

**Friendship Force of Greater Cincinnati (FFGC)
Board Approved Policies 2021)**
Board Approved revisions **June 2022; Feb 2023**

DISTRIBUTION OF CLUB DOCUMENTS

- 1. MEMBERSHIP ROSTER:**
 - a. Distribute update annually to all members electronically or in hardcopy.
 - b. When joining, give hardcopy to new members.
- 2. POLICIES:**
 - a. Post on Club Website.
 - b. When changed, distribute to all members by hard copy or electronically.
 - c. When joining, give hardcopy to new members.
- 3. NEW MEMBER HANDBOOK**
 - a. Post on Club Website.
 - b. When changed, distribute to all members by hard copy or electronically.
 - c. When joining, give hard copy to new members.
- 4. BY LAWS**
 - a. Post on Club Website.
 - b. When revisions are approved by members, distribute to all members by hard copy or electronically.
 - c. When joining, give hardcopy to new members.

MEMBERS

NEW MEMBERS WILL BE OFFERED:

1. Hardcopies **or electronic copies** of governance documents;
2. Hardcopy **or electronic** Club roster;
3. **REMOVE :Hardcopy of New Member Roster; (REMOVE)**
4. A Mentor/Buddy, **if desired by new member**, to foster inclusion in Club activities;
5. Encouragement to attend a Board meeting.

LEGACY MEMBERSHIP STATUS

Full rights and privileges of Members

- 1. .FREE ANNUAL MEMBERSHIP IS OFFERED ANNUALLY TO THOSE:**
 - a. who have been FF members in FFGC and/or any other FF Club for ten or more years;
 - b. and, who are 85 years or older;
 - c. and, who wish to participate in local meetings and events;
 - d. and, who will pay their FFGC dues if they apply to be an ambassador.
- 2. The Membership Chair will:**

- a. Inform Legacy Members of status changes;
- b. Recognize Legacy members at an Annual General Meeting;
- c. Include Legacy Members on official count to FFI with fee covered by FFGC;
- d. Note Legacy Member designation on the annual membership roster.

FINANCE

1. CLUB DUES

- a. Beginning with 2024, membership dues are \$40 per person.
- b. New member dues paid after June will apply through the next calendar year.
- c. Dues include membership in both FFGC and FFI.

2. REIMBURSEMENTS

To receive reimbursement for any item, all members must provide either receipts or other documentation.

3. HOME HOSTING SCHOLARSHIPS

- a. The Club has home hosting scholarships for those in need of financial help to participate as hosts.
- b. To request the scholarship members should so advise the Board President.

4. PAYMENT ON RESERVATIONS FOR CLUB EVENTS

- a. For gatherings and other Club events, if the Club is required to pay in advance, members shall pay when they make their reservation.
- b. If a member finds that he/she cannot attend the function, there will be no refund.
- c. The member may choose to send a substitute in his/her place.

5. COST OVERRUNS ON JOURNEYS DUE TO FFI NEGLIGENCE

- a. For journeys and related FFI-coordinated extensions, the Club will not send FFI any money except for the required exchange and/or extension fees.
- b. FFGC will calculate cost over runs due to FFI errors and deduct them from dues in subsequent years.

JOURNEY LEADERSHIP

1. JOURNEY ADVISOR(S)

- a. Journey Advisors, as Chair(s) of a Standing Committee, are Board members.
- b. They help select, train, advise, and assist Journey Coordinators.
- c. If delegated by the Treasurer, they are signatories or co-signatories on the Journeys' Bank Account and are responsible for its deposits, withdrawals and reports.

2. JOURNEY COORDINATORS

- a. Journey Coordinators who have been Ambassadors and Hosts for previous Journeys

- are preferred.
- b. Journey Coordinators abide the **protocols of FFI**.
 - c. Journey Coordinators encourage Ambassadors and Hosts to familiarize themselves with **Club documents**.

HOST INBOUND JOURNEYS

- 1. MONETARY REIMBURSEMENTS** The following expenses shall be reimbursed to Host Inbound Journey Coordinators:
 - a. Meal costs and admission charges for group activities that are a part of the official program;
 - b. Miscellaneous charges such as postage, copying costs, wire transfers;
 - c. Transportation costs as agreed on by Journey Coordinators and Journey Advisors with unresolved issues referred to the Board for final determination.
- 2. TOTAL MONETARY REIMBURSEMENTS** to the Host/Inbound Journey Coordinator for all above items is not to exceed \$200 per exchange and is to be paid from the general account.
- 3. IN-KIND COMPENSATION TO HOSTS and INBOUND JOURNEY COORDINATORS** and a named travelling companion will be:
 - a. An absolute priority to be a participant on any reverse Ambassador Outbound Journey to the visiting club. There is no time limit on this priority;
 - b. First priority participation on the next three Ambassador Outbound Journeys.

AMBASSADOR OUTBOUND JOURNEYS

- 1. TRAVELLING EXPENSES FOR AMBASSADOR OUTBOUND JOURNEY COORDINATOR**
 - a. The Ambassadors on Outbound Journeys will share the cost of the Ambassador Outbound Journey Coordinator's transportation to and from the Journey destination.
 - b. This amount will not exceed the cost of a single Economy round-trip ticket between Cincinnati and the Journey destination.
- 2. REMAINING FUNDS FROM JOURNEY**
 - a. If less than \$25 per Ambassador, the Club will keep remaining fees from Ambassador/Outbound Journeys.
 - b. If more than \$25 per Ambassador, the Club will refund the entire amount to members.
- 3. AMBASSADOR SELECTION**
 - a. Non-Friendship Force members must join the Club and Provisional Members must pay dues to be eligible to participate on a Journey.
 - b. All journey participants must be registered for *myfriendship.org*
 - c. Without infringing on the Journey Advisor's option to refuse an applicant for good cause, the following **priorities** should be used for accepting applicants who have submitted a formal application and paid the deposit by the stated deadline:

- i. Previous Hosts and Inbound Journey Coordinators and travelling companion as described in Policies;
 - ii. Member who have served as Home Hosts for a journey in the previous two years;
 - iii. Members who have never been on a journey;
 - iv. Members who have day-hosted, dinner-hosted, or served in a leadership capacity in the previous two years;
 - v. All other members, in order of receipt of application and payment deposit.
- d. When applying to be an Ambassador, members are encouraged to carefully consider the nature of each journey in relation to their health and ability to participate.