

NEWCOMERS CLUB, INC.
BYLAWS
(Revised November 2017)

ARTICLE I - NAME

The name of this organization shall be NEWCOMERS CLUB, INC. as recorded with the Office of the Secretary of State of Texas. Newcomers Club, Inc. is recorded and classified as a 501 C 3 non-profit organization.

ARTICLE II - PURPOSE

The purpose of this organization shall be to assist ladies, eligible for membership, by providing opportunities for social contacts with others and for involvement within the community.

ARTICLE III - MEMBERSHIP AND DUES

Section 1. Membership shall be open to all ladies whose primary residence has been Bell County and counties bordering Bell County for less than three (3) years.

Membership shall also be open to ladies residing in the area for more than three (3) years who experience a lifestyle change, such as loss of spouse or retirement, with recommendation from a Newcomer member in good standing and approval by the General Board. There shall be no limit to the length of time a member may continue active membership.

Section 2. A guest who is eligible for membership may attend no more than two (2) club functions per year, after which membership is required.

Section 3. Membership renewal dues for the upcoming year are payable and must be postmarked no later than May 31st, to avoid being permanently dropped from the membership roster on June 1st. Membership renewal notification will appear in the March, April and May Newsletters.

ARTICLE III – MEMBERSHIP AND DUES (continued)

Section 4. A change in Membership dues shall be presented by the General Board to Membership for consideration and a vote.

Section 5. Spouses of members may only attend designated Newcomers COUPLES functions.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. Elected officers shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. These officers shall constitute the Executive Board. Term of office shall be one (1) year to begin after installation during the May meeting. An Executive Board officer may not be re-elected to hold the same office, except for treasurer, who may hold the office up to two consecutive years.

Section 2. A Nominating Committee shall be appointed, by the President, at the December Board meeting. The committee shall consist of two members from the Standing Board and three members from membership at large.

Section 3. A vacancy in any Executive office, except President, shall be filled by a majority vote of the remaining Executive Board. Vacancy of President shall be automatically filled by the Vice President.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The President shall: preside over all monthly meetings and, with the General Board, conduct official Club business; sign all checks in the absence of the Treasurer; appoint Chairpersons of Standing Committees, Special Committees, and Activity Groups; and be an ex-officio member of every committee. The President shall oversee the Club's budget.

ARTICLE V – DUTIES OF THE OFFICERS (continued)

Section 2. The Vice President shall serve as Program Chair. The Vice President shall conduct the business of the Club during the absence of the President. If the office of the President becomes vacant, the Vice President shall become President.

Section 3. The Secretary shall keep records of all official meetings, prepare and publish the minutes, and handle all correspondence.

Section 4. The Treasurer shall: have custody of all funds of the Club, collect dues, pay bills and make disbursements as authorized by the Executive Board; prepare and present a monthly financial statement at the Board meetings; and keep a complete up-to-date list of all paid members. Following the May meeting and before the June meeting, the Treasurer's records shall be reviewed by the incoming and outgoing Presidents and Treasurers.

Section 5. The Parliamentarian shall see that all meetings are conducted according to the Club Bylaws and *Robert's Rules of Order*.

Section 6. All Officers, Board Members, and Chairpersons shall prepare an updated summary of activities for their area of responsibility and recommendations for future incumbents. These should be delivered to the incoming President prior to the June meeting

Section 7. An updated job description shall be provided to each elected and appointed position by the President, who will maintain the job description file.

Section 8. Upon completion of the Treasurer's "End of Year" report in early June, the incoming President shall preside over a strategy meeting with members of the General Board for formulation of the next year Club Budget. This meeting shall occur no later than mid-July. General Board approval is required for any expenditure exceeding that allowed by an established budget.

ARTICLE V – DUTIES OF THE OFFICERS (continued)

Section 9. Outgoing Board members shall begin tutoring prospective Incoming Board members beginning with the April General Board meeting. All Club books and materials shall be completed and transferred to corresponding Club positions no later than the formal “change-over” activity to be held in May.

ARTICLE VI – STANDING BOARD

The President shall appoint a Chairperson and members necessary to handle the duties of each of the following Standing Board positions: Activities, Bulk Mailing, Casual Coffee, Historian, Hospitality, Membership, Newsletter, Publicity, Audio IT, and Yearbook. Reports on Committee activity shall be made at the General Board meetings. Each Standing Board member shall have one vote at General Board meetings.

ARTICLE VII – ACTIVITY GROUPS AND SPECIAL COMMITTEES

Activity Groups and Special Committees may be appointed and their duties, as the name implies if short term, will cease when said duties have been completed. These are non-voting positions and not required to attend General Board meetings.

ARTICLE VIII – RESIDENT AGENT

The Resident Agent shall be an appointed position responsible for preparing, submitting, and keeping record of all correspondence required by the State of Texas to maintain the Club’s non-profit status. She shall provide copies of all correspondence and documents to the President, Secretary, and Treasurer.

ARTICLE IX – BOARD ADVISORS

The Club’s Resident Agent and two (2) immediate past Presidents shall serve positions as non-voting Board Advisors.

ARTICLE X – BOARD OF DIRECTORS

For recording purposes with the State of Texas, a Board of Directors shall consist of members of the Executive Board, Standing Board, and Board Advisors.

ARTICLE XI – MEETINGS

Section 1. The Executive Board shall designate the date, time, and place of General Board meetings and give due notice to the Club's membership by way of the monthly Newsletter. General Membership meetings shall be held during a Luncheon on the first designated date of the month, except when a Holiday conflicts. The Club then meets on the second designated date of the month. General Membership will not meet in July or August. Individual Activity groups shall set their own meeting dates and times.

Section 2. The business of the Club shall be transacted by a majority vote of the members present at the meeting.

Section 3. A member shall be allowed no more than two (2) guests per Newcomer Luncheon or Activity. Restrictions may apply for certain events and limitations may be set at the discretion of the General Board.

Section 4. A vacancy occurring in any Activity Group of the Club must be filled by a member of the Club. Resignation of membership in the Club necessitates resignation of membership in any Activity Group.

Section 5. The Newcomers Club, Inc. will not participate in individual activities, such as graduations, weddings, charities, or causes. With exception of Program Speakers, solicitation of our members for business purposes is not permitted. Regular size business cards may be allowed for display in a designated area. Any other materials must be approved by the Vice President and Parliamentarian.

ARTICLE XI – MEETINGS (continued)

Section 6. Reservation and payment for the monthly Luncheon meeting must be received at least seven (7) calendar days prior to the designated date of the meeting. Cancellation must be made at least five (5) calendar days prior to the designated date of the meeting to obtain a refund.

ARTICLE XII – RESOLUTIONS AND MOTIONS

No agreement, resolution, or motion to commit this Club on any matter shall be considered by the Club until it has been approved by the General Board.

ARTICLE XIII - AMENDMENTS

The Bylaws may be revised by a majority vote of the members present at the regular Luncheon meeting upon recommendation by the General Board. Notification must be given to the members one month prior to the voting.

ARTICLE XIV – PARLIMENTARY AUTHORITY

The procedures of the Club shall be governed by *Robert's Rules of Order*, where applicable, and in which they do not conflict with the Bylaws of Newcomers Club, Inc