

Newcomers Club of Raleigh, Inc. By-Laws
Revised: 4/21/15

ARTICLE I: NAME

The name of this organization shall be the Newcomers Club of Raleigh, Inc.

ARTICLE II: OBJECT

This Club is non-profit and non-discriminatory and its purpose is to provide a means for newly arrived persons to Raleigh and the outlying communities to become better acquainted with each other through social and educational activities.

ARTICLE III: MEMBERSHIP

SECTION A. A prospective member shall be any new resident of Raleigh or outlying community who has become a resident within the past five (5) years, is a former Newcomers Club of Raleigh member, or is a person with a recent life-changing event. He/she shall be eligible for membership for as long as he/she pays member dues

SECTION B. Membership is for social contact between members and is NOT to be used for commercial gain/volunteer charity gain. This includes but is not limited to communication sent via mail, email or phone. At the monthly coffee, members can display business cards and other information.

SECTION C. Prospective members may attend two (2) monthly coffees and one (1) member program before being required to join the Club.

SECTION D. Participation in interest groups will be limited to members.

ARTICLE IV: DUES

SECTION A. Dues of this Club shall be determined by the Board of Directors.

SECTION B. New members must pay dues at the time they join. If joining between April 1st and May 31st, there is no renewal fee due until June of the following year. Renewal dues must be paid during the renewal period, June 1 through June 30.

SECTION C. A written notice that annual dues are payable by June 30 will be printed in May and June monthly newsletters.

SECTION D. Members dropped because of failure to pay dues by June 30 may be reinstated through December 31 of the current year. Reinstatement requires payment of current annual dues plus an additional five (5) dollars.

ARTICLE V: MEETINGS

SECTION A. Member programs of the Club shall be held on the third Tuesday of each month at the discretion of the Board of Directors. These programs must be fully self-funded unless prior approval for subsidy is received from the Board of Directors.

SECTION B. Other meetings may be called at the discretion of the President.

SECTION C. Payment for non-canceled reservations must be made before a member is permitted to attend another Newcomers member program.

ARTICLE VI: EXECUTIVE COMMITTEE AND THEIR DUTIES

SECTION A. The Executive Committee shall consist of the following officers: President, Vice President, Membership Coordinator, Programs Coordinator, Secretary, Treasurer, Assistant Programs Coordinator, Interest Group Coordinator, and Parliamentarian.

SECTION B. The term of office is one year, however, these members may be nominated to hold the same office for additional year(s), provided he/she has satisfactorily exercised his/her duties. The Treasurer's position, requiring the skills of a professional accountant, shall serve at the President's discretion and shall not require annual re-election.

SECTION C. The President shall preside at all meetings of the Club and at all meetings of the Board of Directors. The President shall be the Chairperson of the Board of Directors and Chairperson ex officio of all committees except the Nominating Committee. The President shall maintain a handbook of duties of all Board members.

SECTION D. The Vice President will perform the duties in the absence of the President, and if absent, the Vice President shall appoint one of the coordinators to perform the duties of the office.

SECTION E. The Membership Coordinator shall be responsible for enrolling new members, and for maintaining and compiling a new member list for the Database and Website Coordinator. This officer shall invite all prospective members to monthly coffees, collect renewal dues, maintain a membership file, and inform the Database and Website Coordinator of all membership changes.

SECTION F. The Programs Coordinator shall arrange programs and shall select suitable meeting places for the member programs. The plans for each member program will be submitted to the Board of Directors for approval.

SECTION G. The Secretary shall record the minutes of the meetings of the Board of Directors. The Secretary shall advise Board members of Board meetings, count votes when voting is done, record minutes of any meeting when a vote is taken, and carry on all correspondence with individuals and societies

via email. Further, the Secretary shall be responsible for maintaining Club records to include names and addresses of the Board and a current copy of By-Laws and Club policies, including a dated copy of all By-Law revisions

SECTION H. The Treasurer shall receive all monies for the Club, keep an accurate record of receipts and expenditures, pay all bills approved by the Board of Directors, and submit monthly reports at the Board of Directors meetings. The Treasurer shall close the books and submit a balance sheet at the end of the term, and file an annual information tax return if required. All checks of \$2,000 or more shall require two signatures (any two of the Treasurer, President, Vice President or Membership Coordinator). Checks under \$2,000.00 shall require only one of the above-listed signatures.

SECTION I. The Assistant Programs Coordinator shall assist the Programs Coordinator and attend member programs.

SECTION J. The Parliamentarian shall be versed in parliamentary procedures and furnish information to any member desiring it. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised. Every two (2) years, the Parliamentarian, assisted by the Vice President (or, in the absence of the Vice President, the President) and one (1) other Club member, is charged with the revision of the Club's By-Laws and Policies.

SECTION K. The Interest Group Coordinator shall be responsible for organizing diverse interest groups to accommodate the interests of the members and coordinating a presentation of current interest groups at monthly coffees. A report shall be made to the Board concerning all interest groups and proposed plans. This Coordinator is also responsible for ensuring that a list of current interest groups is given to the Newsletter Editor monthly. These groups shall be financially self-sufficient.

ARTICLE VII: STANDING COMMITTEES AND THEIR DUTIES

SECTION A. The Standing Committees shall consist of the following: Publicity, Hospitality, Reservations, Newsletter Editor, Publisher, Directory Coordinator, and Database and Website Coordinator. Where a position is not currently filled, another Board member may assume duties of that position.

SECTION B. The term of office is for one year, however, these members may be nominated to hold the same office for additional year(s), provided he/she has satisfactorily exercised his/her duties

SECTION C. The Publicity Chairperson shall be responsible for providing information about Club activities to local newspapers, TV-radio stations, Chambers of Commerce, realtors, corporations, and any other pertinent organizations.

SECTION D. The Reservations Chairperson shall take all reservations, cancellations, and payment for member programs, prepare name tags, and

attend all programs to register guests.

SECTION E. The Newsletter Editor shall be responsible for the layout of the newsletter. The information shall be gathered from the Board of Directors and Interest Group Chairpersons for monthly publication. All other information for publication shall be approved by the President. The Newsletter Editor shall provide the monthly newsletter to the Database and Website Coordinator for posting to the Club website. The Newsletter Editor is also responsible for finding two (2) proofreaders who shall be responsible for proofreading all monthly newsletters, the annual membership directory, and any other Club material as needed.

SECTION F. The Publisher shall be responsible for publishing and distributing the monthly newsletter by email or, at member's request, in printed form by US mail. A report of printing and mailing expenses and distribution numbers will be given to the Board of Directors on a monthly basis.

SECTION G. The Directory Coordinator shall be responsible for preparing and distributing (with the help of the Newsletter Publisher, the Database and Website Coordinator, and the proofreaders) the annual membership directory. The method of funding directory expenses shall be determined by the Board of Directors. A file of past directories shall be maintained.

SECTION H. The Hospitality Chairperson shall be responsible for greeting prospective members at the monthly coffees and member programs. This Chairperson will organize a telephone committee, if needed, to help welcome new members each month. This Chairperson shall be responsible for recruiting two (2) coffee hostesses who will be responsible for providing refreshments and seasonal decorations at the monthly coffee. This Chairperson shall send a personal card to welcome new members each month.

SECTION I. The Database and Website Coordinator shall be responsible for maintaining up-to-date membership information and shall inform the Newsletter Editor of any new members for inclusion in the monthly newsletters. This Coordinator shall serve at the discretion of the President and shall not require annual reelection. The Database and Website Coordinator shall attend specific informational Board meetings as requested by the Board. The Database and Website Coordinator shall be responsible for interacting with the contracted company performing duties as the Club's webmaster. The Coordinator shall also be responsible for ensuring that the Club website is updated via WordPress's recommended patches and upgrades to minimize security risks. The Database and Website Coordinator shall ensure that website registration and domain registration be completed annually.

ARTICLE VIII: BOARD OF DIRECTORS

SECTION A. The Board of Directors shall be composed of the Executive Committee and the Standing Committee. Any Club member may attend but not

participate at Board meetings, but the Executive Committee and the Standing Committee will have the only votes.

SECTION B. Fifty percent of the Board of Directors plus one (1) member shall constitute a quorum at any meeting of the Board.

SECTION C. The Board of Directors shall have the power to create or discontinue Club policies from time to time if considered in the best interests of the Club.

SECTION D. The President shall appoint a replacement to fill vacancies occurring in the elected positions for the unexpired term after polling the Executive Committee. In the event the office of President becomes vacant before the term has expired, the Vice President shall assume all duties of the position

SECTION E. The Board of Directors shall meet once a month to transact the business of the Club. Meetings shall be held the first Tuesday of each month unless otherwise designated by the Board of Directors.

SECTION F. Attendance at monthly Board meetings is required. If a member of the Board of Directors is absent from three Board meetings without the President's approval, that member may be replaced by a vote taken at a regular Board of Directors meeting.

SECTION G. There shall be a joint Board meeting of the incoming and outgoing Board members in May.

SECTION H. All newly elected Board members shall assume their duties upon installation at the May member program. Each outgoing Board member shall turn over all records and review job description with the elected successor. A copy of the job description shall be given to the President and each successor.

ARTICLE IX: NOMINATIONS FOR BOARD OF DIRECTORS

SECTION A. The Nominating Committee shall be appointed by the Vice President to include the current Vice President as chairperson and shall be approved by the Board of Directors at the November Board meeting. The committee shall consist of no less than three (3) and no more than five (5) members, including the chairperson.

SECTION B. Nominations shall be announced in March. Voting will take place at the April annual member program. Officers shall be installed at the May meeting.

SECTION C. Candidates submitted by the Nominating Committee may be supplemented by nominations from the floor before voting, provided the proposed candidate's permission has been received in advance. If there are nominations from the floor, vote shall be by secret ballot. The nominee for President shall be either a current or past Board member. Only if it is not possible to have a nominee for President from the current or past Board, shall

the nominee for President be from the Club's membership-at-large. The candidate receiving the majority of votes cast for an office shall be the winner of that office. If there are no nominations from the floor, vote shall be by acclamation. This committee shall make necessary preparations for the elections.

SECTION C. Nominations shall be announced in March. Voting will take place at the April annual meeting. Officers shall be installed at the May meeting.

ARTICLE X: AMENDMENTS

SECTION A. Every two years, the Parliamentarian, with the approval of the Board of Directors, shall appoint a committee to review the By-Laws of the Club. However, the By-Laws of this Club may be amended at any time by a two-thirds vote of members voting. Voting shall be in person at any regular monthly member program as determined by the Board of Directors. Previous written notice of the proposed amendment(s) must be given to all members one month prior to the vote. All proposed amendments shall be dated and kept on file in the By-Laws notebook maintained by the Secretary.

ARTICLE XI: SPECIAL COMMITTEES

SECTION A. An Auditor (not to include authorized check signers) to be appointed by the President and approved by the Board of Directors shall audit the books once a year after the end of the fiscal year (the fiscal year being June 1 to May 31) and present the report to the Board at their next scheduled meeting.