

The University Club Newcomers' Division

Policy Statement

Revised November 2022

1. Purpose

Newcomers shall function as a division of The University Club. Its purpose is to welcome newcomers to the Iowa City area during their first two years of membership, to support new members of The University Club, and to help foster friendships among Club members.

2. Mission statement

The mission of the Newcomers' Division is to gather the newest members of The University Club to help them make new friends and learn more about the Club and the community. In addition to providing monthly Coffees or Socials, the Newcomers' Division will promote the services and events of The University Club.

3. Membership

Participation in Newcomers is open to anyone during their first two years of membership in The University Club. The University Club membership year shall begin June 1st and end May 31st of the following year.

Membership in Newcomers during this initial two-year period is automatic, but participation is optional. New and qualifying members of The University Club may attend any Newcomers' Coffee or Social.

4. Organization

The Newcomers' Division Leadership will consist of a Chair and a Co-chair. Newcomers' Coffees or Socials will be planned and conducted by the Newcomers' Leadership. The Newcomers' Division meets the 3rd Thursday of each month from 9:30-11:30 a.m. at various venues.

5. Duties of the Newcomers' Chair

- Provide leadership at all Coffees or Socials
- Attend The University Club board meetings
- Schedule planning meetings for Coffees or Socials as needed
- Submit monthly reports to The University Club President
- Send email reminders to all members for Coffees or Socials
- Maintain a list of members; verify eligibility for Newcomers' membership
- Maintain a guest book and provide name tags at all Coffees and Socials
- Provide resources such as Clarions, brochures, and membership forms at all Newcomers' Coffees or Socials

- Monitor Newcomers expenses throughout the year
- Acknowledge The University Club Newcomers' Division budgetary allocation
- Submit receipts and the *Requests for Reimbursement Form* to The University Club Treasurer
- Welcome guests and introduce the speaker if needed
- Assist with room or venue set up as needed
- Send "Thank You" notes as needed
- Act as the primary point-of-contact with the editors of The University Club's Clarion, Yearbook and Brochure. Responsibilities include monitoring deadlines to ensure timely submission of content for these publications
- Will distribute Newcomer brochures to area realtors, libraries, and Iowa City/ Coralville Visitors Center

6. Duties of the Newcomers' Co-chair

- Provide leadership in the absence of the Newcomers' Chair
- Attend The University Club board meetings in the absence of the Newcomers' Chair
- Assist with planning and all aspects of Newcomers' Coffees or Socials
- Recruit a Co-chair for the following year
- Maintain the guest book and provide name tags at all Coffees or Socials
- Provide resources such as Clarions, brochures and membership forms at all Newcomers' Coffees or Socials
- Submit photos or information for inclusion on Social Media through The University Club as needed

7. Communications

- Newcomers' Division will have its own email list through a Gmail account. This will be used to send meeting reminders as well as University Club announcements and updates.

8. Advisors

- The retiring Newcomers' Chair will serve as an advisor for one year and is encouraged to attend all meetings as well as assist with planning and decisions as needed
- The University Club Immediate Past President, or her representative is invited to serve as an advisor and to attend all Newcomers' planning meetings, Coffees or Socials

Standing Rules of The University Club Newcomers' Division

1. Newcomers' Coffees or Socials should not be scheduled on dates of Iowa home football and basketball games.
2. Newcomers' Coffees or Socials will be canceled when Iowa City schools are canceled or when there is a two-hour delay due to weather.
3. Outside groups or organizations that are not part of a Newcomers' Coffee or Social may not place written materials at Newcomers' Coffees or Socials.
4. Individuals may participate as a guest in two University Club or Newcomers' events before joining The University Club. After that time, she must be a member of The University Club in order to continue attending activities.
5. A guest fee may be required from any non-members attending events unless temporary suspension of the guest fees is approved by The University Club.
6. *The University Club Newcomers' Division Policy Statement and Standing Rules* document shall be re-examined every three years. The Newcomers' Chair will advise The University Club President in June that a re-examination of policy and rules is due that year. The process to change this document shall require a committee review and a vote by The University Club board but shall not require a full University Club Member review or vote.
7. An inventory of all items held by the Newcomers' will be made every year before supplies are given to the new chair.
8. The University Club board members are welcome to attend Newcomers' Coffees or Socials. In addition, Newcomers' members are encouraged to attend The University Club events and participate in any Interest Groups.