

NEWCOMERS CLUB, INC.  
BYLAWS  
Revised May 2008

ARTICLE I - NAME

The name of this organization shall be NEWCOMERS CLUB, INC.  
This is a non-profit social organization.

ARTICLE II - PURPOSE

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

ARTICLE III - MEMBERSHIP & DUES

Section 1. Membership shall be open to all ladies having resided in Bell County for not more than three years. 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 club functions per year, after which membership is required.

Section 3. A change in Membership dues shall be presented by the Board to the Membership for consideration and a vote

Section 4. Membership renewal dues for the upcoming year are payable and must be received by the Membership Chairperson no later than May 31st, in order to avoid being permanently dropped from the membership roster on June 1. Membership renewal notification will appear in the March, April and May newsletters.

Section 5. Membership for Associate Members shall be open in the event total membership falls below an economic level necessary to maintain an active membership; to be determined by the General Board of Directors. This enrollment period will not exceed sixty days. An Associate Member must be recommended by a member in good standing and is entitled to the same privileges as regular members.

Section 6. Any member wishing to resign from the Newcomers Club, Inc. for any reason shall notify an officer of her intentions.

Section 7. 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. None shall have been a member more than five years. Term of office shall begin following installation at the May meeting. An officer may not be re-elected to hold the same office, except for the treasurer, who may hold the office for two consecutive years. No officer of the General Board or Chairperson shall be eligible to serve more than two consecutive terms in the same capacity.

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

Section 3. A vacancy in any office shall be filled by a majority vote of the Board of Directors with the exception of President, which is automatically filled by the Vice President. The Nominating Committee shall function again in the event of a vacancy in any elected office prior to installation of officers.

#### ARTICLE V – DUTIES OF THE OFFICERS

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

Section 2. 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. She shall serve as Program Chairman.

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 Board of Directors. She shall prepare and present a monthly financial statement at the Board meetings. She shall 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 audited 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 and chairpersons shall prepare a summary of activities for their area of responsibility and recommendations for future incumbents. These should be delivered to the President prior to the June meeting.

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

Section 8. Budget- The incoming President will coordinate with the members of the Executive Board for formulation of the annual Club Budget. The Budget shall be presented for approval to the General Board not later than the July Board meeting. Board approval is required for any excess expenditure by any officer or committee.

Section 9. All Club books and materials shall be delivered to the incoming President by the change over meeting.

## ARTICLE VI – STANDING COMMITTEES

There shall be a Chairperson and members necessary to handle the duties of each of the following Standing Committees: Activities, Bulk Mailing, Casual Coffee, Historian, Hospitality, Membership, Newsletter, Publicity, and Yearbook. Reports on Committee activity shall be made at the General Board Meetings. Each Standing Committee shall have one vote at General Board Meetings. The Activities Chairperson shall be responsible for coordinating the various Activity Groups.

## ARTICLE VII – ACTIVITY GROUPS & SPECIAL COMMITTEES

Activity Groups and Special Committee's duties shall be such as the name implies and if short term, will cease when duties have been completed.

## ARTICLE VIII - BOARD OF DIRECTORS

The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and Parliamentarian. The General Board of Directors shall be composed of the Executive Board and the Chairpersons for Activities, Bulk Mailing, Casual Coffee, Historian, Hospitality, Membership, Newsletter, Publicity, and Yearbook. The Board of Directors meets monthly. The two immediate Past Presidents shall serve as advisors.

## ARTICLE IX – MEETINGS

Section 1. The Board of Directors shall designate the date, time, and place of the meetings and give due notice to the membership. The Club shall meet once a month on the first designated date of the month, with the exception of Holiday conflicts, when the Club shall meet on the second designated date of the month. The Club will not meet in July or August.

Section 2. Members are permitted to bring guests to 2 meetings or activities a year. Exceptions may be made at the discretion of the President.

Section 3. 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 4. The business of the Club shall be transacted by a majority vote of the members present at the meeting.

Section 5. The Newcomers Club, Inc. will not participate in individual activities, such as graduations, weddings, and charities. Solicitation of our members for business purposes is not permitted, with the exception that regular size business cards may be displayed in a designated area. Any other materials must be approved by the Vice President and Parliamentarian.

Section 6. Reservation and payment for the luncheon must be received at least 5 calendar days prior to the designated date of the meeting. Cancellation must be made at least 5 calendar days prior to the designated date of the meeting in order to obtain a refund.

Section 7. Anyone speaking to the Club on issues other than club sponsored activities must obtain approval from the Vice President and Parliamentarian at least 30 days in advance.

#### ARTICLE X – RESOLUTIONS AND MOTIONS

No 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 of Directors.

#### ARTICLE XI - 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 of Directors. Notification must be given to the members one month prior to the voting.

#### ARTICLE XII – PARLIAMNETARY 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 the Newcomers Club, Inc