

**PREPARE AND SHARE CLUB
POLICIES AND PROCEDURES**

1. The fiscal year shall be from July 1st of the current year through June 30th of the following year. Dues are payable at the annual kick-off dinner.
2. There shall be two (2) general meetings each fiscal year. The first shall be in the Fall and a second the following Spring.
3. These meetings shall consist of catered dinners planned by the Board of Directors.
4. There shall be a minimum of three (3) dinners with members hosting or participating during the months December-March.
5. The themes for each monthly dinner will be developed by the Board and presented at the Fall general membership meeting to be approved by a vote of attendees present and in current membership status.
6. The Scheduling Secretary shall (randomly) select groups of 6-10 members from the current membership for each monthly dinner event.
7. The Scheduling Secretary shall also select the dinner Host within each group. Host designations will be sent to the membership in November and group member designations will be sent the month prior to each dinner. New members will be added to groups by the Scheduling Secretary.
8. It will be the responsibility of the Host for each monthly dinner to hold a planning meeting of the group participants so that meal course assignments can be agreed to by those participating.
9. Each dinner event will generally consist of a minimum of three (3) courses; Salad, Entrée, and Dessert.
10. The Host will be responsible for any before dinner beverages as customary in the Host's home. . The Host will purchase the dinner beverage (wine) which will be paid for by all participants unless otherwise determined. A dollar amount should be established for the cost of the dinner beverage at the planning meeting.
11. Each participant is to provide the Host a summary of all food and beverage costs. The Host will summarize these costs and divide this total evenly among all participants.
12. It will be assumed that participants at any meal can eat anything in any meal provided. Abstinence is left to the participant and is NOT the responsibility of any other dinner participant.
13. All members shall abide by the **Member Guidelines** (see attached).

Revised November, 2018