

## **Newcomer Club of the Foothills**

### **Constitution and Bylaws Effective June 1, 2008**

#### **CONSTITUTION**

##### **ARTICLE I – NAME**

The name of this organization shall be the Newcomer Club of the Foothills, hereafter referred to as the "Club".

##### **ARTICLE II - PURPOSE**

Founded in 1972, the Newcomer Club of the Foothills is a non-profit organization formed for the purpose of:

- Welcoming new residents to the area.
- Promoting friendship.
- Acquainting members with the history, culture and civic opportunities of the Foothills area.
- Providing information on area events and activities.

#### **Bylaws**

##### **ARTICLE I - MEMBERSHIP**

- A. Membership will be limited to residents of Oconee County and the following areas of Pickens County: Central, Clemson, Liberty, Pendleton and Six Mile.
- B. Only individuals whose dues have been paid will be considered as active Club members in good standing.
- C. Active membership is limited to three years. A year is defined as being from August 1 – July 31. For the three-year membership purpose, anyone that joins between January 1 and July 31 of a given year will be considered as having joined on August 1 of that year.
- D. The Newcomer Club shall not discriminate against either prospective or current members because of race, color, creed, national origin, sex, income status, marital status, educational background or any other factor.

## **ARTICLE II - DUES AND FINANCES**

### **A. Dues:**

1. The fiscal year shall be August 1 to July 31.
2. Effective August 1, 2008, dues shall be \$30 for a three-year membership.
3. Dues shall be payable at the time a person joins the Club.
4. The dues may be raised at the discretion of the Executive Board.

### **B. Finances:**

1. All members shall be financially responsible for expenses planned or incurred in connection with general membership, Activity Group, or Special Interest Group meetings. Payment for any Club function shall not be refunded if cancellations are not made at least 48 hours prior to the event.
2. Any excess funds remaining from the dues collected or any special fund-raising projects may be used for purposes as voted on by the Executive Board.
3. Funds amounting to at least \$500 shall be maintained in the Club's checking account at the end of each fiscal year.
4. Planned expenses in excess of \$1,000 must be approved by a majority of the membership present at a general membership meeting.

## **ARTICLE III - MEETINGS**

- A. General membership meetings of the Club will be held monthly on the 1<sup>st</sup> Tuesday of the month, unless changed by the Executive Board.
- B. The Club will generally not meet during the months of June and July.
- C. The August meeting will be primarily an orientation for new members.
- D. Special meetings may be called by the President.
- E. Meetings of the Executive Board shall be called by the President. The final Executive Board meeting of each year shall be attended by members of both the outgoing and incoming Executive Boards, at which time all records shall be turned over to the new Executive Board.

## ARTICLE IV - OFFICERS

A. The Executive Board, hereinafter referred to as “the Board”, shall consist of the following officers:

1. President
2. Vice-President – Programs, Speakers and Community Organizations
3. Vice-President – Membership
4. Vice President – Hospitality
5. Treasurer
6. Secretary

B. Duties of Executive Board Members shall be as follows:

1. President:

- a. Preside at all meetings of the Club and the Board.
- b. Serve as ex-officio member of all Standing Committees.
- c. Ensure that any Standing Committee chair vacancies are filled.
- d. Chair end-of-year Budget Committee consisting of President, incoming President, Treasurer and incoming Treasurer.
- e. Serve as a member of the Nominating Committee for the upcoming year.
- f. Oversee the work of the Public Relations Committee.
- g. Perform the duties necessary for the good of the Club.

2. Vice President – Programs:

- a. Serve as the primary candidate for the office of President for the year following the term of Vice President - Programs, barring unforeseen circumstances.
- b. Preside at meetings in the absence of the President.
- c. Arrange for the programs and speakers for each general membership meeting.
- d. Serve as the primary Club contact for all Community Organizations.
- e. Assume the office of President if a vacancy occurs during the term of office.
- f. Serve as a member of the Nominating Committee for the upcoming year.
- g. Oversee the work of the Newsletter Committee.

3. Vice President – Membership:

- a. Responsible for all new member sign-ups at the general membership meetings.
- b. Compile a membership directory which shall be distributed to all paid members no later than at the December general membership meeting.
- c. Deal with all membership related questions and actions.
- d. In conjunction with the Database Manager, maintain an up-to-date membership database for Club use.
- e. Oversee the work of the Database Committee.

4. Vice President – Hospitality:

- a. Oversee the work of the Activity Group Committee.
- b. Oversee the work of the Social Committee.
- c. Oversee the work of the Special Interest Group Committee.

5. Secretary:

- a. Record minutes at each Board meeting; minutes are to be distributed to Board members prior to the subsequent Board meeting.
- b. Handle all Club correspondence.
- c. Send an email reminder of the next general membership meeting to all members one week before each general membership meeting.
- d. Notify Board members and/or general membership of any special meetings.
- e. Ensure that all Board members have an up-to-date list of Board members and their contact information.
- f. Ensure that all Board members have a current set of bylaws.
- g. Coordinate Club calendar with all chairpersons.
- h. Oversee the work of the Website Committee.

6. Treasurer:

- a. Prepare the annual Club budget, to be presented to the Board at the July meeting.
- b. Maintain a set of books that shall be open at all reasonable times for inspection by members.
- c. Furnish a detailed financial statement at each Board meeting.
- d. Disburse Club funds as appropriate.
- e. Ensure that all checks covering necessary disbursements are signed by the Treasurer or the President.

## **ARTICLE V – ELECTIONS**

- A. At the February general membership meeting each year, the President shall appoint a Nominating Committee of five (5) Club members, two (2) of whom shall be the President and Vice President – Programs.
- B. The Nominating Committee shall present one (1) or more candidates for each Executive Board position at the April general membership meeting. Additional nominations may be made from the floor. It is understood that every nominee shall have given his or her consent and approval prior to the presentation or nomination of his or her name, and that all nominees shall be active members of the Club in good standing.
- C. Election of Board members shall be held at the April general membership meeting. To cast a ballot, one must be a member in good standing.
- D. A plurality of those members present and voting shall be sufficient to elect officers at the April general membership meeting. If there is more than one nominee for any office, voting shall be by secret ballot, counted by those members of the Nominating Committee present at the meeting. Should no members of the Nominating Committee be present, the President shall appoint three (3) Club members present at the meeting to count the ballots.
- E. Subsequent to the election, a vacancy in any office shall be filled by a majority vote of the Board, with the exception of the Presidency, which is automatically filled by the Vice President - Programs.
- F. Board members shall be installed at the May general membership meeting; with terms of office commencing on June 1 of that year and ending on May 31 of the following year.

## ARTICLE VI - STANDING COMMITTEES

### A. Standing Committees shall be:

1. Public Relations
2. Website
3. Activity Groups
4. Special Interest Groups
5. Social
6. Newsletter
7. Database

### B. Duties of Standing Committees shall be as follows:

#### 1. Public Relations:

- a. Report to the Club President.
- b. Prepare and decimate publicity relating to each general membership meeting; both prior to the meeting and following the meeting, as appropriate.
- c. Prepare and have published in area newspapers information for the public on past and upcoming Club events.
- d. Ensure that Newcomer information is made available to the Town Halls, Libraries, Homeowner's Associations and other places/groups that will help attract new members.
- e. Schedule time and participants for monthly radio program broadcasts on the local station.
- f. Ensure that a tape of the monthly radio program broadcast is given to the web master/mistress for placement on the Club website.

#### 2. Website:

- a. Report to the Club Secretary.
- b. Responsible for the maintenance and improvement of the Newcomer Club of the Foothills website [www.newcomerclub.com](http://www.newcomerclub.com)

#### 3. Activity Groups:

- a. Report to the Vice President – Hospitality.
- b. Assign new members to new or existing Activity Groups.
- c. Arrange the organizational meeting of each new Activity Group.
- d. Responsible for ongoing oversight of Activity Groups.

#### 4. Special Interest Groups

- a. Report to the Vice President – Hospitality.
- b. Find chairpersons for new and existing Special interest Groups.
- c. Coordinate formation of new Special Interest Groups.
- d. Responsible for ongoing oversight of Special Interest Groups.

## 5. Social

- a. Report to the Vice President – Hospitality.
- b. Arrange for greeters, coffee and cookies for each general membership meeting.
- c. Coordinate luncheons following the general membership meetings.
- d. Coordinate the Fall, Christmas and end-of-year social events.

## 6. Newsletter

- a. Report to the Vice President - Programs.
- b. Gather information necessary to write, prepare and have a limited number of the monthly newsletters printed for distribution at the monthly general meetings. The primary distribution of the newsletter is to be via the Club website.
- c. Ensure that the newsletter in, appropriate format, is sent to the web master/ mistress for posting on the Club website.

## 7. Database

- a. Report to the Vice President – Membership.
- b. In connection with the Vice President – Membership, maintain an up-to-date membership database for Club use.

- C. Each Standing Committee chairperson shall keep a record of his/her duties (i.e., activities, expenditures, etc.) and turn over to the incoming President following the May general membership meeting.

## **ARTICLE VII - MISCELLANEOUS**

- A. Names of Club members may not be given to any individuals or organizations outside the Club without the consent of the Board.
- B. Membership directories **may not** be used for the purpose of solicitation or selling.
- C. In general, Community Groups represented at the general membership meetings shall be non-profit organizations and may not sell anything at the general membership meetings. Their presence at the general membership meetings is to provide information to the Club membership and solicit volunteers for their organization.

## **ARTICLE VIII - AMENDMENTS**

The Constitution and Bylaws may be amended at any general membership meeting by two-thirds (2/3) vote of the members present, provided the amendment has been submitted in writing and read at the previous general membership meeting.