

CONSTITUTION and BYLAWS Revised Aug. 2015

Newcomers Club of the Southwest Suburbs

Article I. Name

The organization shall be known as *Newcomers Club of the Southwest Suburbs*. It is not designed to make a profit. All other constitutions and bylaws of this organization heretofore enacted shall be declared null and void.

Article II. Purposes and Objectives

1. To provide an opportunity for members to become acquainted with others in our community.
2. To provide an atmosphere of friendliness, goodwill and helpful information for Club members in our community.
3. To increase members' knowledge concerning the principles and functioning of citizens in our community.
4. To aid our community through the gifts of our time and energy for worthy purposes.
5. To undertake and promote charitable and humanitarian projects within our community and to form enduring friendships.

Article III. Membership – Board

1. Club membership shall be open to new and established residents of the southwest suburbs of Minneapolis, Minnesota.
2. Membership in this organization shall be open to men and women.
3. Membership shall not be limited in duration.
4. A Directory is available on the Club website. It is to be held confidential for use by Club members only and shall not be given or loaned to any organization or person outside the Club. No Directory may contain advertisements. A printed Directory is available for each member and an additional Directory may be purchased from the membership chairperson.
5. The Board, by a two-thirds vote, shall have the power to terminate the membership of any member whose activities are deemed to have become detrimental to the welfare of the Club.

Article IV. Dues and Finances

1. The fiscal year shall be June 1st to May 31st.
2. The annual dues may be raised by a majority vote of the Board.
3. Dues of \$25.00 are due by June 1, and they become delinquent on July 1, if not paid. All members whose dues become delinquent will be dropped from the Club.
4. Prospective members must pay dues by the third Club function attended or they will be ineligible to participate in any Club activities until dues are paid. Membership dues are non-refundable.
5. Any excess funds remaining from the dues collected or any special fundraising projects may be used for purposes as voted on by the Board.
6. Club funds will not be used to purchase alcohol for any Club events. Alcohol for Club events will be designated as BYOB, or will be supplied by the hostess/hosts of the event.
7. Funds amounting to \$1000 or more shall be maintained in the Club's checking account at the end of the fiscal year.
8. Payment for any Club function shall not be refunded if cancellations are not made by the designated date.

Article V. Meetings

1. There shall be an open Board meeting held the first Tuesday of **August thru May** at which time Club business shall be transacted. New Officers will be elected at the April business meeting.
2. There shall be a social meeting held the second Tuesday, **whenever possible, September thru May**. New Officers will be installed at the May social meeting.
3. Special meetings may be called by the President whenever necessary.
4. Ten members, including at least three Officers, shall constitute a quorum necessary to hold a meeting and conduct business.

Article VI. Board

1. The Board of the Newcomers Club of the Southwest Suburbs shall be Officers, Coordinators and Activity Chairs.
 - 1.1 The Officers shall be President, Vice President, Recording Secretary, Treasurer and Corresponding Secretary. They shall be elected by vote of the membership and positions may be shared.
 - 1.2 The Coordinators shall be Charitable Giving, Directory, E-mail Distribution, Membership, Newsletter, Prospective Membership, Publicity, Social, Webmaster(s) and others deemed necessary.
 - 1.3 The Activity Chairs shall be determined by the interest and needs of the groups themselves, and shall be chosen by the members of each group.
2. Members may serve as Officers for a maximum of three consecutive years in any one office.
3. It is the responsibility of all members of the Board to attend all Club business meetings and other functions during the year as may be designated by the President.
4. It is the duty of the outgoing Officers, Coordinators and Chairs to train their replacements so that the Club will continue to function smoothly. Training is to take place during a joint Incoming-Outgoing Board meeting to be held in May and at any private meetings between individual Board members as deemed necessary by said members. Training will be done verbally and substantiated in writing by a year-end report and by these Bylaws which serve as a guideline.
5. Each outgoing Officer, Coordinator and Chair shall prepare two copies of a written report at the end of the Club year, one for the President's file and one for their successor.
6. With the exception of the President, any member of the Board may find their own assistant.
7. Board members will update the Constitution and Bylaws every 2-4 years.
8. Board members will keep all records for a minimum of 6 years, with the exception of the President and the Recording Secretary, who will keep records for a minimum of 10 years.

Article VII. Election of Officers

1. At the February business meeting the Nominating Committee shall present its nominations for the offices of President, Vice President, Recording Secretary, Treasurer, and Corresponding Secretary.
2. No one shall be nominated either by the Nominating Committee or from the floor whose consent has not first been obtained.
3. Any member may nominate candidates for office from the floor.
4. At the April meeting, the candidate receiving the majority of votes shall be declared elected. The vote shall be by ballot unless there is only one candidate for office, in which event the President may declare a vote by acclamation.
5. A vacancy in any office shall be filled by a majority vote of the Board after the membership has been notified.

Article VIII. Duties of Officers

President:

- Shall preside at all meetings of the Club.
- Shall appoint Coordinators.

- Shall secure the location for each Board meeting.
- Shall appoint a Nominating Committee in December and any other special committees deemed necessary.
- Shall serve as ex-officio member of all committees, except the Nominating Committee.
- Shall be responsible for the Incoming-Outgoing Board Meeting Luncheon, inviting both old and new Officers to attend.
- Shall annually review the Membership Directory Constitution and Bylaws and present notice of any changes at the August Board meeting, so changes can be made in the Directory.
- Shall send the Board Meeting agenda to all members prior to the monthly meeting.

Vice President:

- Shall plan the monthly luncheon location and an optional luncheon program.
- Shall collect the monthly luncheon reservations and payments.
- Shall prepare name tags for Social Meetings.
- Shall perform the duties of the President in the President's absence.
- Shall be responsible for correspondence relating to the position.
- Shall purchase the outgoing President's gift using specified budgeted funds.
- Shall purchase the Installation Ceremony flowers, using luncheon budgeted funds.

Recording Secretary:

- Shall keep minutes of Board meetings and take attendance.
- Shall maintain a complete file of Club minutes and Treasurer's report.
- Shall send out a summary of the Board Meeting to all members.

Treasurer:

- Shall receive all funds of the Club and deposit such funds in a bank designated by the Board.
- Shall pay all budgeted expenses subject to approval of the Board. Unbudgeted expenses must be approved by the Board before they are incurred.
- Shall keep an itemized account of all receipts and disbursements and prepare a monthly report of these transactions.
- Shall prepare a preliminary yearly budget to be discussed at the May Board meeting and present a proposed yearly budget at the August meeting to be approved and voted on.
- Memorial Donations: \$50 for a member, a member's spouse or a significant other. \$30 for a mother, father, mother-in-law, father-in-law, stepmother, stepfather, child, stepchild, grandchild, and step-grandchild.

Corresponding Secretary:

- Shall send cards to members and other correspondence when requested.
- Shall send a sympathy card to members who suffer a loss.

Article IX. Appointments and Duties of Coordinators

The Coordinators of the Newcomers Club of the Southwest Suburbs direct the following: Charitable Giving, Directory, E-mail Distribution, Membership, Newsletter, Prospective Membership, Publicity, Social, Webmaster and any others named by the Board.

Charitable Giving

- Shall investigate potential civic projects to which the Club may contribute. This contribution may be money, time or talents of members.
- Shall devise and implement plans for charitable giving.
- Shall give the Board reports for all projects and funds raised.
- Shall be responsible for thank you correspondence related to this position.

Directory

- Shall compile and print an annual Directory for distribution among the membership.
- Shall make changes to the Directory, subject to approval by the Board.

- Shall publish a Directory to be distributed in September containing information received by July 1.

E-mail Distribution

- Shall forward information to membership, via e-mail, informing and updating members on Club events and activities, in addition to that which is covered in the monthly newsletter.

Membership

- Shall keep the membership roster current.
- Shall give in electronic format to the Directory Chair, Newsletter Chair and Webmaster complete lists of names, addresses, telephone numbers and e-mail addresses of members.
- Shall give notice to the Newsletter Chair and E-mail Distributor of any new or changed e-mail addresses.
- Shall recognize new member with a small gift.
- Shall notify members if they become delinquent in their dues.
- Shall keep an activity interest list of all members.
- April 1, and May 15, shall send, or cause to send, an email reminder of membership renewal due by June 1, in order to be included in the Club's new Directory.
- Shall act as chair of the Nominating Committee, which shall be composed of a minimum of three members, appointed by the President in December and approved by the Board. This Committee will encourage new member participation when preparing the slate of Officers.
- Nominating Committee shall:
 - In December - Request Board nominations from the membership in the January newsletter.
 - In February – Present the Nominations for officers at the Board meeting. Submit the Nominations for Officers in the March newsletter and ask membership to vote for officers.
 - In April – Present the new slate of Officers at the Board Meeting.
 - In May – Appoint a past President to conduct the installation of the incoming Officers at the May luncheon.

Newsletter:

- Shall prepare and distribute electronically a minimum of nine monthly Club newsletters during the Club year (September thru May). These newsletters are to be kept strictly for the benefit of Club members, with information limited to (a) Club events or activities, or (b) information about a member or immediate family member (meaning only the spouse, partner, and/or child of a member), provided the information relates only to a birth, an illness, or a death.
- Shall make available the Membership renewal form for the new Club year to the May newsletter.
- A copy of the newsletter will be mailed out to those members who do not have e-mail.

Prospective Membership:

- Shall extend invitations for membership and invite prospective members to Club functions.
- Shall be in charge of the prospective member coffees.
- Shall distribute Club information to prospective members.

Publicity:

- Shall submit publicity items regarding Club activities to the local media after consultation with the President.

Social:

- Shall oversee all planned and suggested social events in which all membership may participate.

Webmaster(s)

- Shall maintain the Club website, communicating the objectives of the Club and matters of general interest pertaining to Club activities.
- Shall post the monthly newsletter on the website.
- Shall maintain a secure Directory listing names, addresses, phone numbers and e-mail addresses of all members. In addition shall maintain a secure addendum list containing the contact information of all new members who have joined since the publication of the last Directory.

Article X. Resolutions and Amendments

These Bylaws may be amended at any Board meeting by a two-thirds vote of those present, provided prior notice of changes has been given to all members.

Article XI. Procedures

Parliamentary authority for all procedures shall be "Robert's Rules of Order, Revised".

Article XII. Policy

No mailings will be sent nor representations made in the name of or on behalf of the Club, with the exception of appropriate cards, without prior approval of the President.

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