

**NEW HORIZON SINGLES  
FIRST UNITED METHODIST CHURCH  
800 WEST 5<sup>TH</sup> STREET, FORT WORTH, TX 76102  
Phone: 817-336-7277**



## **CLASS POLICY & PROCEDURES**

### **OFFICERS' MEETINGS**

New Horizons Singles shall have an officers' meeting at least once per month to conduct the business of the group and to plan and direct class activities. The President, along with the Officers, will decide upon dates for the Officer meetings and the open or closed status of those meetings. All Officers shall make every effort to attend these meetings bringing with them the proper reports and materials. The rules contained in Robert's Rules of Order shall be referenced as a guideline for conducting New Horizon Singles Officers' meetings in all cases to which they are applicable. Minutes of the class Officers meetings will be prepared and made available by the Recording Secretary. A majority of the Officers must be present in order to conduct an Officers meeting. Only elected class Officers may vote. Voting decisions will be based upon a majority of the Officers present.

### **ESTABLISHMENT OF SPECIAL DUTY AND APPOINTED POSITIONS/COMMITTEES**

Special Duty, Appointed positions, and Committees may be established by and dismissed by the President as necessary. In any event, appointment(s) to these positions will terminate at the end of the appointing President's term.

### **CONFLICTS OF INTEREST**

Any New Horizon Singles Officer who has a financial, personal, or official interest in any NHS business, or an appearance of a conflict of interest that may prevent that Officer from acting in an impartial manner will voluntarily excuse him/herself from the meeting and refrain from discussion and voting on said item.

### **GENERAL COMMUNICATIONS**

As New Horizon Singles is a Christian fellowship and exists within the larger organization of FUMC, it is recommended that all communications, hard copy or electronic, be conducted in a way that reflects positively on the group and its Members. Further, it is recommended that prior to the publication of photos that permission be sought from members depicted in the images.

It is recommended that Officers and Members refrain from discussions of class business, policies, and procedures using social media. Officers may direct class members to the official and approved documents of New Horizon Singles for reference or to the pertinent officer.

In order to ensure accuracy and avoid miscommunication, it is the policy that event announcements, calendars and other documents that are intended for the group as a whole be reviewed by the President prior to distribution or publication.

#### **STORAGE**

If financially feasible as determined by the Officers, all party decorations and materials for social functions shall be kept in a storage facility near FUMC for easy access. The Social Officers shall have access to the facility at all times and will turn the keys over to the incoming Social Officers at the end of their term.

#### **SERVICE PROGRAMS AND PROJECTS**

*Service Programs* are those annual and/or on-going activities which are embraced and endorsed by FUMC and may be supported by NHS class members such as the First Street Methodist Mission and the Great Day of Service.

*Service Projects* are those service activities which are independently adopted by the NHS class and which are approved by the majority vote of the Officers.

The New Horizon Singles shall have at least two (2) service programs/projects per term of office.

Any active and current member of New Horizon Singles may submit a proposal for a service project to the Officers for consideration. A single page document with the *name* of the project, a paragraph *description of the project, persons to be served, how that service will occur and the location* of the project must be on the document. Projects recommended to the Officers for approval shall have a defined *start* and *end* date and shall have an identified *contact person* who is also an active and current class member. When the end date of the project has arrived, the Officers will vote to continue or discontinue the project.

#### **THE FUMC AND SINGLES COMMUNITY**

New Horizon Singles will actively promote and support events scheduled by the First United Methodist Church, the First United Methodist Church Singles Council (along with the appropriate number of class officers and non-officer members requested) and will support the Tarrant Area Singles Council.

#### **FINANCIAL POLICIES, ACCOUNTING PROCEDURES AND TREASURER'S RESPONSIBILITIES**

It is the policy that all New Horizon Singles financial business shall be conducted with accuracy, accountability, and transparency. The following procedures will support this intention and will serve as safeguards for the group:

The President and Recording Secretary shall be authorized to issue checks in cases when it is not appropriate for the Treasurer to do so. Any check for an amount \$300.00 or above must be co-signed by two of these three officers. Under no circumstances shall an officer sign a check payable to him/herself.

Newly elected Treasurers, Presidents and Recording Secretaries must have their names added to the New Horizon Singles bank account within one week of taking office and the outgoing officers

names removed from the account within one week of leaving office. An out-going officer must accompany in-coming officers to the bank to sign and up-date the proper signature forms.

No money will be reimbursed unless receipts for purchases are presented and validated by the Treasurer. In all cases, it is incumbent upon the purchaser to provide receipts for goods purchased. When a check advance has been given to an officer, that officer will provide receipts for the approved expenses. If the amount spent is less than the advance amount, the purchaser shall repay the treasury the difference. Any amount spent by the purchaser in excess of the advance shall be repaid to the purchaser by the treasury if approved by the officers.

Any financial transaction or proposed financial transaction over \$100.00 which is not within the normal parameters of approved use of class funds such as expenditures of social or service projects pre-approved by the officers shall not be paid until that expense is properly submitted to the officers and approved by the majority vote of the officers.

NHS shall submit to a financial audit by FUMC at least once a year and at any time upon request by FUMC or on request of the President of NHS.

Upon dissolution of the New Horizon Singles, all remaining funds after debts are paid will go into the general fund of FUMC.

## **TREASURER**

The Treasurer shall reconcile income and expenses after each New Horizon Singles event with the event chairperson(s), and report the net gain or loss at the next officer meeting with appropriate recommendations for subsequent budgets for the same event.

The Treasurer must be able to use the NHS approved financial software package provided by NHS. This software remains the sole property of NHS and must be given to the incoming Treasurer at the end of the current Treasurer's term.

All New Horizon Singles financial records, including check book, bank statements, and receipts shall be kept in a safe and secure location by the Treasurer and will be passed on in good order to the in-coming elected Treasurer.

The Treasurer will prepare and submit monthly hard copy reports to the Officers and these reports will include the period's beginning cash balance, deposits, expenditures, and the period's ending cash balance. Bank statements and other supporting financial records will be available to the President and other Officers for review upon request and in an expedient fashion when requested.

The Treasurer shall post his/her monthly report in the New Horizons classroom for review by interested class members.

## **AMENDMENTS TO POLICIES AND PROCEDURES**

The policies and procedures may be amended by proposal of any Officer at any regular or special meeting of the Officers. The proposal will be reviewed by the assembled Officers and considered for a vote at the next regular or specially held Officers' meeting. A proposal to amend shall be approved by a majority vote of the Officers.