

# **Austin Newcomers Club Bylaws**

## **ARTICLE I NAME**

This organization shall be the Austin Newcomers Club, a 501(c) (7) not-for-profit organization, hereafter referred to as the Club.

## **ARTICLE II PURPOSE**

*Social:* To extend friendly assistance and support to NEWCOMERS by introducing them to others and by starting them on a new social life in the Austin community.

*Civic:* To promote interest in Austin and the many advantages it has to offer NEWCOMERS.

## **ARTICLE III MEMBERSHIP AND DUES**

*Section 1: Eligibility:* Any NEWCOMER residing in the Austin 787 Zip Code wishing to subscribe to the purpose of the Club by adhering to the Bylaws of the organization, shall be eligible for membership. A NEWCOMER shall include any or all adults residing at the same address. Membership is open to all persons regardless of race, creed, religion, sex, or origin of birth.

*Section 2:* A prospective NEWCOMER may attend no more than two (2) General Membership Meetings and/or Interest Group activities before joining.

*Section 3: Terms of Membership:* ACTIVE membership shall be limited to five consecutive years. The membership year runs from August 1ST through July 31ST. For the purpose of calculating ASSOCIATE status, any member joining after December 31st begins the term of active membership the following August 1ST. If paid membership is interrupted, ACTIVE membership shall be terminated.

Any member in good standing with the Club shall be eligible for ASSOCIATE membership after completing five consecutive years of paid ACTIVE membership in the organization. An ASSOCIATE member may participate in all Interest groups and other Club activities, but may not serve on the Executive Committee nor as Chairperson of a Standing Committee. An ASSOCIATE member may serve as Chairperson or Co-Chairperson of an Interest Group. An ASSOCIATE member may serve as appointed Parliamentarian.

*Section 4:* Annual dues (See Standing Rules) shall be payable on August 1st. Annual dues must be paid by September 30th for the member's name to be included in the Club Directory. If the annual dues are not paid by September 30th, the member shall be considered delinquent and shall be dropped from membership, relinquishing all membership privileges. Reinstatement for that year may be made by payment of the annual dues and related fees before December 31st. New members joining after the first of April shall have the current year's membership dues reduced. (See Standing Rules)

*Section 5:* One paid NEWCOMER membership equals one vote.

*Section 6:* The Austin Newcomers Directory shall not be used for commercial solicitations. Members and/or guests of the Austin Newcomers Club shall not make commercial solicitations at any Newcomers meeting, at any activity of the Standing Committees or Interest Groups, or in any Newcomers publication. An exception may be made for the General Membership Meeting program with the approval of the Board of Directors. Violations of these Bylaws or Standing Rules may result in termination of Club membership. Termination shall be determined by a majority vote of the Executive Committee.

*Section 7:* A member may resign or withdraw from membership in the Club at any time. If a member is indebted to the Club at the time of withdrawal, resignation, or termination, all indebtedness must be paid. Dues and related fees shall not be refunded.

# **Austin Newcomers Club Bylaws**

## **ARTICLE IV EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

*Section 1:* The Executive Committee shall consist of the elected officers: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Luncheon Director, Publicity Chairperson, Newsletter Editor, Webmaster, and the appointed Parliamentarian.

Any member of the Executive Committee may call a special meeting of that committee. All members of the Executive Committee shall be notified at least twenty-four (24) hours in advance of the special meeting. The Executive Committee may exercise all powers of that body, providing the President is presiding and that nothing is done contrary to the policies of the Club. One half of the members of the Executive Committee shall constitute a quorum.

*Section 2:* The Board of Directors shall consist of the Executive Committee, the Chairperson of each Standing Committee, and each Interest Group Leader. At the beginning of each new term of office, the Executive Committee shall determine the times and dates of the Board of Directors monthly meetings, which shall be held prior to the General Membership Meetings. The Board of Directors shall handle the general supervision of all business of the Club. All members of the Board of Directors present at a meeting shall constitute a quorum.

## **ARTICLE V ELECTION OF OFFICERS**

*Section 1:* Terms of all Board members shall begin at the July Dual Board Meeting. Executive Officers and Standing Committee Chairpersons are elected and shall hold office for one year. An Executive Officer may be elected to the same position for only one full term. Prior to being elected to the office of President, a member must have served at least one full term in an elected position on the Board of Directors. Interest Group Leaders are chosen by the Group participants, not by general election.

*Section 2:* The President shall appoint a Nominating Committee no later than the February Board of Directors meeting. The Committee shall consist of three members of the Board of Directors and two members from the Club membership at large. The Nominating Committee shall convene and shall choose its own chairperson before the March Board of Directors meeting.

The Nominating Committee shall present the name of one or more candidate(s) for each elected position of the Executive Committee and the Standing Committees.

*Section 3:* The proposed slate of Executive Officers and of Standing Committee Chairpersons shall be announced at the May General Membership Meeting and shall be published in the June newsletter and/or on the Website.

*Section 4:* The election of Officers and Chairpersons shall be held at the June General Membership Meeting. Nominations from the floor may be made at that time providing the nominee's consent has been obtained before the name is entered on the slate. If there is more than one candidate for an office, paper ballots will be cast. All members present at the regularly scheduled June General Membership Meeting shall constitute a quorum.

*Section 5:* A vacancy in any office or Standing Committee Chairperson position shall be filled by a majority vote of the Executive Committee, with the exception of the Office of the President, which is automatically filled by the First Vice-President.

# ***Austin Newcomers Club Bylaws***

## **ARTICLE VI DUTIES OF OFFICERS**

*Section 1:* The PRESIDENT shall preside at all meetings of the General Membership, the Executive Committee and the Board of Directors and shall be an ex-officio member of all committees, with the exception of the Nominating Committee. The President may assist the Nominating Committee in selecting nominees for the Standing Committee Chairpersons, if requested. The President shall apply for the Club's incorporation documents.

The incoming President shall appoint the Parliamentarian.

The President, Treasurer, and the Luncheon Director shall contract for the facility to hold General Membership Meetings.

The President's signature shall appear on all bank accounts and on all financial arrangements made in the name of the Club with the exception of Interest Group transactions.

*Section 2:* The FIRST VICE-PRESIDENT shall preside in the absence of the President. The First Vice-President shall be in charge of welcoming prospective members and shall organize and coordinate all membership activities including: New Member inquiries, the Master List information, and submit dues to the Treasurer.

*Section 3:* The SECOND VICE-PRESIDENT shall preside in the absence of the President and the First Vice President; shall serve as Program Chairperson for all General Membership Meetings.

*Section 4:* The SECRETARY shall be custodian of the permanent records of the Club, a copy of each year's Directory, and a copy of each month's newsletter. The Secretary shall keep and make available the minutes of all Board of Directors Meetings, all Executive Committee meetings, and General Membership meetings and shall provide the Board of Directors with copies. The Secretary shall be responsible for correspondence as directed by the Board of Directors.

*Section 5:* The TREASURER shall have custody of all funds of the organization, shall receive all dues and related fees, and shall make all authorized disbursements. The Treasurer shall present a financial status of the Club at the monthly Board meetings and shall provide the President and the Secretary with a copy. Three times a year, including the end of the fiscal year, July 31st, the Treasurer shall provide the Board of Directors with a statement reflecting the actual income and expenditures compared with the budgeted income and expenditures. The financial records shall be open for inspection or review at any time the Board of Directors deems necessary. At the beginning of the fiscal year the Treasurer shall present for approval the proposed annual budget (prepared together with the outgoing Treasurer) to the new Board of Directors. The Treasurer shall track name and paid status of all new and renewing members in a timely fashion.

Prior to transferring the financial responsibility to the incoming Treasurer, the outgoing Treasurer shall make arrangements for a review of the financial records of the Club by an outside accountant approved by the Board of Directors.

*Section 6:* The LUNCHEON DIRECTOR shall be in charge of receiving money for General Membership Meeting reservations and shall confirm the number of reservations with the General Membership Meeting facility.

*Section 7:* The PUBLICITY CHAIRPERSON shall be responsible for all publicity and email notices.

*Section 8:* The NEWSLETTER EDITOR shall be responsible for the preparation and publication of the newsletter. Prior to being elected, the Newsletter Editor should have been a member of the Club for at least two (2) years or should have served at least one full term on the Board of Directors.

# **Austin Newcomers Club Bylaws**

*Section 9:* The PARLIAMENTARIAN shall be the authority of Parliamentary Law. All questions concerning the Bylaws should be referred to the Parliamentarian. The Parliamentarian shall present all proposed bylaw changes to the Board of Directors, shall act as Secretary Pro-Tem and shall be responsible for the closing remarks at the end of each meeting. The Parliamentarian, appointed by the President, shall be a past member of the Board of Directors and may be an Associate member. An Assistant Parliamentarian may be appointed from the general membership, if deemed necessary by the President. The Assistant Parliamentarian may act in the absence of the Parliamentarian. The Assistant Parliamentarian shall have no voting rights except in the absence of the Parliamentarian.

*Section 10:* The WEBMASTER shall be responsible for the preparation and publication of the website. Prior to being elected, the Webmaster should have been a member of the Club for at least two (2) years or should have served at least one full term on the Board of Directors.

## **ARTICLE VII STANDING COMMITTEES AND INTEREST GROUPS**

*Section 1:* Standing Committee Chairpersons shall select their own committee members from the general membership.

*Section 2a:* Interest Groups shall select their Chairpersons from their own group membership, not to exceed one Chairperson and one Assistant Chairperson. The Interest Group Chairperson and Assistant Chairperson may serve consecutive or repeat terms, only with simple majority approval by a quorum of the Board of Directors.

*Section 2b:* Each Interest Group shall be self-supporting. The Club Treasury will not be used to remunerate any Interest Group. Each Interest Group shall be financially self-supporting. The Club Treasury will not be used to remunerate any Interest Group.

*Section 3:* The Calendar Coordinator must approve the date of an event prior to publication in the Club's newsletter and website.

*Section 4:* The formation of a new Interest Group shall be presented to the Executive Committee for approval.

*Section 5:* The Board of Directors shall reserve the right to review any Club activity.

## **ARTICLE VIII MEETINGS**

*Section 1:* The General Membership Meeting of the Club shall occur each month. The meeting shall include a business meeting when necessary. The Executive Committee may change the General Membership Meeting to a different date, provided that due notice of such a change is given to all members of the Club.

*Section 2:* Members are permitted to bring the same guest only three times during the membership year to a General Membership Meeting or Interest Group activity.

*Section 3:* Each member is financially responsible for the reservation for any General Membership Meeting unless the reservation is cancelled according to policy published by the Luncheon Director in the newsletter and website.

*Section 4:* A joint meeting of the outgoing and incoming Board of Directors shall be held at the regularly scheduled July Board of Directors meeting.

# ***Austin Newcomers Club Bylaws***

## **ARTICLE IX AMENDMENTS AND RULES**

*Section 1:* These Bylaws may be amended or discontinued by a majority vote of the regular membership in attendance at a General Membership Meeting.

*Section 2:* Proposed Bylaws changes must be published in the newsletter or on the Website prior to voting at the General Membership Meeting.

*Section 3:* All rules not covered by these Bylaws or by the Club's Standing Rules shall be governed by the latest revision of the "Robert's Rules of Order."

# ***Austin Newcomers Club Bylaws***

## **AUSTIN NEWCOMERS CLUB STANDING RULES**

### **DUES: (See Bylaws: Article III, Section 4)**

1. Effective April 1, 2008, new members joining April 1st – July 31st of each year shall pay \$30 dues plus a one-time \$5 registration fee.
2. Beginning with the 2007/2008 membership-year, the annual dues for all members shall be \$35. After September 30th through December 31st of each year, membership reinstatements shall be assessed a late fee of \$5 in addition to the \$35 dues. NEW members shall pay \$40 -- \$35 dues plus a one-time \$5 registration fee.

### **STANDING COMMITTEES**

1. The Standing Committees may include but are not limited to: Calendar, Directory, Newsletter Distribution, the Member List, Historian, Special Events, and Sunshine. For the General Membership Meetings committees may include but are not limited to: Greeters, Luncheon Centerpieces, and Luncheon Name Tags. For our New Members, the committees may include but are not limited to: Member Services, a Morning Coffee and an Evening Coffee.

### **BOARD OF DIRECTORS RESPONSIBILITIES**

The President shall oversee the following:

1. Each member of the Board of Directors shall create and maintain a notebook containing a record of his or her duties, past and present activities, and suggestions for future activities or procedures.
2. Each outgoing Executive Officer and Standing Committee Chairperson shall give the notebook to each incoming Officer or Chairperson between the June General Membership Meeting and the July Board of Directors meeting.
3. Each Executive Officer and Chairperson shall submit two (2) copies of his or her job description to the President by the June Board of Directors meeting.
4. The President will give one (1) copy of each job description to the Secretary to be added to the Club's records.
5. At the beginning of a Board term, the outgoing President shall assume the non-voting Board position of "Member-at-Large". If the outgoing President declines to do so, the newly-elected President shall appoint a substitute, preferably a past Board member. The Member-at-Large may serve on the Board in another position in the same term, or be an Associate.

### **COMMUNICATIONS**

1. Applicable Bylaws information regarding membership eligibility and resignation shall be included on the Club's membership application and in the newsletter and website.
2. The names of all adults residing at the same address and wishing to be Newcomers shall be listed on the membership application or renewal form.
3. The Club Directory shall list only the name of the applicant (the member who signs the membership application or renewal form) and his or her spouse or significant other residing at the same residence.
4. One paid NEWCOMER membership entitles the member residence to one Club Directory annually and one Club Newsletter monthly.

### **CHANGES TO RULES**

1. Standing Rules may be changed by a majority vote of the Board of Directors except where otherwise stated in the Bylaws.