

Employee Clubs

Number: H-3

Revision:

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1.0 POLICY

When an employee club is organized, the club may not act or incur indebtedness in the name of the Town of Carolina Beach nor in any way represent the Club is acting on behalf of the Town.

2.0 PURPOSE

The Town recognizes that employees may wish to form clubs for social purposes. The Town supports this so long as the club complies with the requirements of this policy and meets outside of work time.

3.0 SCOPE

This policy applies to all Town employees and clubs.

4.0 DEFINITIONS

- 4.1 **Employee Club** - An organization of two or more employees which meets periodically for social purposes and requires payment of dues to belong. This definition should not be construed to mean labor organizations. See **Policy on Employee Organizations**.

5.0 ORGANIZATIONAL RULES

- 5.1 Employees who organize a club whose membership is in any way associated with being an employee of the Town must notify the Town Manager's Office upon organization.
- 5.2 An employee club will file a copy of its constitution or bylaws and a copy of annual audits of its finances in the Town Manager's Office.
- 5.3 The Town does not provide for payment of dues through payroll for any club or organization to which employees may belong.

6.0 PROCEDURES

- 6.1 Employees who organize a club within the meaning of this policy must notify the Town immediately following the meeting at which the club is organized and must provide the Town Manager's Office with a copy of its constitution or bylaws.
- 6.2 On an annual basis the club must provide the Town with a copy of its annual financial audit.

7.0 APPENDIX, APPENDICES

None