

GUIDELINES
FOR OFFICERS, DIRECTORS AND COMMITTEE CHAIRMEN
OF THE OF NEW CANAAN MEN’S CLUB

(Originally prepared November 1979 – latest revisions March 2005 and July 2017 for name change. Revision made 9 February 2019 for Officer Dress Code change, June 2019 to add female aid may attend a meeting). **This update of November 29, 2024, reflects certain updates of November 29, 2024 By-Laws.**

GENERAL

These Guidelines are principally for the use of the Officers, Directors, and Committee Chairmen.

The Officers, Directors, and Committee Chairmen shall suggest modifications to these Guidelines as appropriate.

The NCMC shall make an annual facilities rental to St. Mark’s Episcopal Church.

The Holiday Luncheon Meeting includes members and their wives or guests. Women and Non-Members who are directly associated with the NCMC programs are welcome.

Attendees at regular meetings are members and male guests. A member may have a female medical aide attend the meeting. With prior approval from the President, a Member may have a female guest.

Annually, two speakers’ presentations can be opened to the public at the direction of the Vice Presidents in consultation with the President. This does not include attendance at a preceding business session of a meeting.

OFFICERS AND DIRECTORS

BOARD OF DIRECTORS

The Board establishes club policy and makes major decisions about club activities and procedures.

The Board supervises the performance of the Officers.

The Board approves appointments by the President to any vacancies that may occur among the Officers between annual elections.

The Board determines the membership level.

The Board determines annual dues required and recommends them to the membership for approval.

The Board approves the Annual Budget, the Annual Financial Review, the Annual Financial Statement, and the club books.

The Board reviews amendments to the C Certificate of and Bylaws and recommends them to the membership. Copies of Certificate and By-Laws will be posted on the Website, or can be obtained via an email request to the Secretary

The Board approves the meeting schedule for the year as proposed by the President and Vice Presidents by January 31 or the program year.

PRESIDENT

Current practice is for the President to serve a single term of one year in duration.

The President is the Chief Executive Officer of the club and is responsible for managing the operations of the club.

The President presides at the meetings and sets the meetings schedule with the Vice Presidents, as approved by the Board.

The President appoints the committee chairmen, with the confirmation of the Board.

Traditionally, the President or presiding officer of all regular meetings shall wear a jacket and necktie.

The President has the option of ‘business casual’ dress commensurate with the day’s Speaker.

The President with the Vice Presidents sets the meetings schedule by January 31 of the program year.

VICE PRESIDENTS

The Vice Presidents serve as Co-Chairmen of the Program Committee.

The Vice Presidents with the President propose the meeting schedule for the year for approval by the Board by January 31 of the program year.

The Vice Presidents are responsible for all correspondence with speakers, such as confirmation letters, thank you notes, etc. includes sending of meeting speaker’s background to appropriate communications resources of the club for generating press releases. Emails and Website scheduled speakers.

The Vice Presidents are responsible for introducing speakers, including preparation of introductory statements. Speakers should be put in contact with the Technology Committee as needed for loading PowerPoints or other visual aids.

The Vice Presidents are responsible for assuring that speakers adhere to our non-political, non-commercial, and non-solicitation policy: adhering to the “according to the By-Laws. “Six Month Rule”. Any questions or problems in this area shall be resolved by the President according to the By-Laws.

By longstanding policy, Members wishing to present or be a speaker must submit the subject in writing or via email to the Vice Presidents. who are solely responsible for selecting the Meeting speakers’ schedule. If Member is selected as a speaker, there will be a maximum of one Member speaker appearance per program year. unless decided otherwise by the President.

By longstanding policy, the NCMC does not pay fees or honoraria to speakers, nor does it pay for their transportation or lodging. Nevertheless, incidental costs, may be incurred for speakers, either by the Vice President or President. Such costs will be reimbursed by the NCMC. These expenses include such items as lunch, refreshments, incidental transportation, and similar related items. For potential speakers who require transportation or lodging, it is suggested they can present to the meeting by Zoom.

The Vice Presidents who are retiring in May should schedule programs up through Labor Day to give the new Vice Presidents time to learn the job.

When new Vice Presidents are elected in May, the retiring Vice Presidents train them in the details of the program planning task. The VP’s will recruit speakers through the end of August meetings. The newly elected VP’s will assume the responsibility for introducing speakers as of the first June meeting.

Traditionally the Vice President who is introducing the speaker shall wear a jacket, and if appropriate, a tie at the VP’s discretion

SECRETARY AND ASSISTANT SECRETARY

The Secretary or Assistant Secretary shall prepare the minutes of meetings of the Board of Directors and the Annual Meeting, the minutes are posted to the NCMC records website and emailed to a limited distribution list of the Officers & Directors, The Secretary will also provide sufficient copies of the Board meeting minutes upon request by Members. At the next subsequent Board meeting the President will request Board approval of the of the prior meeting.

When the Certificate of Incorporation and By-Laws are revised, the Secretary shall arrange for a broad distribution to have them posted to the NCMC website.

When the Guidelines are revised, the Secretary shall provide revised copies to the Officers, Directors, and Committee Chairmen. The Secretary should also offer copies of revised Guidelines to all members who request them.

Guidelines, Certificate of Incorporation, and By-Laws will be kept in the NCMC permanent file via a designated Cloud site coordinated by the Technology Committee.

The Secretary shall serve as a parliamentarian unless the President appoints another. The Secretary shall ensure that copies of the NCMC By-Laws and Guidelines are given to all new incoming Officers and Board members.

TREASURER AND ASSISTANT TREASURER

The NCMC fiscal year runs from January 1 through December 31.

The signatories on the NCMC bank accounts are the Treasurer, Assistant Treasurer, and President.

The Treasurer shall arrange signature authorization for the Treasurer, Assistant Treasurer, and President.

The Treasurer shall be responsible for the collection of annual dues in accordance with By-Laws.

If the Treasurer receives any resignations, he shall pass them to the Membership Chairman for action.

The annual budget and annual financial statements are prepared by the Treasurer.

It is intended that the NCMC shall maintain a sufficient cash balance so that all bills or accounts, and reasonable unanticipated expenses, can be paid at any time.

COMMITTEES

There shall be various member committees to serve the purposes as defined in NCMC By-Laws Article VII for the purpose of conducting the business of the NCMC and to address fellowship, service, and recreational interests of the members. There will be 3 basic Committees: Operations Committees, Fellowship Committees, and Service Opportunities Committees. The President will appoint a Committee Chairman for each Committee. **All Committee organizations & duties can be found on the NCMC website**

POTENTIAL ADDITIONAL COMMITTEES:

If several members express interest in an activity not presently provided, they should bring this to the attention of the President. With the approval of the Board, the President may create a new committee or subcommittees to address this interest.

The detailed list of Committee is eliminated from the GUIDELINES as they are duplicated in the NCMC Website or are no longer active.