

# **NEWCOMERS CLUB OF NEVADA COUNTY**

## **BYLAWS**

Adopted 4/28/2004, amended 1/27/2016

### **Article I - NAME**

The name of this organization shall be the Newcomers Club of Nevada County.

### **Article II - PURPOSE**

The purpose of this organization shall be as stated in its Articles of Incorporation: to welcome and to bring together women who reside in Nevada County and to stimulate their interest in social activities.

### **Article III - POLICIES**

This organization is a tax-exempt social club and shall be nonprofit, nonsectarian and nonpolitical in all its policies and activities. It is organized exclusively within the meaning of Section 501 c (7) of the Internal Revenue Code. The organization shall sponsor special interest groups, each having its own chair and rules, which are in accordance with the laws and policies of the Newcomers Club.

### **Article IV - MEMBERSHIP**

Membership is open to all women of Nevada County regardless of race, color, creed or ethnic background as long as they comply with the responsibilities of membership.

### **Article V - FINANCE**

The Fiscal Year for this organization shall be September 1 to August 31. The dues for membership shall be set annually by a two-thirds vote of the Board of Directors and approved by a majority vote of members present at a monthly luncheon.

Upon reaching the age of 90, a Lifetime Membership may be granted to a member in good standing who has had an ongoing membership in the Club for at least five years. Lifetime Membership waives payment of dues.

Dues: Annual dues of continuing members are payable May 1. Members whose dues remain unpaid after June 30 shall be dropped from membership. Women joining after January 1 will be required to pay two-thirds of the annual dues.

Luncheon Meetings: Members who make reservations, unless cancelled before the deadline date, must pay for luncheon reservations. All unpaid invoices must be paid prior to attending another luncheon.

### **Article VI - GOVERNING BODY**

The governing body shall be the Board of Directors, which is composed of the Elected Officers and Appointive Standing Committee Chairs. Term of office will be one year. The President, Vice President, Board Secretary, and Treasurer shall not serve more than two consecutive years in the same position. Removal of a board member requires a two-thirds vote of the Board of Directors. Each member of the Board shall have one vote.

Should a vacancy occur on the Board, the President may, with Board approval, appoint a replacement who will hold office until the next election of officers.

### **Article VII - NOMINATIONS AND ELECTIONS**

The President shall appoint a Nominating Committee of five no later than March 1 to select a proposed slate of officers. The Nominating Committee Chair shall submit a copy of the slate of nominees to the Board at the April board meeting. Additional nominations may be made from the floor at the board

meeting provided prior consent of the nominee has been obtained. The Nominating Committee will also present nominees for Chairs of the Appointive Standing Committees.

The nominees for office will be presented to the general membership at the April luncheon meeting. Additional nominations may be made from the floor, provided prior consent of the nominee has been obtained.

The members present at the May luncheon meeting shall constitute a quorum and election to office shall be by majority vote. There shall be no vote by proxy. Should there be more than one nominee for an office, a written ballot shall be used. The Nominating Committee shall count the ballots. In the event there is only one nominee for each office, the election may be held orally.

## **Article VIII - ELECTED OFFICERS AND APPOINTIVE STANDING COMMITTEE CHAIRS AND THEIR DUTIES**

### **A. Elected Officers and Their Duties**

#### **Section 1 President**

The President shall be chief executive officer of the club; shall preside at meetings of the Board and the membership; shall appoint, with Board approval, the Chairs of the Appointive Standing Committees. These appointments will go into effect at the June installation of Elected Officers. The President shall be an ex officio member of all committees except the Nominating Committee; may cosign all necessary contracts and countersign all checks of the Club; shall appoint an Auditing Committee in May to audit the Treasurer's books and to report to the membership in June; do any and all things within her power to advance the interests and friendships of the club.

#### **Section 2 Vice President**

The Vice President shall assume the duties of the President during her absence or inability to serve and assist her as needed. She shall notify board members of board meetings and take roll at the meetings. She shall keep a copy of the "Robert's Rules of Order" and bring it to all meetings.

#### **Section 3 Board Secretary**

The Board Secretary shall record and keep in custody the minutes of the board meetings and take care of all necessary correspondence. She shall maintain a file of all correspondence to be accessible to the club at all times.

#### **Section 4 Luncheon Secretary**

The Luncheon Secretary shall record and keep in custody the minutes of the luncheon meetings.

#### **Section 5 Treasurer**

The Treasurer shall have custody of all Club funds and make disbursements as directed by the Board; maintain an accurate record of all receipts, disbursements and funds of the Club and furnish copies of each month's transactions to the President and the Secretary; countersign all checks with either the President or the designated officer; prepare and submit to the Board for approval a financial guideline and budget; be responsible for pursuing reimbursement from members for non-cancelled lunches after the cancellation date and any checks returned from the bank for "insufficient funds." The Board may appoint an Assistant Treasurer who shall perform such duties as assigned by the Treasurer.

## **Section 6 Social Chairs**

The Social Chairs shall be responsible for making all necessary arrangements for the luncheon locations, menu selections, and required equipment. They shall keep all necessary Chairs apprised of all arrangements well in advance of the events.

## **Section 7 Program Chairs**

The Program Chairs shall arrange for a speaker or other entertainment for each general meeting. They shall introduce the person who presents the program.

## **Section 8 Membership Chairs**

The Membership Chairs shall collect all dues, prepare a membership roster, and give each member a copy of the roster and the bylaws. They shall keep a record of member's names, home addresses, telephone numbers, and email addresses.

## **Section 9 Communication Chairs**

The Communication Chairs shall be responsible for collecting reservations and checks for luncheon meetings.

## **B. Appointive Standing Committee Chairs**

### **Section 1 Activities Chairs**

The Activities Chairs shall publicize and forward names of interested members to the activity group leaders and will organize new interest groups as needed and delete inactive groups.

### **Section 2 Decorating Chairs**

The Decorating Chairs shall arrange for table decorations as needed.

### **Section 3 Historian**

The Historian shall create and maintain a photo record of the year.

### **Section 4 Newsletter Chairs**

The Newsletter Chairs shall produce and distribute the club newsletter.

### **Section 5 Publicity Chair**

The Publicity Chair shall put all notices of general meetings in the newspaper and shall handle any other publicity needed by the club.

### **Section 6 Sunshine Chairs**

The Sunshine Chairs shall send an appropriate card to members as needed. They will be in charge of a committee who will serve as greeters at the luncheon meetings.

### **Section 7 Ways & Means Chairs**

The Ways and Means Chairs shall oversee provision of any additional funds to be raised from the membership.

## **C. Leaders of Activity Groups**

Each leader of an Activity Group shall, at group meetings, appoint or elect the officers necessary to run the group efficiently. Groups shall be self-governing, independent and welcoming to new members. Participation in activity groups is limited to current dues-paying members.

### **Article IX - MEETINGS**

Luncheon meetings shall be held on the fourth Wednesday of September through June, except for the exclusion of November, and an alternative date in December. The election of officers will be held at the May luncheon meeting and officers will be installed at the June luncheon meeting.

Special meetings of the Board may be called by the President or shall be called upon the written request of five (5) board members. Except in emergencies at least three (3) days notice shall be given.

### **Article X - AMENDMENTS**

The bylaws may be amended by a simple majority vote of the members present at a general luncheon meeting provided the Board has sanctioned the proposed amendment(s) and presented the proposed changes at the previous general meeting.

### **Article XI - PARLIAMENTARY AUTHORITY**

The current edition of "Robert's Rules of Order Newly Revised" shall be the authority on all questions of parliamentary law, unless in conflict with these bylaws or with the laws of the State of California.