

# NEWCOMERS CLUB OF GREATER CHAPEL HILL, NORTH CAROLINA

## BYLAWS

### April 2009

#### **Article 1: Name**

The name of this organization is Newcomers Club of Greater Chapel Hill, hereinafter referred to as “the Club.”

#### **Article 2: Purpose and Objectives**

The purpose of the Club shall be to help in the social, cultural and service orientation of persons new to the greater Chapel Hill area. It shall be a non-profit organization that shall not exert political influence.

The objectives of the Club shall be to:

- I. Stimulate new associations and friendships through shared social activities.
- II. Help newcomers to the greater Chapel Hill area identify with their community.
- III. Promote interest in local civic, cultural, service and philanthropic programs.

#### **Article 3: Club Year**

The program and fiscal year of the Club commences on June 1 and closes on May 31.

#### **Article 4: Membership**

##### Section 1. Eligibility.

An invitation to join the Club is extended without prejudice to persons residing in the greater Chapel Hill area who have moved here from another geographic area within twenty-four months. All members of a household may join who meet the eligibility requirements, pay annual dues and agree to abide by the rules and regulations of the Club. Moving from one residence to another within the greater Chapel Hill area does not entitle a member to restart his/her membership.

##### Section 2. Active Membership.

Active membership is limited to all dues-paying members for four years. If a member joins the Club between January 1 and May 31, that fraction of the year shall be added to the four-year maximum. Payment of yearly dues entitles a member to participate fully in all Club activities. Any active member is eligible to hold office or chair a committee, as long as the length of membership requirements is met while in office.

##### Section 3. Dues and Financial Obligations.

###### A. Dues.

The annual dues per household cover membership of the Club from June 1 to May 31. Annual dues are payable June 1 and are non-refundable. If the Board of Directors deems an increase in the amount of dues necessary, the general membership shall vote on such motion at the Annual Meeting.

###### B. Financial Obligations.

Members shall be responsible for payment for activities of their choosing unless cancellation is received and accepted by the activity chairperson prior to the reservation cut-off date. If there is no cut-off date or other specified instructions, cancellations must be made 48 hours prior to the event.

##### Section 4. Non-member Guests.

Guests may attend any Club function subject to limitations of time and space, with active members having priority. Permission of the host/hostess or chairperson must be obtained prior to the event. Prospective members may attend one General Meeting prior to paying the Membership fee.

##### Section 5. Leave of Absence and Reinstatement.

Any active member of the Club who wishes to request a leave of absence or a former member who wishes to request reinstatement may do so by submitting a written request to the Board of Directors. Such request shall be subject to the approval of the Board of Directors.

Section 6. Termination of Membership.

A. Resignation. Any member may voluntarily resign from the Club.

B. Delinquent Dues. Members whose dues become delinquent as of August 15 shall be dropped from the Club membership and the mailing list.

C. Removal. Members of the Club should be hesitant to remove any other member. However, in considering the removal of any member, the Board of Directors shall be very careful not to take any action which could bring about an allegation of discriminatory action, libel or slanderous actions or any other actions that might be considered derogatory to the member. If removal is felt to be necessary, it shall be decided by a two-thirds vote of the entire Board of Directors.

**Article 5: General Membership Meetings**

Section 1. Regular meetings of the general membership shall be held from September through May, at which time business shall be transacted if deemed necessary. Decisions made at meetings shall be by majority vote of the members present.

Section 2. Special meetings may be called by the President whenever necessary, with at least 10 days written notice.

Section 3. Any meeting may be cancelled if deemed appropriate by the Board of Directors. The membership shall be notified in advance, except in an emergency.

Section 4. The April meeting shall be the Annual Meeting at which time officers shall be elected for the coming year. The officers elected shall be installed at the next General Meeting.

**Article 6: Board of Directors**

Section 1. Definition:  
The Board of Directors shall be the governing body of the Club and shall be comprised of the elected officers.

Section 2. Duties of the Board of Directors shall be to:

1. Approve and coordinate the programs, plans and activities of the Club.
2. Provide for the general management of the Club and its affairs.
3. Approve the annual budget.
4. Review the bylaws, standing rules and job description handbook at the beginning of the term.
5. Approve the awarding of grants, if any.
6. Transact necessary business in the intervals between Club meetings and such other business as may be referred to it.
7. Oversee the finances of the Club and establish financial guidelines for the year, including the determination of a prudent operating reserve.
8. Designate one other officer, other than the President and Treasurer to sign checks in the absence of the President and Treasurer.
9. Determine the necessity of bonding for the officers with signatory power.

Section 3. Meetings.  
The Board of Directors shall meet once a month for approval of financial expenditures and for other pertinent business unless otherwise directed by the President.

**Article 7: Elected Officers**

Section 1: The elected officers shall be the President, Executive Vice-President (programs/hospitality), Membership Vice-President, Activities Vice-President, Secretary, Treasurer, Communications Vice-President and Social Events Vice-President.

Section 2: Term of Office.

The officers shall be elected for a term of one year and shall serve from June 1 to May 31. In the event that the new officers have not been elected by May 31, the present officers shall serve until their successors have been elected.

Section 3: Vacancies in Office.

A vacancy in the presidency shall automatically be filled by the Executive Vice-President. Vacancies in any other office shall be filled by appointment from the President with approval of the Board.

Section 4: Selection Procedures.

A. Nominating Committee. The Nominating Committee shall be comprised of five Club members appointed by the President.

1. The President shall select one member to be the Nominating Committee chairperson.
2. The Nominating Committee shall not have more than one person from the Board.
3. The Nominating Committee shall be selected to represent the various localities comprising the greater Chapel Hill area.
4. The proposed Nominating Committee shall be submitted to the Board of Directors in January for approval.
5. Being a member of this committee shall not bar the person from being nominated for an office.

B. Nominating Procedure. The Nominating Committee shall select a nominee for each executive office. Active members in good standing who will be eligible for membership in the following year may be nominated.

1. Permission for candidacy shall be obtained from the nominee.
2. The proposed slate of officers shall be presented to the Board of Directors for approval no later than the March Board meeting.
3. If a vacancy occurs after nominations but before election, the Nominating Committee shall select a new candidate.

C. Election Procedures.

1. The Nominating Committee shall notify the general membership of the slate of nominees at least 30 days prior to the Annual Meeting.
2. At least ten days prior to the Annual Meeting the slate of nominees shall be presented in writing to the general membership, with notice that nominations shall be accepted from the floor at the Annual Meeting, provided each nominee consents to his/her candidacy.
3. The election of the officers shall be conducted by a majority vote of the membership present at the Annual Meeting in April.

D. Installation. The new officers shall be installed by the outgoing President at the next meeting of the general membership.

Section 5: Duties of Officers.

The duties of each officer are outlined in the Club's Job Description Handbook. A general description of each office follows.

A. President.

The President shall be the Chief Executive Officer of the Club, perform such duties as usually pertain to the office of president and be an ex-officio member of all standing and special committees except the Nominating Committee.

**B. Executive Vice-President.**

The Executive Vice-President shall assume the duties of the President when required or if the office becomes vacant and shall be responsible for all arrangements related to the monthly general membership meetings including location, program and hospitality. The EVP shall coordinate volunteer themes/opportunities for membership with the Chairperson of Newcomers Reach Out. Reach Out Chairperson works independently of the EVP.

**C. Membership Vice-President**

The Membership Vice-President shall perform the usual duties related to membership and shall be responsible for developing programs to attract new members, orienting new members to the Club and creating and publishing the membership directory.

**D. Activities Vice-President**

The Activities Vice-President shall be responsible for coordinating interest groups and the Club calendar.

**E. Secretary.**

The Secretary shall perform such duties as usually pertain to the office of recording and corresponding secretary.

**F. Treasurer**

The Treasurer shall be responsible for the annual audit, budget and performing such duties as usually pertain to the office of treasurer.

**G. Communications Vice-President.**

The Communications VP manages, through an appointed committee, the club website and all communication, printed and electronic, to the club membership including monthly newsletter and monthly electronic calendar of events and electronic invitations to activities.

**H. Socials vice President.**

The Socials Vice President shall be responsible for all arrangements related to the club socials including location, program and hospitality.

**Article 8: Committees**

**Section 1. Special Committees.**

**A. Nominating Committee.**

The Nominating Committee is explained in detail under Article 7 Section 4: Selection Procedure.

**B. Audit Committee.**

1. The Audit Committee shall consist of the incoming Treasurer, the incoming President, and at least one member-at-large chosen from the general membership by the incoming Treasurer. The outgoing President and the outgoing Treasurer shall serve in an advisory capacity.

2. The Club may employ such outside accounting assistance as deemed necessary. The expense of any such assistance shall be the responsibility of the Club.

3. The Audit Committee shall serve at the beginning of each Club year and complete the audit by June 30<sup>th</sup>. It shall report its findings to the Board of Directors at its next meeting. Information discussed at Audit Committee meetings shall be considered confidential.

4. Should the Treasurer resign before the end of the term, all records shall be audited by the Audit Committee (as defined above) before the resignation becomes effective.

5. The Audit Committee shall review the Club's financial status each year to verify the funds in the Club's bank account and in the Wine Committee's bank account. The Committee will also verify compliance with current tax regulations and ensure that profits from fundraising are used for charitable purposes and do not inure to the benefit of any individual.

- C. A Membership Committee shall be appointed by the Membership Vice-President to divide the various membership/prospective member tasks and produce the membership directory.

Section 2      **Other Committees**

The President shall appoint any other special committee deemed necessary including a Bylaw Committee (Article 11, section 1).

**Article 9:      Interest Groups**

Section 1.      Interest groups shall be established to meet the particular needs and interests of Club members. The members of any interest group must be members in good standing of the Club.

Section 2.      Chairpersons shall be appointed by the incoming Activities Vice-President, unless the group has appointed its own chairperson.

Section 3.      All interest groups are self-supporting, and expenses are paid for by contributions of the members of the group.

Section 4.      The name Newcomers Club of Greater Chapel Hill shall be used in all publicity for interest groups.

**Article 10:      Parliamentary Procedures**

The rules contained in “Robert’s Rules of Order, Newly Revised” shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

**Article 11:      Amendments to the Bylaws**

Section 1.      Bylaws Committee.

The President shall appoint a Bylaws Committee if the Board of Directors deems a major revision to the bylaws is necessary. The committee shall present recommended changes to the Board of Directors for approval.

Section 2.      After presentation to the Board of Directors, the proposed amendment must be submitted in writing to the general membership at least ten days prior to a general membership meeting. The Club bylaws may be amended by a majority vote of the members present at said meeting.

**Article 12:      Amendments to the Job Description Handbook and Standing Rules**

Section 1.      Changes, deletions, and additions to the Club’s Job Description Handbook may be made by a majority vote of the Board of Directors. When such changes are made, they are to be published in the newsletter. Any change to the structure of the Board of Directors (Executive Committee and/or Standing Committees) is a bylaw change and shall be subject to the same conditions as amendments to the bylaws (Article 11).

Section 2.      Changes, deletions, and additions to the Club’s Standing Rules may be made by a majority vote of the Board of Directors. When such changes are made, they are to be published in the newsletter.

**Article 13:      Club Resolutions and Commitments**

No resolutions or motions to commit the Club and/or the membership beyond normal operating procedures shall be considered by the Club until it has been submitted and approved by the Board of Directors. After the Board of Directors has approved such a resolution or motion, notification must be mailed to the general membership at least 10 days prior to a general meeting stating that said resolution or motion will be presented and put to a vote at that general meeting. The Club may then proceed to take such action as the majority present and in good standing determines.

**Article 14:      Dissolution Procedures**

Section 1.      Should a Club resolution result in the dissolution of the Club, its assets remaining after payment of all liabilities shall be distributed to a non-profit fund, foundation, or other organization which is organized and operated

exclusively for charitable and social welfare purposes and which has established its tax-exempt status under Section 501(c) (3) of the Internal Revenue Code.

Section 2.

If this Club holds any assets in trust, such assets shall be disposed of in such manner as may be directed by the decree of the Superior Court of Orange County, North Carolina upon petition therefore by the Attorney General, or by any person concerned in the liquidation in a proceeding to which the Attorney General is party.