the absence of the President

8.03 – Second Vice President(s):

1. Maintains current active membership list
2. Reports membership data at each business meeting
3. Collects and coordinates membership payments with Treasurer
4. Publishes official membership list as provided for in Article 4.02
5. Acts in the capacity of the President in the absence of the President and the First Vice President
6. Oversees efforts to retain and recruit members
7. Responsible for Member Communications including editing, approval and distribution of all email messages from the Board, committees of the Board, or

individual members.

8.04 – Treasurer:

1. Receives dues, keeps records and disburses funds from the organization
2. Responsible for preparation and filing of Group taxes
3. Provides a Treasurer's Report at each general membership meeting and other such times as the Executive Board may require
4. Publishes the accounts to the membership at least once per quarter
5. Maintains financial records for external audit
6. Chairs the Budget Committee
7. Maintains bank records and signs checks as required

8.05 – Recording Secretary:

1. Keeps accurate minutes of general meetings and Board meetings
2. Maintains and keeps current the official Club Bylaws and Policies and Procedures
3. Retains Board approved version of Robert's Rules of Order and acts as Parliamentarian

8.06 – Corresponding Secretary:

1. Has charge of the papers and correspondence of the Group
2. Gives due notice of any election, meeting, or any other business of the Group
3. Corresponds with individuals outside of the Group at the request of the Board, a committee of the Board, or a Member
4. Serves as chair of the Sunshine Committee and ensures timely communications with ill, injured or bereaved members of the Group

8.07 – Immediate Past President:

1. Provides advice and counsel to the Board
2. Serves on special assignments for the Board
3. Serves as a liaison with other organizations
4. Chairs the Nominating Committee charged with producing a slate of officers for upcoming election of officers

Article IX – Nominations and Elections

9.01 Any member in good standing may be nominated for, and if elected, serve as a member of the Board. Any interested member may ask to be nominated or may be nominated by another member from the floor at a general membership meeting.

9.02 – The Board shall appoint a three (3) person committee of general members in good standing to oversee the election of officers. Board members may not serve on the elections committee. This committee will direct the election process including

preparation, mailing, and counting of the ballots.

9.03 – No member can be nominated for any position without their knowledge and consent.

9.04 – A nominee for any position may run unopposed on the ballot.

9.05 – Nominations for all positions in the slate of officers shall be received at least 30 days prior to the October general membership meeting. In addition, nominations from the floor will be entertained during the October meeting. If the Nominating Committee and the membership attending the October meeting nominates only one person for a given office, a motion may be made to conduct an election for that nominee at the October meeting.

9.06 - For those offices in which two or more candidates have been nominated, ballots will be mailed to the general membership by November 1st. Ballots must be returned by November 15th to be counted by the elections committee. A plurality of votes shall determine the winner. Dual envelopes will be used to return ballots. The outer envelope will indicate the member's name and the inner envelope will contain the marked ballot. Proxy votes will not be allowed.

Article X – Committees

10.01 – The SSG Board will appoint committees to further the social, educational and cultural goals of the organization.

10.02 – Committees are standing committees or are organized for a single event or purpose.

10.03 – Committee planning for any event must include the following steps:

1. Submit a budget and schedule for the event showing anticipated expenditures and revenues
2. If supplemental funds from the general fund are anticipated, then an estimate of these supplemental funds must be clearly and explicitly included in the budget
3. Approval of the SSG Board of Directors

10.04 – Committees shall work with the Treasurer for purposes of collecting revenues, issuing checks and creating a final accounting of the event.

Article XI – Budget

11.01 – The incoming Treasurer will prepare a preliminary budget and submit it to the SSG Board for approval at its first meeting in January. After the conclusion of the membership drive, the Treasurer will prepare a final budget and submit it to the SSG Board for approval.

11.02 – The general fund budget will include anticipated revenues from membership dues,

fees, interest, and donations. It will also include fixed expenditures such as rents, insurance, bank charges, meeting costs, office costs, support for committees and other expenditures as are appropriate for a general fund.

11.03 – The general fund budget may be amended, if necessary, at appropriate times during the fiscal year as proposed by the Treasurer and approved by the SSG Board.

11.04 – All budgets must be approved by the SSG Board.

Article XII – Insurance

The Shalom Social Group of Lincoln Hills shall make its best efforts to maintain adequate liability insurance to protect the Group officers, and all members acting on behalf of the Group from any real or alleged errors, omissions, and other actions resulting in legal claims against representatives of the Club. If affordable, the Board will also consider liability insurance protecting the organization from such legal claims.

Article XIII – Finance and Expenditures

The SSG Board shall develop procedures related to the establishment of bank accounts, signature(s) required on checks and contracts, safeguarding of group assets and investing group assets.

Article XIV – Property

During the course of business, the SSG Board of Directors, acting for the Club, may purchase or receive assets of value. All Group property may be disposed of by a vote of the SSG Board.

Article XV – Amendments

These policies and procedures may be amended at any meeting of the general membership by two-thirds vote of the members attending, provided that a previous notice of such proposed change has been given at least 30 days prior to that meeting.

Article XVI – Dissolution of the Organization

The Shalom Social Group can be dissolved after the recommendation of the SSG Board of Directors. Following the recommendation of the Board, such dissolution shall require a two-thirds vote of the general membership present at any general membership meeting, provided that prior notice of such a proposed dissolution has been given at least 30 days before that meeting. Upon dissolution, all liabilities will be paid, and any remaining assets of the Group will then be either returned to the club members or donated to a charitable organization.

This is to certify that the foregoing is a true and correct copy of the current version of the

Policies and Procedures of the organization named in the title thereto and that such Policies and Procedures were duly adopted by the membership.

Date: October 20, 2025

Signed: Joni Deutsch, President.

NOTE: The By-Laws were approved by the membership on August 27th, 2007, and amended by the membership on July 28th, 2008, on April 26th, 2010, on June 24, 2012, on May 27, 2014, and on October 24, 2022. The content in this document was converted to Policies and Procedures, and the shortened set of bylaws was created as a standalone document, in conformance with the Lincoln Hills Sun City Association's CCOC template and adopted by the membership on Oct. 20, 2025.