



Dear New Hobbyists,

Welcome to the Hobbyists. I feel confident that you will never regret your decision to join our group. In addition to the numerous activities that are available to you, you will soon realize that the greatest enjoyment comes from the many new friends that you will make and the camaraderie that exists within the group. In this package you will find the HOBBYISTS UNLIMITED POLICIES, PRACTICES AND PROCEDURES and the HOBBYISTS UNLIMITED CONSTITUTION AND BY-LAWS.

Please be a part of our monthly meetings. The first hour is set aside for members to visit the sign up tables, catch up with and take time to chat with friends. The sign up activities tables are staffed by the Hobbyists that are offering you the opportunity to register for such activities as; golf, bowling, or trips/ tours. The trips and tours, as well as the dances are opened to you, your spouse and/or guest.

The second hour of the meeting is the business portion. At that time we will cover our financial status, hear reports from activities chairmen and present any new items that will be of interest to the membership. After the business portion there will be a 10 minute break. The last 45 minutes of our meeting is our program. This will vary month to month depending on the speaker and/or group selected.

I strongly suggest you to visit our website **[www.hobbyists-unlimited.com](http://www.hobbyists-unlimited.com)**. This is our main vehicle to inform our membership about what is going on with our organization. In addition to all of the general information about our group, it contains the Monthly Activities Calendar and a section for each of our activities (purpose, chairman, etc).

The website has a "contact us" section that allows you to directly communicate with the Hobbyists President.

I encourage you to become actively involved with one or more of our activities and share any ideas with us that you feel may improve our organization.

Again, I welcome you into our Organization,

Bill Healy  
President  
Hobbyists Unlimited

# **HOBBYISTS UNLIMITED**

Founded November, 1966

## **CONSTITUTION AND BY-LAWS**

Approved and adopted September 5, 1968 and including all additions and revisions through November 2, 2017

### **ARTICLE I Name**

The name of this organization shall be "HOBBYISTS UNLIMITED".

### **ARTICLE II Purpose**

As an outreach program of the First Presbyterian Church of Ridgewood, NJ, the purpose of this organization is to cultivate and expand the hobbies of retired men by engaging in ethical, cultural, educational, and charitable activities as may be of interest to any segment of the membership. It shall be non-profit, non-political and non-sectarian.

### **ARTICLE III Sponsorship**

This organization is sponsored by the First Presbyterian Church, Ridgewood, New Jersey, as a community service.

### **ARTICLE IV Membership**

#### **Section 1.**

The membership shall be open to retired or semi-retired men who recognize a personal interest in the activities of the Hobbyists and have a desire to participate in them.

#### **Section 2.**

A candidate for membership shall submit to the Membership Committee/Chairman a completed application form signed by a sponsoring member. A sponsoring member may have only one prospective member under his sponsorship at a time. A new member may not sponsor a prospective member until he has held full membership for twelve months.

#### **Section 3.**

Completed applications of eligible candidates for membership shall be processed by the Membership Committee /Chairman in the chronological order of receipt. A limit of twelve applicants may be introduced at a regular meeting of the membership. If there are more than twelve applicants awaiting introduction in any month, the excess will be introduced in subsequent meetings in the chronological order that the applications were received. Applicants who are members of the sponsor organization shall be given precedence and will be introduced in the month following receipt of application. Regular applicants may be inducted during the 3<sup>rd</sup> business meeting that they have attended and will receive a membership card at that time.

**Section 4.**

Each candidate for membership, with the filing of his application, shall pay an application fee equal to the dues for one year. On making this payment he shall be entitled to participate in all Hobbyists activities, except voting at membership meetings, until he is officially inducted.

Application fees submitted before September 1 will be considered as dues for the current year. If submitted after September 1, the application fee will constitute dues for the current year and the following year.

**Section 5.**

Members who become deceased, who resign, or whose dues for the current year are not paid on or before the February meeting, shall be removed from the membership list.

**Section 6.**

When a member reaches 90 years of age, he shall be considered a Life Member and will not be required to pay any further dues.

**Section 7.**

A member in good standing who has resigned because of moving away from the area and who subsequently returns to the area, can reapply for membership. If he meets all membership criteria, his application will be given priority.

**Section 8.**

A member may be expelled from the organization for just cause to be determined by a 2/3 vote of the Executive Board.

**ARTICLE V Officers and their duties**

**Section 1.**

There shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and a Sponsor Representative. This last officer shall be a member of the sponsor, and all officers shall be members in good standing of the organization. They shall be elected to serve for a term of one year and shall take office on the first Thursday of December.

**Section 2.**

The Executive Board shall consist of (1) the four most recent past presidents who are ready, willing, and able to participate and, (2) all the current officers. It shall meet at the pleasure of the President or on petition of three or more members of the organization to consider specific questions regarding the welfare of the organization. All other past presidents shall be members of the Senior Advisory Board, which may be called into session at any time by the Executive Board to counsel them on issues of importance to the organization.

**Section 3.**

Elections shall be held at the annual meeting, which shall be the first Thursday in November. Twenty Five percent of the membership shall constitute a quorum and a majority of the members present shall be sufficient to elect those nominated.

**Section 4.**

A vacancy in any office occurring between the annual meetings shall be filled by the Executive Board.

**Section 5.**

The Officers will perform their assigned duties and other duties as outlined in the Hobbyists Policies, Practices and Procedures.

**Section 6.**

An Officer may be removed from office for just cause to be determined by a 2/3 vote of the Senior Advisory Board and the Executive Board.

**Section 7.**

Signatories of financial accounts are limited to the President, First and Second Vice Presidents, the Treasurer and the Secretary.

**ARTICLE VI Committees**

**Section 1.**

The Nominating Committee shall consist of five members appointed by the President prior to the September meeting. They shall select a slate of nominees to be presented to the membership at the October meeting for a membership vote at the November meeting.

**Section 2.**

Other committees may be appointed from time to time by the President for specific purposes.

**ARTICLE VII Meetings**

**Section 1.**

Normally, business meetings shall be held monthly on the First Thursday, except during July and August, at 10AM, on the premises of the First Presbyterian Church, Ridgewood, New Jersey. Activity groups assemble as needed one hour before the business meeting.

**Section 2.**

Twenty five percent of the total membership shall constitute a quorum at business meetings and, except as otherwise specified in the Constitution and By-Laws, matters coming before a business meeting shall be decided by a majority of the members present.

**Section 3.**

Meetings for the various activities shall be arranged as to time and place by the activities chairmen. Activities meeting on the premises of the sponsor must be cleared by the sponsor through the Second Vice President.

**ARTICLE VIII Activities**

Activities or hobbies shall be as diverse as necessary to fulfill the varied interests of the membership. Expenses in connection with an activity shall be the responsibility of those participating in the activity.

**ARTICLE IX Dues**

**Section 1.**

Dues shall be as determined by the Executive Board.

**Section 2.**

The fiscal year of this organization shall begin on December 1st, at which time annual dues are payable.

**ARTICLE X Gifts**

**Section 1.**

A memorial donation in an amount to be set from time to time by the Executive Board shall be made to any organization designated by the survivor of a deceased member.

**Section 2.**

Contributions as approved by the Executive Board shall be made to the sponsor in appreciation for the use of the premises.

**Section 3.**

Other gifts or donations may be made from time to time as determined by the Executive Board.

**ARTICLE XI Amendments**

The Constitution and By-Laws may be amended or revised at any regular meeting at which a quorum is present, by a two-thirds vote of the members present, provided such proposed amendments or revisions shall have been presented to the membership at one previous regular meeting.

**ARTICLE XII Dissolution**

Dissolution of Hobbyists Unlimited may be effected only if such a recommending resolution (by 2/3 vote of the Executive Board) is submitted in writing to the membership at a General Meeting and is approved by a 2/3 vote of the membership present and voting at the following General Meeting. In the event of dissolution of Hobbyists Unlimited, any monies remaining in the treasury, after payment of all debts, shall be contributed to the sponsor.

**HOBBYISTS UNLIMITED**  
**POLICIES, PRACTICES AND PROCEDURES**  
**REVISED NOVEMBER 2017**

This document contains actions and decisions over the years, by the Executive Boards of Hobbyists Unlimited, and should serve as a guide for our officers and activity chairmen in the performance of their duties. In no way is it intended to dilute or supersede our Constitution and By-Laws and does not include all policies, practices and procedures mandated therein.

**General**

1. Communication and notices as referenced in the document normally refer to electronic information via the Hobbyists website or Constant Contact email. Where members lack computer access, hard copy documents will be made available where appropriate.
2. It is the responsibility of the incoming President to see that each new Executive Board member and Activity Chairman is notified as to this document on the Hobbyists website and their need to review and be aware of its contents. The President, assisted by the Secretary, shall maintain this document in an up-to-date form and communicated to the Executive Board, Officers, Senior Advisory Board, Activity Chairmen and posted on the website.
3. Proposed changes in the Constitution and By-Laws should be directed to the President in writing. He will then present them to the Executive Board who will appoint a special committee, if the proposal so warrants, to consider them and make recommendations to the Board.
4. Politicians may be invited to speak at a regular business meeting, but not while they are candidates for office. Their subject matter is not to be politically oriented. However, politicians and/or candidates for election to public office may address a Public Affairs Forum.
5. Announcements of outside entertainment, cultural, civic or educational activities by individuals at Hobbyist business meeting, functions, etc., shall be permitted by the use of printed material and with the approval of the First Vice-President. A table at the rear of the meeting room will be available for display of such notices.
6. Hobbyist functions, as a general rule, are for Hobbyists only (other than "dates" of members at coed affairs), unless the chairman of the Trips, Tours and Special Events Activity needs extras to help meet financial commitments. Notwithstanding, Hobbyists' widows may participate in coed affairs of their choice, and shall be included in the mailing list of the Trips, Tours and Special Events Committee. Wives and other special guests may be invited to an activity at the discretion of that chairman.
7. Members of the Executive Board may suggest revisions/amendments to this document. The Board shall act on such suggested revisions/amendments.
8. Signatories on financial accounts (bank account, etc.) are to be limited to five persons. They are: President. First and Second Vice-Presidents, Treasurer and Secretary.
9. Activity groups shall select their Chairman and Vice-Chairman/Deputy(s) and notify the President of their choices.
10. Our sponsor, First Presbyterian Church, shall be reimbursed for out-of-pocket expenses incurred for Hobbyists Unlimited activities.

## **Officers**

### **1. The President shall:**

- a. Appoint, in consultation with the Treasurer, assistant(s) to the Treasurer to assist him in his duties. They shall not be official appointments.
- b. Appoint an Auditor to perform an annual independent audit examination.
- c. Schedule Executive Board meetings at his discretion. The December meeting shall be primarily used for the purpose of approving the budget for the New Year and the cash gratuities to appropriate employees of our sponsor at Christmas time.
- d. Send e-mail to the activities chairmen that it is their responsibility to prepare a year to date report by October 31<sup>st</sup> and forward it to the President for his annual\_report to the sponsor.
- e. Furnish an annual report to the Sponsor and members of the Executive Board, to be entered in the minutes by the Secretary.

## **President's Duties by Month**

### **December**

- Passing of the gavel ceremony at December General Business meeting.
- Hold an Executive Board meeting to;
  - a. Establish budget for next year.
  - b. Approve Sponsor's fee and Church staff Christmas gratuities.
  - c. Conduct other business as needed.
- Obtain church staff's gratuity checks and present to staff.

### **January**

- Write letter to Pastor inviting him to February meeting to accept sponsor fee.

### **February**

1. Present Pastor with the initial sponsor check at February General Business meeting with the agreed on final payments at subsequent General Business meetings.

### **April**

- Master of Ceremonies at Hobbyists Fellowship Luncheon held at church.

### **August**

- Establish Nominating Committee to collect names for new Officers for next year.

### **October**

- Announce results of nominating committee for vote at the November General Business meeting.
- Have Sponsor Rep coordinate a date for Hobbyists Sunday at the church.
- Set date & place for Presidents "Thank You" luncheon for all Chairmen.

- Send an invitation to the Pastor, inviting him and his wife to the Holiday dance.
- Request all Chairmen to send summary activity report to President

## **November**

- Hold vote for new Officers for coming year.
- Attend Hobbyists Sunday at church and speak about the Hobbyists activities.
- Send invitations for President's Thank You luncheon.
- Hold President's luncheon for all chairmen to honor their work during the year.
- Write President's Annual Report to Pastor based on Chairmen Activity Reports.
- Appoint a member to act as MC for "Passing of the Gavel" ceremony in December.

## **Ongoing Activities**

- Extend condolences to members' family when member passes.
- Extend condolences to member when spouse passes.
- Attend personally or arrange with another member to be his representative to attend wake/funeral for departed member or his spouse.
- Periodically check Hobbyists mail box maintained by the church for any correspondence.
- Meet with new members and sponsors before induction.

### **2. The First Vice-President shall:**

- a. Be responsible for providing after-meeting speakers, and shall have a speaker's budget approved by the Executive Board for his term of office to compensate said speakers. Hobbyists who are after-meeting speakers are not eligible to receive compensation.
- b. Set up, and be responsible for, a Communications Committee that will have responsibility for timely and efficient communication with the membership via the Phone Calling List, the E-Mail System, the Website, and any other means available and appropriate.
- c. The First Vice-President shall be on the Phone Calling List of members to be contacted about members' illnesses and deaths.
- d. Coordinate the Newsletter Committee in their process of producing and distributing the quarterly Hobbyists newsletter.

### **3. The Second Vice-President shall:**

- a. Solicit from activities chairmen the dates of meetings they anticipate conducting, especially, on the church property, as well as other information they wish to have included in the monthly activities calendar.
- b. Coordinate the calendar with the church office to ensure that rooms scheduled for activities/event meetings are available.
- c. Prepare and keep updated the monthly activities calendar and see that it is posted on the website each month prior to the General Business Meeting. Make copies available to members who do not have access to a computer.
- d. Work with the President to keep a major events calendar up-to-date and available to event chairmen (including members who are individually handling trips and tours) to prevent schedule conflicts.



- e. In November of each year send a letter to the Ridgewood Police Chief listing the dates of the following year's general meetings and Fellowship Luncheon, and the streets on which members will be parking.
  - f. Contact police headquarters on Wednesdays prior to the general meetings, and the Fellowship Luncheon, to remind them that we will be meeting, and the streets on which we will be parking.
  - g. Put out and bring in "Hobbyists Meeting Today" signs on the general meeting days and the day of the Fellowship Luncheon.
  - h. Be responsible for calling 911 in case of an emergency.
  - i. Notify all chairmen of activities that run bus trips that they should notify the insurance company, Brown and Brown of Lehigh Valley, before each bus trip. The phone number is (610) 974-9490.
4. The **Treasurer** shall:
- a. Record all Hobbyists financial transactions.
  - b. Oversee the monies held by financial institutions.
  - c. Present a monthly financial summary to the Executive Board.
  - d. Make the financial records available for an annual audit
  - e. Assure that signatures on financial accounts are current.
5. The **Secretary** shall:
- Record, distribute and maintain the minutes of the General meetings in a timely manner
  - Record, distribute and maintain the minutes of the Executive Board meetings in a timely manner
6. The **Sponsor Representative** shall:
- a. Maintain communications between the Hobbyists and the First Presbyterian Church.
  - b. Alert the President and the membership about events requiring schedule changes due to conflicts with our sponsor's activities.
  - c. With the approval of the Church Staff, and in appreciation of the Sponsor's cooperation, encouragement, and use of the facilities, designate a Sunday in November as Hobbyists Sunday. The President will provide information about the Hobbyists to the church members at that service.

## **Membership**

1. The Hobbyists Roster shall be used for Hobbyists business only.
2. Applicants must be retired or semi-retired.
3. Applicants must be sponsored by a member who has been a member for at least one year. Sponsors must be acquainted with the applicant. No applicant may become a member if he is not known by at least one member who is in good standing. A member may not ask another member to sponsor his applicant unless the applicant is also known to that member and the member asked has been a member for at least one year. A member may sponsor no more than one applicant at a time.
4. Applicants must complete an application form (see the website for the current version)

and forward it to their sponsor, along with an annual dues check made out to Hobbyists Unlimited.

5. As per the Constitution, dues submitted before September 1st will be considered as dues for the current year. If submitted after September 1st, the payment will constitute dues for the remainder of the current year and the following year. When a member reaches 90 years of age, he shall be considered a Life Member and will not be required to pay dues for the following and subsequent years.
6. As per the Constitution, members whose dues for the current year are not paid on or before the February Business Meeting shall be removed from the membership list. A notice of such members shall be sent to all activity chairmen to ensure that participation is denied.
7. It is the sponsor's responsibility to review the applicant's application form for completeness, sign it, and forward it to the Membership Chairman. Applications not accompanied by a check, or not signed by the sponsor, will not be accepted. The Membership Chairman will acknowledge to the sponsor if all is OK, or not. If it is not, it is the sponsor's responsibility to help the applicant meet the application requirements.
8. The Membership Committee, which currently consists of the Membership Chairman and the Hobbyist Executive Board, has delegated full responsibility for the membership function to the Membership Chairman, who may consult with the Executive Board if he has any questions.
9. When the Membership Chairman is satisfied that the applicant and sponsor have completed the Hobbyist organization's application requirements he will provide the applicant with information that will give him access to the Hobbyist website, including the "Constitution and By-laws", "Policies, Practices, and Procedures", Activities Calendars, Membership Roster, etc. In addition, the applicant can then participate in all Hobbyist activities except voting on Hobbyist matters.
10. It is the sponsor's responsibility to accompany the applicant to at least the first monthly meeting he attends and introduce him to the Membership Chairman and the chairmen of the activities groups he has expressed an interest in, and as many other members as possible, so that he feels welcome in the organization. An applicant must attend three monthly Business Meetings before he can be formally inducted as a member. It is the sponsor's responsibility to advise the Membership Chairmen that his applicant has attended the three required meetings and is ready to be inducted. An applicant may be inducted at the third or any subsequent monthly Business Meeting he attends but the Sponsor must alert the Membership Chairman prior to the meeting at which the applicant wishes to be inducted.
11. Applicants and their Sponsors must attend an orientation meeting with the President before the monthly Business Meeting at which they are inducted. After the orientation applicants will have their picture taken for the roster, and at the induction ceremony they will receive a membership card. When an applicant is inducted he may then participate in voting on Hobbyist matters.
12. Currently membership is unlimited, but no more than twelve new members may be added at any monthly Business Meeting.
13. The Membership Chairman will maintain a list of applicants who are pending

membership. As per the Constitution and By-Laws, applicants who are members of the Hobbyists' sponsoring organization, the First Presbyterian Church of Ridgewood, NJ, shall be given precedence and can be inducted in the month following receipt of the application providing they have satisfied the other requirements for membership, i.e. are retired or semi-retired, have been sponsored by a member in good standing and have paid the required dues.

14. Even after an applicant has been inducted, the sponsor should continue to encourage his participation in the organization and its various activities, and introduce him to as many other members as possible.
15. A member moving from the area, who wishes to resign, may do so by giving notice to the Membership Chairman, or to an Officer or fellow member who in turn should advise the Membership Chairman.
16. A member in good standing who has resigned because of moving away from the area, and who returns to the area, can reapply for membership. If he meets all membership criteria his application will be given priority.
17. At the January Business Meeting, the Membership Chairman shall announce to the membership that the current version of the Membership Roster has been posted on the website, and that the Roster will be updated each month that new members are inducted or other member information added or corrected. In addition, at the January meeting, the Membership Chairman will make available one printed copy of the Roster to any member who does not have access to a computer. No updates of the Roster will be printed during the year.

### **Hobbyists Concerned**

These procedures shall provide guidance for the Hobbyists Concerned Committee:

1. Member ill at home or hospital:
  - a. Chairman will notify members (including widows with e-mail) and phone calling Coordinator, and encourage get-well cards be sent.
  - b. Chairman will extend best wishes for recovery on behalf of the Hobbyists.
2. Member dies:
  - a. Chairman will notify members (including widows with e-mail), and phone calling Coordinator.
  - b. Chairman will telephone the bereaved wife or relative to express sympathy and to inquire about details of the wake/memorial service and whom they wish the memorial gift to be presented.
  - c. Chairman will notify the Treasurer to send a memorial gift and supply the Treasurer with the address to which it should be sent.
  - d. The President or his designee will attend the wake and/or the memorial service.
3. Member's wife dies:
  - a. Chairman will notify members (including widows with e-mail) and phone calling Coordinator.
  - b. The President or his designee will attend the wake and/or the memorial service.

4. Phone Calling Coordinator Duties:
  - a. Maintain a current list of members who do not have access to a computer
  - b. On a timely basis, verbally transmit the contents of the Hobbyists Concerned notices to the calling list recipients
  - c. Monitor the call activity to confirm receptions or rejection
  - d. Maintain sufficient funds with contracted calling service

### **Activities**

1. All funds held by Hobbyist Activities, exceeding \$100.00, shall be deposited with the Hobbyist Treasurer for the future use of the activities affected. The Chairman or registrar of each activity will keep accurate records of funds received and transmitted to the Treasurer for deposit.
2. Activity chairmen may invite and encourage persons on the waiting list to participate.
3. An annual report from each activity chairman is due to the President by the end of October, including an overview of the activity and responsibilities of the chairman.
4. Activity chairmen must confirm that participants in their activity are paid members. Individuals who have not paid their dues for the current year by February of the current year are not eligible to participate in Hobbyist activities until they pay.