

Newcomers Club of Nevada County Bylaws

Adopted 4/28/2004, Amended 6/24/2009, 1/27/2016, 6/28/2017

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 of 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.

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.

Article V – FINANCE

The Fiscal Year for this organization shall be September 1 to August 31. Dues shall be paid annually, such amount to be determined by a two-thirds vote of the Board of Directors and approved by a majority vote of the members present at a monthly 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. The Term of office shall be one year. The President, Vice-President, Board Secretary, and Treasurer shall not serve more than two consecutive terms 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 and Board of Directors 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 for elected office to the Board at the

April Board meeting. The Nominating Committee will recommend nominees for Chairs of the Appointive Standing Committees.

Additional nominations may be made at the board meetings and the general meetings in April and May, 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 by voice vote.

Article VIII – ELECTED OFFICERS, APPOINTIVE COMMITTEES AND DUTIES

A. Elected officers

Section 1 – President

The President shall be the chief executive officer of the club, preside at all meetings of the Board and the membership, shall appoint, with Board approval, Appointive Standing Committees. The President shall serve as an ex-officio member of all committees, except the Nominating Committee, and shall be authorized to cosign all necessary contracts and checks of the Club.

The President shall appoint a financial review committee and any other committees necessary to carry out the functions 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 serve as parliamentarian, and bring a copy of “Robert’s Rules of Order” to all meetings. She shall be authorized to sign club checks.

Section 3 – Board Secretary

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

She shall take roll at Board meetings.

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 in accordance with the adopted budget or as directed by the Board of Directors; maintain an accurate record of all receipts, disbursements and funds of the club and provide documentation of transactions when asked. She shall be authorized to sign club checks and prepare and present monthly financial reports for Board review at monthly board meetings. She shall assist in financial reviews annually or more often if requested.

The Board may appoint an Assistant Treasurer who shall perform such duties as assigned by the Treasurer.

The Elected officers shall constitute the Executive Committee and may take action between board meetings where immediate action is required with limited authority for expenditures.

B. Appointive Standing Committees

Section 1 – Luncheon Chair

The Social/Luncheon chair shall be responsible for making all necessary arrangements for the luncheon locations, menu selections and required equipment. She shall keep all necessary chairs apprised of all arrangements well in advance of the events.

Section 2 – Program Chairs

The Program Chairs shall arrange for a speaker or other entertainment for each general meeting. They shall introduce the presenter of the program.

Section 3 – Membership Chair

The Membership Chair shall collect all dues, prepare a membership roster, provide each member a copy of the roster including the Bylaws. She shall keep an updated record of members' names, home addresses, telephone numbers and email addresses.

Section 4 – New Member Events Chair

The New Member Events Chair shall plan and hold new member events, invite all new members and coordinate an event to inform new members about club opportunities.

Section 5 – Reservations Chair

The Reservations Chair shall be responsible for collecting reservations and checks for luncheon meetings.

Section 6 – Activities Chair

The Activities Chair shall encourage and facilitate members to participate in activity groups of their choice. She shall assist in organizing new interest groups as needed and delete inactive groups.

Section 7 – Decorations Chair

The Decorations Chair shall arrange for table and other decorations as needed.

Section 8 – Newsletter Chair

The Newsletter Chair shall produce and distribute the club newsletter.

Section 9 – Publicity Chair

The Publicity Chair shall be responsible for publicizing all meetings and events using all available media and shall handle any other publicity needed by the club.

Section 10 – Sunshine Chair

The Sunshine Chair shall send an appropriate card to members as needed.

Section 11 – Greeters Chair

The Greeter Chair shall be responsible for arranging members to help as greeters at all meetings of the club.

Section 12 – Ways and Means Chair

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

Section 13 – Website/Social Media

The Website/Social Media Chair shall be responsible for keeping the website current, and using social media to promote club activities.

Section 14 – Community Table Chair

The Community Table Chair shall be responsible for displaying appropriate materials before luncheons.

C. Special Committees

Section 1 – Financial Review Committee

A Financial Review Committee shall be appointed to annually review the financial functions of the club and make an annual report of the finances, and to provide additional reports as requested.

D. 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 Newcomer's 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 five (5) board members, provided they have presented a written request to the President stating the required action to be taken. Except in emergencies, at least three (3) days advance notice (by electronic means, telephone or mail) must be given.

Article X – AMENDMENTS

The Bylaws may be amended by a simple majority vote of the members present at a general meeting provided the Board has sanctioned the proposed amendments, and the proposed amendments have been presented at the previous general luncheon 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.

STANDING RULES

Adopted 5/9/2011, amended 5/11/2015, 6/13/2016, 6/28/2017

Membership

Dues

The Newcomers year is September 1 to August 31. Annual dues are \$25 payable May 1 and delinquent after June 30. After January 1, a new member’s dues shall be \$17 (2/3 of annual dues). Membership Renewal Forms are mailed before May 1. The amount of dues shall be reviewed and may be changed by a vote of the Board of Directors and approved by the members.

Rosters

Rosters are confidential and not to be used for solicitation. Each year current dues-paying members receive a Newcomers Club of Nevada County Roster by mail before September 1. The roster includes the names of Club Officers, Chairpersons, Activity Group leaders, Bylaws and Standing Rules and each member’s personal information.

New Member Events

The Membership Chair, New Member Events Chair and several member volunteers help to put on these events. The events are planned when there is a substantial list of new members.

Website – www.NewcomersNC.org

Prospective members can find the membership application online. The website is updated monthly with information from newsletters.

Facebook – www.facebook.com/NewcomersNC

The Facebook page provides information from the current newsletter and photos, articles and luncheon information. Like, Share and Follow to access.

Treasurer’s Duties

The Treasurer shall provide a copy of the current monthly Treasurer’s Report to be on a table at the luncheons.

Requests for reimbursement must be submitted in writing and within 45 days of the event. Christmas Families reimbursements must be presented by March 1.

Meetings

Luncheon Meetings

There are nine (9) luncheon meetings each year. Luncheons are held on the fourth Wednesday of each month, September through May, except December (that meeting is

held on the first Wednesday), unless otherwise notified. Luncheon meetings usually begin at 11:30 a.m., and programs are scheduled from 1 – 2 p.m. There are no luncheons in July, August and November.

Luncheon Reservations

The Reservations Committee handles luncheon reservations. The policy is below: Current dues-paying members have top priority for a reservation if made in a reasonable time period.

All reservations are secured by check, which includes a luncheon choice. If a guest is included, the guest name and food choice is required.

All checks must be made out to Newcomers Club, Newcomers or NCNC.

Each member may bring one guest per luncheon, based on space availability.

Reservations are taken in order –1) check box at each luncheon, 2) checks sent to reservations person, and 3) a wait list, if necessary.

A payment box for future luncheons shall be available at the luncheon.

Reservation cancellations are accepted before 5 p.m. nine days prior to the luncheon.

Payment is returned for cancellations if received on time.

If a cancellation is received less than nine days prior to the luncheon, the luncheon check is not refundable unless there is a person, from the waiting list, who can take the space.

Members who make reservations, unless cancelled before the deadline date, must pay for luncheon reservations.

The Treasurer shall be responsible for pursuing reimbursement from members for any checks returned from the bank for “insufficient funds.”

Luncheon Raffles

The Ways and Means Committee sells raffle tickets at luncheons. No raffles are conducted in October and December. Tickets are sold at the luncheon, and raffle items are announced. The raffle drawings are held prior to our guest speaker’s presentation.

The Fashion Show Committee conducts the Fashion Show Raffle, and proceeds go towards fashion show expenses.

Community Table

The following may be displayed:

Photos or memorabilia from our club

Local non-profit information

Local theater and arts events

No commercial or political solicitations are allowed.

Activities

Each member of an Activity Group must be current on her club dues to be verified by the Group Leader. If a substitute is needed, current dues-paying members must be called first. Each year the Activity chair shall inform the Group Leaders of this responsibility.

Newsletter

Members receive nine monthly newsletters. There are no newsletters sent in July, August and December. Newsletters are sent by email (preferably) or by U.S. Mail. The

newsletters include a President's Message, luncheon information, program information, committee announcements, new member information, raffle donations recognition, etc. All information is to be sent to the Newsletter Committee per their requested date.

Board of Directors Special Events Chairs

The President shall appoint Special Event Chairs for the October Auction (live and silent), Christmas Families Project and the Fashion Show. She may appoint other Special Event Chairs as necessary. Special Event Chairs will attend Board meetings as needed. Each special Event Chair, with a committee, shall plan, coordinate, conduct, supervise and evaluate the event and consider improvements for the upcoming year. They shall present a budget to the Board for approval prior to the event, and furnish an after-event report. Proposed changes to a Special Event should not be implemented without consulting the Chairs for the Special Event.

Executive Committee Limited Authority

The Executive Committee may act on matters of urgency between Board meetings and is limited to expenditures up to \$500. Minutes must be provided for Board ratification.

Board Meetings

Regular monthly Board meetings are held on the 2nd Monday of the month from September through November, and January to June.

Board Job Descriptions

Each Board member and Special Events Chair (October Auction (silent and live), Christmas Families Project, and Fashion Show) will provide a concise and current job description, either printed or electronic. The President and Board Secretary will keep binders with all job descriptions and Nominating Committee procedures.

Each Board Member and Special Event Chair shall review the job descriptions annually. Updated information will be given to the President and Board Secretary at the May Board meeting. At the June Board Meeting, the binders, with the updated job descriptions, will be given to the President and Board Secretary. Each incoming board member and Special Event Chair shall also receive a copy of the job description for her position.

Voting Outside of Board Meetings

Should a matter requiring action occur between regularly scheduled board meetings, a vote by electronic means may be taken and tallied by the President to be ratified at the next regularly scheduled board meeting.