

TRI-CITY SINGLES  
KOSMOS SOCIAL GROUP (KSG) GUIDELINES  
01/21/06  
Rev 04/14/2009 smr & rlf  
Proposed Rev August 2009

**I. Purpose**

- A. KSG is an unincorporated, nonprofit, social group for singles age 50 and over.
- B. KSG hosts social functions and recreational events as proposed by the members.

**II. Organizational structure**

- A. A **Leaders' Board** that consists of **Leaders** who are elected, the **Past-Year's Leader**, and the voluntary **Committee Coordinators** who are appointed will manage the organization.
- B. The number of members is unlimited.
- C. The **Elected Leaders** consists of a minimum of seven (7) **Leader Positions** who are elected to a one-year term by a majority of KSG members attending the annual election meeting. The **Elected Leaders** include:
  - 1. Leader
  - 2. Assistant Leader(s)
  - 3. Treasurer
  - 4. Secretary
  - 5. Membership Leader
  - 6. Activity Leader
  - 7. Newsletter Editor/Publisher
- D. The **Leaders Board** may establish additional elected **Leader** or **Co-Leader** positions under item **II.C**.
- E. One person may hold more than one position.

**III. Leaders' Board responsibilities**

- A. Solicit and appoint members who volunteer to serve as **Coordinators** of committees.
- B. Define position descriptions for **Elected Leaders** and appointed **Coordinators** each year.
- C. Plan, review, approve, and implement KSG functions and events during a monthly **Leaders' Board** meeting.
- D. Accept fiduciary responsibility for KSG finances.
- E. Prepare and maintain an annual KSG operating budget.
- F. Appoint replacements to serve the remainder of the term for abandoned positions.

**IV. Meetings**

- A. The **Activity Committee** will meet monthly to develop activities to be presented at a **Leaders' Board** meeting for approval.
- B. The **Leaders' Board** will conduct periodic meetings for the purpose of managing and approving KSG business, activities and finances.
- C. KSG will conduct a monthly **general meeting** to share details that were approved at the previous **Leaders' Board** meeting.
- D. All KSG meetings will be conducted in accordance with Roberts Rules of Order, as amended.
- E. A simple majority of the **Leaders** who were elected, the past-year's Leader and the **Coordinators** who were appointed and are present at any **Leaders' Board** meeting will constitute a **quorum** for the transaction of business.

**V. Membership requirements**

- A. The membership year is August 1 through July 31.
- B. Unmarried individuals 50 years of age or older are eligible for membership. KSG members who marry may retain membership without a voting privilege.
- C. There are no membership restrictions that exist for reasons of gender, ethnicity, religious affiliation, employment, physical impairment or sexual orientation.
- D. The **Leaders' Board** has the authority to terminate membership for cause.
- E. No member will be allowed to advertise, promote or distribute to the membership any event or activity information except by approval of a majority vote of the **Leaders' Board**.

- F. Membership in Kosmos requires that members read and follow the KSG Guidelines, Event Policy, and other existing policies approved by the **Leaders' Board**.
- G. The name of "Kosmos" as it refers to the membership of the Kosmos Social Group is not to be used except at Kosmos-approved events per the Event Policy.

#### **VI. Membership enrollment donations**

- A. The annual enrollment donation amount may be adjusted annually by the **Leaders' Board**.
- B. Specific functions and events may require additional assessments.

#### **VII. Communications**

- A. Members shall provide a signed enrollment form annually with contact information for communications purposes (e-mail address, telephone number, mailing address, etc.) to include a signed Membership Enrollment Form's Release statement.
- B. Kosmos shall publish and distribute a periodic newsletter to all members and, when appropriate, weekly reminders to members with email.

#### **VIII. Privacy policy**

- A. Member information will be kept in an electronic file and be distributed to leaders and committees as needed to conduct business, mail newsletters and send approved e-mails for Kosmos reminders and updates to events.
- B. Signing the membership form constitutes consent to use information provided for the purposes in item VIII. A., and also constitutes approval to publish a member's information in the newsletter, emailed reminders and the member roster.
- C. Our member roster is for the private use of the members, and no soliciting is allowed.
- D. The Kosmos name and member information may only be used by the **Leaders' Board** or its designees to communicate information about activities, events and trips that are approved by the **Leaders' Board**. Abuse of this policy will be justification for terminating Kosmos membership.