

Newcomers Club of Raleigh, Inc. Bylaws
Approved April, 2021

ARTICLE I: ORGANIZATION

The name of this organization shall be the Newcomers Club of Raleigh, Inc. (NCoR is an acceptable abbreviation of the Club name.) NCoR was formed in 1996 and is a 501(c)3 non-profit organization.

ARTICLE II: MISSION STATEMENT

The Newcomers Club of Raleigh (NCoR) offers individuals and couples new to Raleigh and surrounding communities the opportunity to meet others and build lasting friendships while engaging in mutually interesting social, educational and community activities occurring in the greater Raleigh area. The club encourages civic interest, volunteerism, and social interaction through numerous monthly small group activities.

ARTICLE III: MEMBERSHIP

SECTION A. A member shall be any resident of Raleigh or outlying community of Raleigh NC. They shall be eligible for membership for as long as they pay membership dues.

SECTION B. Membership is for social contact between members and is NOT to be used for personal gain/commercial gain/volunteer charity gain. This includes but is not limited to communication sent via mail, email, text, social media, or phone.

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.

SECTION E. Each household with a current membership is allowed one vote in any decisions placed before the membership for a vote.

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 but no later than 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. Monthly Coffees will be held the first Friday of each month except July. If the first Friday falls on a national holiday, the coffee will be held the next Friday.

SECTION B. 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 C. The election of officers shall be held during an annual virtual meeting or by electronic vote.

SECTION D. The installation of officers shall occur in May.

SECTION E. Other meetings may be called at the discretion of the President or Board of Directors.

SECTION F. Payment for non-cancelled 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, Interest Group Coordinator, and Parliamentarian. Co-Positions should be approved by the Board of Directors (BOD).

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, or member with accounting skills, 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 count

votes when voting is done at any meeting of the Club or BOD. 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 of the President 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. The Vice President shall be encouraged to ascend to the office of President following the President's end of term.

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 dues, maintain a membership file, and inform the Database and Website Coordinator of all membership changes. This officer shall inform the Newsletter Editor and Newbies Chair of any new member information to be included in the monthly newsletter.

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, email a draft of the minutes to the Board for any corrections and send a final copy before the next meeting. The Secretary shall be responsible for maintaining Club records to include names and email addresses of the Board and a current copy of Bylaws and Club policies, including a dated copy of all Bylaw 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 **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 Bylaws and Policies.

SECTION J. 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 COMMITTEE AND THEIR DUTIES

SECTION A. The **Standing Committee** shall consist of the following chairpersons: Publicity, Hospitality, Newbies, 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 promoting membership in NCoR by providing timely information about Club activities and opportunities to relevant print, broadcast and social media, and other pertinent organizations such as Chambers of Commerce, Realtors, and/or corporations. The Publicity Chairperson shall be responsible for keeping the promotional Club brochure up to date and distributed.

SECTION D. 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 Publisher for distribution to members and 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 E. 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 F. 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 G. The **Hospitality Chairperson** shall be responsible for greeting prospective members at the in-person monthly coffees and member programs. This Chairperson shall be responsible for recruiting two (2) coffee hostesses who will be responsible for providing refreshments. This Chairperson shall send a personal card to welcome new members each month.

SECTION H. The **Newbies Chairperson** shall be responsible for organizing a committee of members to oversee activities and events related to people who have joined the organization in the last 18 months. Periodic events and activities planned for this group shall vary both in time and scope to encourage the largest turnout of new members. If such an event or activity requires a budget, this should be prepared and submitted by the Chairperson to the Board of Directors at least three months before the planned activity. This Chairperson will organize a telephone committee to help welcome new members.

SECTION I. The **Database and Website Coordinator** shall be responsible for maintaining up-to-date membership information on the website and accurate membership information in the database. 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 and shall report directly to the President.

ARTICLE VIII: BOARD OF DIRECTORS

SECTION A. The **Board of Directors (BOD)** shall be composed of the Executive Committee and the Standing Committee. The BOD may conduct business in any format that is legal under North Carolina statute, including virtual meetings.

SECTION B. Fifty percent of the Board of Directors plus one (1) member shall constitute a quorum at any meeting of the Board. When proxy votes are used, they must be verified in writing, by email, or by text message.

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 (except July) 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. Any Club member may attend but not participate at Board meetings unless stated on the agenda. The Executive Committee and the Standing Committee will have the only votes.

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 in May. Each outgoing Board member shall turn over all records and review job description with the elected successor. A copy of the job descriptions 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 President to include the current President as Chairperson and shall be approved by the Board of Directors at the January 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. Subsequently voting will take place at a time and method determined by the BOD and officers will be installed in May.

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.

ARTICLE X: AMENDMENTS

SECTION A. Every two years by January, the Parliamentarian, with the approval of the Board of Directors, shall appoint a committee to review the Bylaws of the Club. However, the Bylaws of this Club may be amended at any time by a two-thirds vote of members voting. Voting shall be at a member meeting as determined by the Board of Directors. Proposed revisions are posted in the March Club Newsletter or one month prior to the vote. All proposed amendments shall be dated and kept on file in the Bylaws notebook maintained by the Secretary. Changes to NCoR Policies may be made by the BOD at any legal BOD meeting.

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.