

# **BYLAWS**

## **GREATER LEWISVILLE NEWCOMERS' CLUB**

### **ARTICLE I NAME**

The organization shall be known as the Greater Lewisville Newcomers' Club.

### **ARTICLE II OBJECT**

The Greater Lewisville Newcomer's Club is a social and civic-minded women's organization providing a variety of opportunities to create and foster friendships, to share interests and hobbies, to participate in a diversity of special interest groups, and to learn more about community civic affairs.

### **ARTICLE III MEMBERSHIP**

**Section 1. Composition.** The membership of the Club is open to all residents of the area who shall pay dues to participate in club functions.

**Section 2. Prospective members.** Prospective members may attend one club function before dues are payable. Only members may participate in club functions.

**Section 3. Nonpayment of Dues.** Participation in club functions by non-paying members shall not be permitted and shall result in immediate non-sponsorship of that club function.

**Section 4. Resignation.** A member resigning from the club will automatically be dropped from all club functions. Dues shall not be refunded.

**Section 5. Hospitality.** Any member may be asked by the chair of hospitality to serve as hostess during the club year.

**Section 6. Yearbook.** The phone directory shall be known as the Yearbook to prevent public use of member's name, address, phone number or email. Yearbooks will be available at the November meeting to all paid members. The Yearbook shall be used exclusively within the club and shall not be available to other individuals or organizations for any purpose.

**Section 7. Termination.** Members shall not use club functions to promote, sell, advertise, or solicit any goods, services, or business to benefit themselves or others. Violation of this bylaw will result in immediate termination of membership. Dues shall not be refunded.

**Section 8. Door Prizes.** It shall be permissible to receive donations from businesses; said donations shall be used as door prizes.

### **ARTICLE IV FINANCING**

**Section 1. Dues.** Dues shall be as designated by the Board and payable by September 30<sup>th</sup>.

Members whose dues are not paid by this date will be dropped from the mailing list and their names shall not appear in the Yearbook and they shall not be invited to participate in any club functions. After February 1st, membership dues for the current year shall

be reduced by ½ for first-time members. The Membership Chairman will determine appropriate dues for new members joining in May.

**Section 2. Expenses.** Expenses, accompanied by receipts, as contained in the budget shall be paid by the treasurer after authorized approval or by vote of the Board.

**Section 3. Activities.** All activities shall be self-supporting or support determined by the annual budget.

### **ARTICLE V ELECTION AND DUTIES OF OFFICERS**

**Section 1. Composition.** The elected officers of the club shall be a president, vice president, secretary, treasurer and chairpersons of standing committees who shall be elected by the membership.

**Section 2. Elections.** The officers shall be elected at the April club meeting and installed at the May meeting. A majority of all votes cast shall constitute an election.

**Section 3. Term.** Board members shall take office at the installation meeting and serve for one (1) year or until their successors are elected. No Board member shall serve more than three (3) consecutive years on the Board, unless approved by a quorum of the membership.

**Section 4. Nominating Committee.** Nominations shall be made by a three (3) member nominating committee. The president shall appoint the chair of the nominating committee. The appointed chair shall select members from the club Yearbook.

**Section 5. Nominations.** The nominating committee shall submit a slate of officers and standing committee chairs, at the March meeting. A nominee for president shall have served on the Board. No nomination shall be made without prior consent of the nominee. Following the report of the nominating committee, further nominations may be made from the floor.

**Section 6. Vacancies.** A vacancy shall be filled by the president, with approval from the Board.

**Section 7. Absence.** The unexcused absence of any elected officer or standing committee chairman for three (3) consecutive meetings shall be regarded as a resignation.

**Section 8. Duties of the President.**

- a. To preside at all meetings of the club and the Board.
- b. To be an ex-officio member of all committees.
- c. To appoint an auditor, and the chair of the nominating committee.
- d. The President will be the Parliamentarian/Advisor for the next year's Board, subject to her availability

**Section 9. Duties of the Vice President.**

- a. To perform the duties of the president in her absence.
- b. To plan and coordinate the programs for the monthly meetings.

**Section 10. Duties of the Secretary.**

- a. To record and preserve the minutes of the Board meetings.
- b. To answer correspondence.

**Section 11. Duties of the Treasurer.**

- a. To be custodian of all funds of the club.
- b. Plan the budget with the incoming president, a past treasurer, and a past board member.

## **ARTICLE VI DUTIES OF THE PARLIAMENTARIAN AND AUDITOR**

**Section 1. Officer. Parliamentarian.**

- a. To advise the club on parliamentary law.
- b. To serve as chair of the bylaws review committee.

**Section 2. Auditor.** The Auditor shall be appointed by the outgoing President and shall audit the books before 31 August and submit a report to the incoming board.

## **ARTICLE VII MEETINGS AND QUORUM**

**Section 1. Date.** The meetings of the club shall be held each month from September through May unless otherwise specified by the Board.

**Section 2. Place.** The place of meeting shall be designated by the board.

**Section 3. Reservations.** Reservations must be accompanied by check or money order for meetings when applicable.

**Section 4. Quorum.** One fifth (1/5) of the membership shall constitute a quorum. After a quorum has been established, a diminishing number of voting members shall not affect the quorum.

## **ARTICLE VIII THE BOARD**

**Section 1. Composition.** The Board shall consist of the elected officers, standing committee chairmen and the parliamentarian.

**Section 2. Meetings.** The meetings of the Board shall be held during the first week of each month from August to May unless otherwise specified by the Board. Any member may attend.

**Section 3. Quorum.** A majority of voting Board members shall constitute a quorum. After quorum has been established, a diminishing number of voting members shall not affect the quorum.

**Section 4. Duties.**

- a. To be the governing body of the club.
- b. To approve the president's appointments to vacancies.
- c. To approve the budget.

## **ARTICLE IX STANDING COMMITTEES**

**Section 1. Activities (1-2 members).** Coordinate volunteer chairpersons for activity groups, encourage participation, and notify chairpersons of new member interest in their groups.

**Section 2. Database/Yearbook.** Enter all data for the club. To prepare a Yearbook, list the Board and a tentative schedule of events of the club year.

**Section 3. Historian.** Visually document meetings by taking photos. Collect and preserve newspaper clippings, pictures of club functions and other memorabilia.

**Section 4. Hospitality(1-2 members).** Coordinate volunteers for refreshments, set up and clean up at club functions.

**Section 5. Membership.** Recruit, assist and orient new members. Welcome visitors. Plan and coordinate annual New Members Brunch.

**Section 6. Newsletter.** To publish the monthly club newsletter and coordinate distribution.

**Section 7. Trips(1-2 members).** To plan, coordinate and collect fees for trips.

**Section 8. Sunshine.** Upon notification by club members, shall be responsible for sending cards on appropriate occasions.

**Section 9. Webmasters.** Create and update club website. Due to the expertise necessary for this position, it is a continuing position without term limits.

**Section 10. Publicity.** Create and coordinate all Media publicity for the organization.

## **ARTICLE X OTHER COMMITTEES**

The President shall appoint other ad hoc committees as required and develop duties according to the needs of the club.

## **ARTICLE XI PARLIAMENTARY AUTHORITY**

*Roberts' Rules of Order, Newly Revised* shall apply to all questions of procedure not covered in these bylaws.

## **ARTICLE XII AMENDMENT**

**Section 1.** These by-laws shall be amended at any Board meeting a quorum being present, provided notice has been given at a previous meeting.

**Section 2.** These by-laws shall be reviewed at least every three years beginning in 1988.

Revised March 2016