

NEW ENGLAND LIGHTHOUSE LOVERS POLICIES AND PROCEDURE

Approved by the NELL Board of Directors: 9-23-00

Updated by Board of Directors: 9-7-02 and 2-15-03

Updated 9-15-12

Definition: Policies and Procedures serve to expand on NELL's By-Laws, providing the procedural detail for administering these By-Laws.

Membership Dues:

NELL dues shall be as follows:

1. Regular Member - annual dues shall be:
 - a. \$20 - Single - one adult (age 18+)
 - b. \$30 - Dual - two adults living in the same household (age 18+)
 - c. \$40 - Family – one or two adults and children under age 18 in same household
 - d. \$10 - Junior - age 6 thru 17
2. Contributing Member(s) – Individual or Family living in the same household - annual dues shall be:
 - a. \$50 - Assistant Keeper(s)
 - b. \$100 – Keeper(s)
 - c. \$200 – Inspector(s)
 - d. \$ _____ other – Commissioner(s)
3. Life Member: One time payment.
 - a. \$500 – Single – one adult age 18+
 - b. \$800 - Dual – two adults in same household
4. Business, Corporation, Organization – annual dues shall be \$50.
5. Honorary Members are not required to pay annual dues.
 - a. A NELL member in good standing so honored shall retain all the Rights and Privileges of membership described in Articles III.D., III.E. and III.F. of NELL's By-Laws.
 - b. A non-NELL member so honored shall have Rights and Privileges of membership 1, 2, 5, 6, 11, as described in Articles III.D and III.E. and III.F of NELL's By-Laws.

Dues for new members joining after June 30th will be reduced 50% for the current year if they also pay the following years dues at the same time or a \$5 reduction if dues are paid for the current year only. New members who join after October 31st will be considered to have paid dues through the following year.

Amendments to By-Laws:

1. Proposed By-Law amendments must be submitted in writing to NELL's Secretary at least 90 days prior to a regular business membership meeting to be considered at that meeting.
2. Each proposed amendment must include the specific article, section and wording to be amended, the wording for the suggested change and the rationale for the change.

3. All proposed amendments will be reviewed first by the By-Laws Amendment Committee and then the Board of Directors.
4. Proposed amendments, along with the Committee and Board recommendations, will be distributed in writing to the full membership electronically or via USPS mail for members without electronic capability at least 30 days in advance of the meeting.

Description of duties and responsibilities of Committees and Chairpersons include:

Audit Committee / Chairperson:

An Audit Committee, consisting of three members, shall be appointed by the President, subject to the approval of the Board of Directors, promptly following each annual meeting, and shall have the following duties:

1. Audit the Treasurer's records annually 30 to 60 days prior to Annual Meeting and at such other times as the Board may request and report their findings and recommendations to the Board within 15 days of the audit.
2. Provide a dated and signed (by the three committee members) report and recommendations to the membership at the Annual Meeting.
3. Audit the Treasurer's records within 30 days after the end of the calendar year in preparation for NELL's Annual Financial Report to the American Lighthouse Foundation (ALF).

By-Laws Amendment Committee / Chairperson:

The By-Laws Amendment Committee shall:

1. Serve as the Parliamentary Body of NELL.
2. Receive all amendment proposals properly submitted to the NELL Secretary, determine the worthiness of the proposed amendment(s), and prepare a written recommendation(s).
3. Submit to the Board of Directors for review both the proposed amendment(s) and the committee's recommendation(s).
4. At least 30 days prior to a regular business meeting, distribute to the full membership electronically or via USPS mail for members without electronic capability, the proposed amendment(s) along with the recommendation(s) of the committee and the Board of Directors.

Communications / Publicity Committee / Chairperson:

The Communications / Publicity Chairperson(s) shall:

1. Draft language and serve as editor of any internal or external correspondence as directed by the President or Board of Directors
2. Assist other Chairpersons and Committees with correspondence or printed materials, such as letters or flyers, as needed
3. Create or reformat documents for distribution to NELL membership or for addition to NELL website
4. Assist NELL Beacon Editor as needed
5. Perform other communications-related duties as requested by President or Board of Directors.

Membership Committee / Chairperson:

The Membership Committee / Chairperson is responsible for:

1. Recruitment and Retention of Members.
2. Maintaining an up-to-date list of members along with their demographics and dues status.
3. Coordinating and mailing member annual dues notices and reminder notices.
4. Supplying new members with a new member information packet and any recent pertinent member correspondence/information.
5. Providing semi-annually to officers and directors a complete list of members and member demographics.
6. Providing officers with names and demographics of new members as they join.
7. Collecting dues and depositing in NELL financial account or conveying to Treasurer.

Merchandise Committee / Chairperson(s):

The Merchandise Committee / Chairperson(s) shall:

1. Be responsible for the management of NELL logo merchandise, including:
 - a. In-person and online sales and shipping
 - b. Merchandise purchase of new and existing items
 - c. Inventory control, such as transportation of items to and from meetings and storage when applicable
 - d. Presentation to Board of Directors or membership ideas for new items or markdowns of existing items
2. Prior to leaving office, turn over to their successors all property in their possession belonging to NELL. Property is defined as anything purchased with club funds or donated to the club.

Nominating Committee / Chairperson:

The Nominating Committee / Chairperson shall:

1. Carry out the nominations and election process as presented in the most recent edition of the NELL By-Laws Article VI.A
2. Tabulate all properly completed ballots postmarked/date stamped on or before July 1st and announce the results to the Board of Directors and to the membership electronically or via USPS mail for members without electronic capability. NB I ? this next section and wonder if we should consider retaining the ballots for a period of 30 days in the event of a challenge. [[[Mail ballots along with is accompanied by a return envelope pre-addressed to the Nominating Committee Chairperson and the Secretary

New Ventures Committee / Chairperson:

1. The New Ventures Committee searches for, considers ideas and creates new NELL projects and products to raise money for the NELL Preservation Fund. Ideas, projects and products are researched and discussed for interest, cost and market acceptance to club members and to the public through NELL sales and website, the internet and/or other venues.
2. The committee's recommendations are sent to the NELL Board of Directors for further discussion and approval/disapproval.
3. Approved projects go back to the committee for development and implementation.
4. Chairperson and committee members are also responsible for developing and effectuating a marketing plan that includes soliciting assistance from other club members.

Preservation Committee / Chairperson:

The Preservation Committee oversees the appropriate use of monies in the NELL Preservation Fund. The committee will receive and evaluate preservation grant requests from not-for-profit lighthouse supporting / preservation groups and make award recommendations to the Board of Directors and membership.

The Preservation Committee Chairperson shall:

1. Receive and review all applications for preservation grants for completeness and grant qualifications of the requesting body.
2. Send a duplicate application, electronically (if possible), via USPS mail or personally, for each qualified applicant to all committee members and the president for review.
3. Receive and review replies from committee members and the president.
4. Inform president of the committee's recommendations and make a request to be put on the agenda of the next scheduled Board of Directors meeting for a vote.
5. Attend BOD meeting to present the request(s), the committee's recommendation(s) and answer any board member questions.
6. At next NELL membership meeting present all requests received along with the recommendations of the committee and BOD for discussion, questions and vote.
7. Within 10 business days of the membership meeting inform grantee electronically or via USPS mail of the approval/denial of their grant request.
8. Obtain Grant Payment Check from NELL Treasurer for approved grantee(s) and USPS mail with letter reminding them of their obligations under the terms of the grant.

Sunshine Chairperson:

The Sunshine Committee/Chairperson shall:

1. Keep a current membership list that includes names and mailing and e-mail addresses by maintaining a demographic information exchange with Membership Chair.
2. Notify Membership Chair and NELL Board of Directors of any corrections to member information or any undelivered correspondence marked as "return to sender" or "undeliverable mail"
3. Receive all types of news about NELL members from members and others, ie: births, graduations, engagements, marriages, deaths, honors, kudos, etc.
4. Immediately send an appropriate personal note or card to the individual or the family "on behalf of your friends in NELL".
5. Send an e-mail to the entire general membership with the news. Include the address of the individual and the family so others can send their own personal message.
6. Keep a record of the notes written with the date and to whom sent and the reason for the note.

NELL Beacon Newsletter Editor

The NELL Beacon Editor shall:

1. Manage publication of "The NELL Beacon," the official NELL newsletter, both via the internet and in print for those without internet capabilities. Emphasis in design shall be toward internet publication.
2. Solicit articles from members and non-members alike for publication, obtaining reprint permissions for both written and graphic material. Ensure that content conforms to standards as established by the NELL BOD and is in keeping with the stated purpose of the publication.

3. Edit and verify technical and historical accuracy of all printed material. Edit material for ease of reading, comprehension and pleasing appearance. Publish corrections and/or additions, as required to ensure integrity and accuracy.
4. Write an "Editor's Column" in keeping with the theme for a specified edition, or a generic editorial of interest to all NELL members and non-members.
5. Maintain archives of all original submitted material for NELL historical purposes.
6. Work with the Membership Chairperson to ensure an accurate distribution of printed copies of the newsletter. Work with other Board Members and Chairpersons on specific needs for given issues. Submit timely bills for paper, inkjet cartridges, postage, envelopes, and other miscellaneous supplies through the Treasurer.
7. Establish and maintain timely deadlines for content submission based upon publication schedule. Publish three times per year to coincide with and be distributed at Lighthouses, Hot Chocolate & You, the Spring Membership Meeting and the Fall Annual Membership Meeting.
8. Ensure that any content of a questionable nature is reviewed by the BOD Chair or designee prior to submission. However, as a general rule, decisions to publish content or not, or to revise content or not, shall rest with the editor.
9. Be responsible for replying to inquiries, letters to the editor or other submissions such as direct comments to appropriate Board member(s) and / or Chairperson(s)
10. Work with the Treasurer on bill submissions for ad revenues. Establish criteria for size and price schedule of any published ads, as well as standards of content and appearance. All ad copy must be scanable and legible.
11. Perform other such duties as assigned by the BOD after consultation. Report to the BOD, as directed, in a timely fashion.

NELL Web Keeper

The NELL Web Keeper shall:

1. Design and establish a NELL website, with appropriate design theme(s). Design of site shall focus on pleasing appearance, rapid download time, and shall minimize the use of splash page graphics. Photographic images shall be kept in separate directories, with thumbnail images available on pages, clickable to display enhanced images. A frames-based concept for overall design, ease of editing and navigation shall be employed.
2. Provide liaison between NELL BOD and Internet Service Provider (ISP) to ensure optimal uptime and exposure. Ensure that the BOD is continuously advised of all pertinent communications with the ISP.
3. Ensure technical and historical accuracy of all published material, and ensure that overall appearance, content and purpose is in accordance with any guidelines as established by the NELL BOD.
4. Work with NELL Treasurer to ensure timely submission and payment of ISP bill.
5. Publish the NELL Beacon newsletter for easy access by members. Ensure that Beacon access is very rapid and that a complete archive of all issues is available to members via easy-to-navigate index(es). Work with Beacon Editor to assure timely publication, in coordination with printed mailings.
6. Be responsible for replying to inquiries or comments, and forwarding them on, as required or as appropriate, to appropriate BOD member(s).
7. Perform such other duties as may be assigned by the BOD after consultation. Report to the BOD as directed, in a timely fashion.