

# **BYLAWS FOR NEWCOMERS CLUB OF FORT COLLINS**

February 2, 2009

## **Article I – Name**

The name of this organization is Newcomers Club of Fort Collins, Colorado.

## **Article II - Purpose**

### Section I

The purpose of this organization shall be to provide the opportunity for new friendships through various interest groups and pleasant social contacts for people who have recently moved to Fort Collins and vicinity. Vicinity shall be defined as towns or other unincorporated areas surrounding Fort Collins, Colorado with a population of fewer than 40,000 according to the city tax records.

### Section II

This organization shall be non-profit, non-discriminating, non-partisan, non-sectarian, self-supporting and self-governing. It shall not sponsor partisan or political activities.

## **Article III - Meetings**

### Section I

Regular meetings of the Newcomers Club of Fort Collins shall be held on days and at times as determined by the Board.

## **Article IV – Membership**

### Section I

People who reside in Fort Collins and vicinity (Refer to Article II, Section I) for two years or less are eligible to become members and may remain members for four fiscal years.

### Section II

Membership, once qualifications are established, continues regardless of subsequent moves within Fort Collins and vicinity. (Refer to Article II, Section I). Members who move outside of Fort Collins and vicinity are eligible to renew their membership for the remainder of their membership term.

### Section III

All members shall enjoy full Club privileges, including the right to attend all activities, to vote, to hold office, and to chair committees. Each member is encouraged to serve on a committee twice during membership.

## **Article V - Dues**

Dues shall be a set amount for each fiscal year and shall be payable annually to the Membership Officer upon joining or renewal. The amount shall be determined by the Board upon recommendation by the elected Executive Officers.

## **Article VI - Executive Officers**

### Section I

The Executive Officers of this Club shall be: President, Vice President, Secretary, Treasurer, Membership Officer and Newsletter Editor. Officers shall be elected annually as prescribed by the bylaws. They shall perform the duties usually required of such Officers and shall hold office for twelve months or until their successors have been elected.

## Section II

No Officer shall succeed him/herself in the same office if s/he has served one full term.  
No elected Officer shall hold more than one Executive position at a time.

## Section III

It is the duty of the outgoing Officers to train the new Officers so that the Club will continue to function smoothly. Training is to take place in a pre-installation meeting and should be done verbally and substantiated in writing. The bylaws will serve as an outline to guide the training.

## **Article VII - Duties of the Executive Officers**

### Section I – Generally

Officers shall actively carry out their responsibilities and attend Board meetings. Officers may appoint such assistants as required to fulfill the duties of their terms.

### Section II - Duties of the President

The President shall:

- a. Be the chief Executive Officer of the Club and shall preside at regular meetings and Board meetings.
- b. Be an ex-officio member of all standing and special committees, except the Nominating Committee.
- c. Perform such other duties as usually pertain to the office of President.
- d. Reserve meeting accommodations for Board meetings during his/her tenure.
- e. Report any pertinent business or recommendations from the Board to the general membership at regular meetings.
- f. Serve on a budget committee to be held before the first Board meeting of his/her term, and serve on the budget committee for the succeeding term.
- g. Reserve accommodations for the joint Board meeting to be held the last month of his/her term.
- h. Convene a four-member audit committee by August 31<sup>st</sup>, pursuant to Article XIV. The committee shall consist of the Past President, Past Treasurer and two other members of the Board appointed by the President.
- i. Coordinate the installation of new Officers with the President-Elect.
- j. Serve as an advisor to his/her immediate successor in office.

### Section III - Duties of the Vice President

The Vice President shall:

- a. In the absence of the President, preside at regular meetings and Board meetings.
- b. Serve as program chairperson and perform such other duties as may be assigned by the President.
- c. Serve on the budget committee.
- d. Automatically fill the office of President, should it become vacant.
- e. Arrange programs and reserve meeting accommodations for regular meetings from November through the following October.
- f. Announce at the Board meeting the program and place of the next regular meeting.
- g. Introduce the program speaker or entertainment at each regular meeting.
- h. Take charge of visitor introductions and present a gift to newest newcomer at regular meetings.
- i. Write thank-you notes to speakers.
- j. Serve as chairperson of the Holiday charity.

### Section IV - Duties of the Secretary

The Secretary shall:

- a. Take minutes at the Board meetings.

- b. Email/Mail the minutes to the Board members prior to the next Board meeting.
- c. Collect, record, and report votes.
- d. Count and record attendance at Board meetings for the purpose of determining a quorum for the next fiscal year.

#### Section V - Duties of the Treasurer

The Treasurer shall:

- a. Collect and deposit in the Club's bank account all monies paid to the Club, maintain the Club's bank account, and keep accurate records of the Club's finances.
- b. Pay bills according to the approved budget. Reimbursement will be provided for approved expenses upon receipt of a proper voucher.
- c. Disburse funds within the approved budget line item or with the Board approval per the minutes and obtain a receipt for the same.
- d. Be chairperson of the budget committee, which consists of the President, Vice President, Treasurer, Assistant Treasurer, Advisor, Past President, and former treasurer. S/he shall present the annual budget at the October Board meeting for the Board's approval.
- e. Report at each Board meeting the monthly receipts, expenditures, and any bills outstanding. In the event that the Club determines that the Treasurer shall be bonded, the premium on the bond shall be paid for by the Club.
- f. Collect the regular meeting fees and keep the reservation list count for the next regular meeting, reporting the count to the meeting location caterer, the Vice-President and the Nametag Officer by the agreed upon deadline prior to the scheduled meeting.

#### Section VI - Duties of the Membership Officer

The Membership Officer shall:

- a. Collect dues, promptly submit them to the Treasurer, and maintain current membership data.
- b. Obtain biographical information from new members and give this information to the Newsletter Editor.
- c. Prepare the Club Directory pursuant to Article XIII.
- d. Obtain from the Activity Chairpersons their lists of assistants. This information shall be recorded in the Club Directory.
- e. Report current membership totals at each Board meeting.
- f. Maintain the membership application form and distribute it to the Board for updating.

#### Section VII - Duties of the Newsletter Editor

To communicate and promote Newcomers Club activities to members, the Newsletter Editor shall:

- a. Set the deadline for submission of all newsletter items and distribute the monthly newsletter no later than the 15<sup>th</sup> of the month.
- b. Compile and edit the Newsletter.
- c. Distribute the monthly newsletter to all current and prospective members using the Board approved methods.
- d. Provide basic assistance to members who experience problems receiving the newsletter.

### **Article VIII - Election of Executive Officers**

#### Section I

There shall be a nominating committee of five, appointed and announced in April. The President shall appoint a chairperson and one other member from the present Board.

The other three members shall be selected by the Board from the membership at large at the April Board meeting.

#### Section II

Members may submit names, with the nominee's permission, to any member of the Nominating Committee prior to the first meeting of the Nominating Committee. The Nominating Committee shall consider these factors in selecting nominees:

- a. The President chosen should have served on the previous Newcomers Club of Fort Collins, Colorado Board.
- b. Persons nominated for any of these offices shall have been members of this Club for at least six months.
- c. Consideration shall be given to ensure diversity.

#### Section III

The Nominating Committee shall secure the consent of each nominee and shall present to the Club a full slate of candidates in the July newsletter. Additional nominations shall be permitted prior to the election provided the nominee's consent has been previously obtained.

#### Section IV

Officers shall be elected annually at a meeting held in August by a majority vote of the membership if a quorum is present.

#### Section V

In the event of a vacancy in the office of the President, the office shall be filled by the Vice President. Any other vacancy shall be filled by a majority vote of the Board.

### **Article IX - Appointed Officers**

#### Section I – Generally

Appointed Officers are selected by the President-Elect to serve for twelve months. The Appointed Officers shall include: Assistant Vice President, Assistant Secretary/Treasurer, Hospitality, Nametags, Parliamentarian/Historian, Communications Officer, Newcomer Coordinator, Special Events Coordinator, and Men's Auxiliary Liaison.

#### Section II – Duties

Duties of the Appointed Officers include the following:

- a. The Assistant Vice President shall be responsible for assisting the Vice President as needed.
- b. The Assistant Secretary/Treasurer shall be responsible for assisting the Secretary and the Treasurer and for sending greeting and sympathy cards when appropriate.
- c. The Hospitality Officer shall be responsible for providing a gift for the newest newcomer at each regular meeting and arrange for a greeter or greeters at the regular meeting.
- d. The Nametags Officer shall be responsible for providing nametags at regular meetings and Board meetings.
- e. The Parliamentarian/Historian shall be responsible for maintaining parliamentary procedure at meetings, maintaining a historical record of Club functions, and maintaining and updating the bylaws.
- f. The Communications Officer shall be responsible for publicizing events and the opportunity to interact with Newcomers having similar interests.
- g. The Newcomer Coordinator shall provide information to prospective members concerning the current membership application, notify Activity Chairpersons about new member interests, and create a welcoming atmosphere for prospective and new members.

- h. The Men's Auxiliary Liaison shall represent the Men's Auxiliary and its activities and report to the Men's Auxiliary activity chairs pertinent information from the Board meetings.
- i. The Special Events Coordinator shall be responsible for coordinating the Spring event, and/or other events as needed.

#### Section III

The President may appoint any other committees or Officers deemed necessary by the Board.

### **Article X – Activity Groups**

#### Section I – Generally

The Club may include Activity Groups such as: Antiques, Area Coffees, Birding, Books, Cards, Hiking, Men's Auxiliary, Plant and Garden, Singles/Couples Luncheon/Dinner Groups, Sip'n Sew, etc. An Activity Chairperson may, when appropriate, locate guest speakers for interest groups.

#### Section II

In order to start a group an announcement must be put in the newsletter. If there is sufficient interest, without requiring a specific number of interested members, a representative of the group must present the group to the Board for approval. All existing groups with meeting times currently in the newsletter are grandfathered in as having been approved.

#### Section III

Each Activity Group may adopt any rules it desires for governing its members, provided such rules do not conflict with those of the Club. The Board may suspend any group for actions contrary to the Bylaws.

#### Section IV - Duties of an Activity Chairperson

An Activity Chairperson shall:

- a. Attend Board meetings.
- b. Plan and organize activities for meetings and notify any interested members. A chairperson may recruit as many assistants as needed to fulfill these duties.
- c. Maintain an Activity current membership list and furnish this information to his/her/their successor(s).
- d. Secure and train his/her successor.

### **Article XI - The Board and Executive Committee**

#### Section I

- a. The Board consists of the six elected Executive Officers, the nine appointed Officers, the immediate Past President and the Activity Chairpersons. Only one Chairperson per Activity Group may vote.
- b. The Executive Committee is composed of the six elected Executive Officers.

#### Section II - Duties of the Board

The Board shall:

- a. Meet as often as necessary to transact the general business of the Club except that of the election of Officers.
- b. Approve all of the Club programs and activities.
- c. Host a joint meeting with the incoming Board at the Board meeting preceding installation of new Officers.

### **Article XII - Advisor**

#### Section I - Appointment

- a. The Advisor is the immediate Past President and serves for one year.
- b. Any Advisor vacancy shall be filled by appointment of the President.

#### Section II - Privileges and Responsibilities

- a. The Advisor attends the Board meetings in a non-voting capacity; however, the Advisor shall be vested with voting rights only to establish a quorum or to break a tie.
- b. The Advisor may attend any regular meeting of the Club by paid reservation.
- c. A Past President shall install the Officers of the Club each September.

### **Article XIII - Club Directory**

#### Section I

The Club Directory shall consist of membership regulations and listings of all Board members. It shall also include the names, phone numbers and mailing/email addresses of active members who decline to be included in the Directory.

#### Section II

Club Directories, activities, and/or e-mail lists shall not be used by Club members in the unauthorized promotion of partisan, political, sectarian, or business interests.

### **Article XIV - Finances and Records**

#### Section I

A four person Audit Committee, convened by the President, shall review the outgoing Treasurer's fiscal year-end Club reports, receipt documentation and bank statements to confirm the Club's financial balance. They shall report their findings at the November Board Meeting.

#### Section II

The fiscal year of the Club shall be from October 1<sup>st</sup> to September 30<sup>th</sup>.

### **Article XV - Quorum and Vote Requirements**

#### Section I

- a. For the election of officers, one-third of the average attendance at regular meetings from the preceding twelve months shall constitute a quorum. The Treasurer will calculate the quorum at the beginning of each fiscal year.
- b. Each paid membership in attendance shall have one vote.
- c. The transaction of any other Club business must be referred by the Board.

#### Section II

- a. A quorum for the transaction of business at the Board meeting shall be determined as one half of the average attendance of the previous twelve month's Board meeting or twelve, whichever number is greater. The Secretary will calculate the quorum at the beginning of each fiscal year.
- b. Any Club referendum may be voted upon by a majority vote of the Board if a quorum is present.

### **Article XVI – Notice**

Any member with business to bring before the Club will submit it in writing, prior to the Board meeting, to the President who will bring it to the Board for consideration.

### **Article XVII - Parliamentary Procedure**

"Roberts Rules of Order, Revised" shall govern all meetings on questions of procedure and parliamentary law not covered by these bylaws.

### **Article XVIII- Bylaw Amendments**

These bylaws may be amended at any Board meeting of the Club by a two-thirds vote, provided that the amendment has been submitted in writing at the previous Board meeting and a quorum is present.

Revised February 2, 2009