

Constitution and Bylaws
of the
THE WILMINGTON NEWCOMERS CLUB

Article I - Name

The name of the organization will be the Wilmington Newcomers Club.

Article II – Purpose

The purpose of the Wilmington Newcomers Club is to help newcomers become better acquainted with each other and the community at large. It is a non-profit organization established for social purposes only. It is recognized by the Internal Revenue Service as a 501 (c) (7) entity and, as such, enjoys an income tax-free status under United States and North Carolina laws

Article III - Membership and Dues

Section 1. Eligibility for initial membership is open to adults who have moved to New Hanover and Pender Counties within the past four (4) years.

Section 2. A newcomer may be a member for three (3) full membership years (Sept. 1 – Aug. 31). Anyone currently a member as of January 15, 2016, may remain as a member for four (4) full membership years, provided they continually renew their membership in a timely manner. However, those members who will have completed three “full” membership years at the end of a club year have the option of graduating at the end of that club year.

Section 3. Annual dues will be \$35.00 per year and payable at the beginning of the membership year which starts September 1st and ends August 31st of the following year. Dues for new members joining September - May will be \$35.00; June and July will be \$10.00; and August will be \$35.00 and cover dues for the next membership year.

Section 4. Membership will be terminated automatically for those members whose dues are not paid by August 31st. There will be a renewal form in the July and August newsletters. In order to rejoin after August 31st, returning members must pay the full \$35 yearly dues, plus a \$5.00 late fee. Membership will not be renewed until any outstanding balances owed to the Wilmington Newcomers Club are paid in full.

Section 5. All monies collected by the membership, including dues, will be spent on behalf of the membership. All satellite groups will be expected to carry their own expenses.

Section 6. Satellite groups are open to club members only.

Article IV – Officers

Section 1. Officers will be: President, First Vice-president, Second Vice-president, Secretary, and Treasurer.

Section 2. Candidates for office will be presented annually at the March meeting, elected at the April meeting, and installed at the May meeting. Officers may not succeed themselves.

Article V - Executive Board

Section 1. The Executive Board is the governing body of the Club and consists of the officers, the chairs of all standing committees and chairs of all at-large committees. The Board will meet monthly and whenever necessary.

Section 2. Quorum. The minimum number of members needed to conduct business at a meeting of the Board shall be a simple majority of the voting members.

Section 3. The fiscal year begins June 1st and concludes on May 31st.

Section 4. An annual Fiscal Year Budget of the Club will be approved by the Executive Board at the August meeting and ratified by a majority of the membership at the September general meeting. As needed, any non-recurring expenditures of \$100.00 or more shall be voted upon by the Executive Board and General Membership prior to the adoption of the annual budget.

Section 5. The Executive Board is the final authority in all matters pertaining to the interpretation of the Constitution and Bylaws.

Section 6. Any member of the Executive Board may be removed, following prior notice, by a two-thirds majority vote of the Board.

Article VI – Meetings

Unless ordered by the Executive Board or by the general membership, regular meetings of the club will be held on the second Thursday of each month.

Article VII – Elections

Section 1. At its December Board meeting, the Executive Board will elect three (3) members in good standing to serve on the Nominating Committee, designating one as Chairman. Two (2) additional members will be elected from the floor at the regular January meeting.

Section 2. The Nominating Committee will present a slate of officers at the March meeting followed by acceptance of nominations from the floor. No nominations will be received unless the nominee has consented to serve, if

elected. At the April meeting, elections will be by voice vote unless requested otherwise.

Section 3. A vacancy in the office of President will be filled automatically by the First Vice-president. A vacancy in any other office will be filled by the Executive Board and ratified by the membership of the club at the next regular meeting. The rule of succession will not apply to anyone filling an unexpired term.

Article VIII - Standing Committees

Standing Committees will be: Membership, Programs, Newsletter, Hospitality, Welcome Coffees, and Publicity.

Article IX - Duties of Officers

President

1. Presides at all regular Club and Executive Board meetings.
2. Authenticates all legally binding actions of the Club.
3. Appoints such special committees as are necessary in carrying out Club purposes.
4. Will be empowered to sign checks in the Treasurer's absence.
5. Represents the Club in public relations and in other social contacts.
6. Is an ex-officio member of each committee except the Nominating Committee.
7. Provides for an audit of books by appointing a committee of two (2) people from the general membership. This will be done at least one month prior to the expiration of the Treasurer's term.
8. Works with the Treasurer to prepare the Annual Budget.
9. Is responsible for keeping the Policies and Procedures Manual up-to-date and provides a copy to each member of the Executive Board along with a copy of the Constitution and Bylaws.

First Vice-president

1. Acts for the President in her absence or disability.
2. Coordinates activities of all satellite groups and sets up periodic meetings with satellite chairpersons when needed.

Second Vice-president

1. Presides at meetings in absence of President and First Vice-president.
2. Plans and organizes the December luncheon, the May luncheon for Board transition, the August Graduate luncheon and other special Board activities.

Secretary

1. Keeps minutes of all Executive Board meetings and significant business discussion at regular meetings.
2. Writes letters concerning Club business as directed by President or Executive Board.

Treasurer

1. Collects dues, money, and fees at each Club meeting. All money collected will be deposited timely.
2. Has charge of all funds and pays bills upon approval by the Executive Board.
3. Insures that the club has proper liability insurance.
4. Reports all receipts and expenditures in a financial statement at Executive Board meetings.
5. Maintains a checking account in the Club name and pays all bills upon receipt of all appropriate documentation.
6. Makes a written report of all receipts and expenditures to the membership at the end of her term of office.
7. Prepares and presents an Interim Fiscal Year Budget in May for review and approval of the outgoing Executive Board. The interim budget will be reviewed for approval by the current year's Executive Board no later than the August board meeting. It will then be presented for ratification by a majority of the voting membership at the September general meeting. The purpose is to provide a working budget for the new board and provide for the active members as of September to approve the budget.

Article X - Amendments

Upon approval by the Executive Board, the Constitution and Bylaws may be revised or amended. This requires that the proposed change be submitted to the membership in writing at least seven (7) days prior to the meeting at which it will be voted upon. The proposed amendment/revision must receive a two-third majority vote for passage.

Article XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order New Revised will govern the Club.

Constitution and Bylaws Revision – January 2016

Membership approval – January 15, 2016

Constitution and Bylaws Revision - July 2017

Membership approval – July 13, 2017