

Friends and Newcomers Club

Approved September 15, 2022 Effective September 15, 2022

Corrected December 2022

CONSTITUTION

ARTICLE I

Name and Purpose

- A. The name of this social organization shall be the Friends and Newcomers Club, AKA the Club.
- B. The purpose shall be to provide means for Friends and Newcomers Club members to become acquainted with one another and the community as well as promote friendships through Club activities.

ARTICLE II

Membership

- A. Membership shall consist of any ladies in the cities of Prattville, Millbrook and all of the surrounding areas.
- B. Regular membership begins when the member joins and for as long as the dues are current, or until they ask to be removed from the list. There is no limit to how long you have lived in the area, or where you live.
- C. All members are invited and encouraged to participate in any activity and volunteer for committees and/or serve as elected officers.
- D. The Club's membership dues will be reviewed yearly by the Board of Directors at the September Board Meeting. Any changes will be presented at the September General Meeting and voted on by the membership at the October General Meeting and take effect immediately unless otherwise specified.
- E. Dues are \$15.00 a year payable by January 31 st to be listed in the Club Directory. Since we now have a checking account in the Club's name, it is preferred that payment be made by check with the check made out to Friends and Newcomers Club. If you have not paid your dues by January 31 st , there will be a \$10.00 late fee added. New members joining in November do not pay dues until January.
- F. One does not have to be a Club member to play or participate at the Millbrook Senior Center, the Gillespie Senior Center or the Millbrook Library.
- G. A prospective member/guest will have the privilege of attending two Club functions before deciding to join.

ARTICLE III

Officers and Board of Directors (AKA the Board)

- A. Elected officers shall be the President, Vice-President/Membership, Vice-President/Communications Secretary and Treasurer. These elected officers and the Ex-Officio will be called the Executive Board. The Executive Board may meet to deal with an emergency and report those actions ASAP to the Board of Directors and then to the full membership. The President may call an Executive Board Meeting as needed.
- B. The Board of Directors (Board) shall consist of the Elected Officers, the Ex-Officio, the Chair Persons of both the Interest Groups and Standing Committees. The Board should meet prior to the General Meetings in January, March, June and in November. The November meeting is to prepare for the coming year and approve items for the new directory. All members are invited to attend any Board meeting. Only Board members can vote and Board members should notify the President in advance if they are unable to attend a meeting.
- C. Four Board Members shall comprise a quorum for the Board of Directors. Three Officers shall comprise a quorum for an Executive Board Meeting. Ten members shall comprise a quorum at a General Meeting.
- D. Any resignation by an elected officer must be submitted in writing to the President with the effective resignation date stated. The Executive Board will choose a replacement to serve until the next election. Should the President be unable to preside at a meeting, the President would arrange for the meeting to be conducted by the Vice-President or Ex-Officio, if the Vice-President is not available.
- E. Should the President resign or be unable to finish her term, the Vice-President/Membership or Ex Officio

will move up to President and the Executive Board will appoint someone else to the Vice-President/Membership office until the next election.

F. The Vice-President is not an automatic President elect.

G. Any Board member, either Executive or Board of Directors, may be removed for failure to fulfill minimum Board obligations. This would be by majority vote at an Executive Board Meeting with written notification to her prior to that meeting. The Executive Board will choose her replacement to finish her term.

ARTICLE IV General Meetings

A. General Meetings shall be held on the 3rd Thursday of each month, January through May, September through December, unless otherwise stated by the Executive Board.

B. General Meetings may be canceled or delayed by the President due to inclement weather or any other major problem. Notification will be by 8:30AM on the day of the meeting and will be done by email. We will follow the Prattville school closings. If on a two-hour delay, Club events will start at 10:00AM or later.

ARTICLE V Elections of Officers and Voting

A. All members in good standing are eligible and encouraged to hold office. A President may not serve more than two consecutive, one year elected terms at a time. Members must be a member of the Club for a minimum of 24 months before running for the office of President.

B. At the September Board of Directors Meeting the President shall appoint one Board Member to the Nominating Committee. At the September General Meeting the President shall ask for 2 volunteers to serve on the Nominating Committee.

C. The Nominating Committee shall meet before asking anyone to run for an office. As a courtesy, the Nominating Committee should consider those in office who may be willing to run again. The Nominating Committee will advise incumbents as to the new slate of nominees prior to presenting the slate of nominees to the Executive Board.

D. The Nominating Committee shall present the slate of nominees at the October Board of Directors Meeting and at the October General Meeting. The President will then call for nominations from the floor. Those nominated from the floor must have given their previous consent to be on the ballot and be prepared and qualified to serve. Then the nominations are closed.

E. The election of officers shall take place in November by written ballot if there is more than one candidate for an office. If there is only one nominee per office, the members may vote by a show of hands. No absentee voting in elections. Voting rules are per Robert's Rules of Order.

F. Officers will be installed at the December General Meeting and take office on January 1st.

ARTICLE VI Amendments

The Constitution and/or By-Laws may be amended by a two thirds majority vote of those present at any General Meeting, provided there is a quorum and the notice of the proposed amendment or revision has been given at the preceding General Meeting or 30 days before the vote is taken. Notice will be given via email or printed in the Newsletter. Changes will take place immediately unless otherwise stated.

ARTICLE VII Club Information

A. The Friends and Newcomers Club endorses no business, charity or political candidate.

B. Our Membership list and Directory is only for Club business and friendly contact between our members. We prohibit using the directory for any commercial enterprise, religious group or political candidate.

- C. Any use of advertising in the Newsletter or Directory is paid advertising and not an endorsement.
- D. All Officers and Board of Directors should have moderate knowledge of computer technology. They must have access to a computer and printer and must be able to send group emails.
- E. The Club's membership year is January 1st to December 31st

ARTICLE VIII

Club Checking Account

- A. The Club checking account is under the Club's Tax ID number with the representative's name (Nancy Schrull).
- B. The Club checking account will be maintained at a bank convenient to the Treasurer.
- C. The Club checking account will be in the Club's name (Friends and Newcomers Club). The signature card for the account will have the name of the Treasurer, President and/or Vice-President/Membership. All three are able to sign checks when necessary, although it is preferred that the Treasurer sign checks.
- D. The Treasurer will manage the account making deposits, writing checks and receiving monthly statements.
- E. A current report shall be given by the Treasurer at the General Meetings and Board meetings. The report should include any income or expenses paid since the last report and give the current balance. A copy of the monthly bank statement and a written report shall be given to the President and one other Board member NOT on the check signature card for review.
- F. The Club representative will be responsible for any tax filings necessary and any taxes due would come from the Club funds. We do not anticipate, at this date (May 16, 2022), that there will be tax consequences. The Tax ID number became effective June 1, 2022

BY-LAWS

ARTICLE I

Duties of the 5 Executive Board Officers

A. President

1. Shall preside at all General Meetings, Board Meetings (Executive and Directors). Also, shall insure the location for General Meetings for the year.
2. Shall meet with the Executive Board to appoint the Standing Committee Chairpersons.
3. Shall serve as honorary member of all committees, except the nominating committee.
4. Shall report any important announcements between General Meetings via email.
5. Shall appoint a Chairperson and ask for 2 or 3 volunteers to plan any major event. Major events we generally have include: Fall Family Picnic, Christmas Luncheon, Valentine Day Party, and annual May Spring Fling.
6. Shall make members announcements at the General Meeting. These announcements should be given to the President in writing prior to the meeting.
7. Shall ask the Ex-Officio and 2 volunteers for a By-Laws Committee in August to review the Constitution and By-Laws. Any changes or revisions shall be approved by the Board then presented to the membership at the September General Meeting. Voting on the proposed changes takes place at the October General Meeting, with an effective date stated.
8. Shall write a monthly article for the Newsletter and help proof read the Newsletter as well as minutes from all meetings.
9. Shall sign the bank signature card.
10. Shall assign a Board member plus 2 others in December to conduct an audit on the Club's books/checking account in January and report it at the next General Meeting.

B. Vice-President/Membership

1. Shall preside in the absence of the President.

2. Shall sign the bank signature card.
3. Shall promote and encourage membership in the Friends and Newcomers Club. The Chair's name and contact information will appear as the point of contact on membership information.
4. Shall give prospective members information on the Club: meeting times, address, directions and invite them to join.
5. Shall introduce guests at the General Meetings. Shall contact guests and new members with a follow up phone call to address any questions.
6. Shall provide each guest with a membership application and invite them to join the Friends and Newcomers Club.
7. When a guest joins, she shall receive a complete and updated Directory and have her picture taken. Her picture and personal information shall be emailed immediately to members and put in the Membership Report attached to the Newsletter.
8. Shall provide new member's information and picture via email to entire membership, including Newsletter Editor
9. Shall keep an up-to-date membership list, including when they joined the Club. Original applications will be stored in the Archive Box.
10. Shall keep extra directories up dated with information about new members and changes in By-Laws and the Constitution.

C. Secretary

1. Shall record and maintain the minutes of both Board meetings and the General Meetings. The Board minutes will be emailed to the Board members and any club member who wishes them. General Meeting minutes are emailed to all members.
2. Minutes shall be sent out within a week after the General Meeting and any Board Meeting.
3. Shall handle the Club correspondence.
4. Shall send a thank you to each speaker within two weeks after a presentation.
5. Shall provide nametags at each General Meeting.
6. Shall proofread the newsletter prior to publication.

D. Treasurer

1. Shall pay all bills within 15 days of receipt. They must be accompanied with the expense voucher and receipt.
2. Shall provide a financial report showing monthly balance, expenses paid and any money collected since last General Meeting. Shall keep and store all records in the archive box.
3. Shall receive and record new membership dues at any time and collect annual dues at the January General Meeting.
4. Shall submit her books in January for an Audit. It would be helpful if she could attend the Audit to answer any questions.
5. Shall assist the President in developing a budget in November for the coming year.
6. Shall accept any donations to the Club, including those from fund raisers from within the Club. They must be accompanied with the Funds Collection Voucher
7. Shall sign the bank signature card and balance the bank monthly statement with the checkbook.

E. Ex Officio

1. The Ex Officio is chosen by the current President and should be a past President.
2. Shall fill in for the Chaplain when needed.
3. Shall collect the 50/50 drawing money. This money is used for the nominated charity in November.
4. Shall draw the winning name for the Friendship Plate and keep track of the money.
5. Shall be versed in Parliamentary Practice and Roberts Rules of Order.

F. Vice President/Communications

1. Create a list of individuals who do not have email communication. Offer them the ability to receive the Newsletter via standard mail. Create a phone tree for these individuals to ensure they receive last minute notifications of change to club activities. Provide list of names to group chairpersons so they know these individuals do not have email.
2. Create a list of people who need a ride to activities and the activities the person attends. Create a list of people who are willing to drive others to activities. Coordinate rides for individuals as needed. It will be the responsibility of the person who needs a ride to contact the VP of Communications

ARTICLE II **Standing Committees and Duties** **(Also Board of Directors – AKA Board)**

Standing Committees are formed for the matters that demand constant attention and are of the continuing vital concern of the Club. New Standing Committees are formed with Board approval and the Executive Board chooses the Chairman.

A. Chaplain

1. Shall be responsible for opening each General Meeting with a 2-3 minute inspirational moment.
2. Shall give thanks before lunch meals that she attends and shall offer prayer as requested.

B. Club Directory Chairperson

1. Shall compile information and corrections necessary for publication in the Members Directory
2. Shall have the Directory printed, compiled and ready for distribution to all paid members at the September General Meeting, with extra copies for new members

C. Newsletter Editor

1. Shall be responsible for publishing the monthly Newsletter. This Newsletter should contain all pertinent information concerning the Club, and its members. New member's information and picture will be as an attachment.
2. Shall provide a final version of the Newsletter for email distribution to all members by the 28th of the month.
3. Any submissions for the Newsletter shall be sent to the Editor no later than the Monday following the General Meeting.
4. The Newsletter Editor has the option to change, reduce or add to any article as space permits

D. Program Chairperson

1. The Executive Board will inform the Chairperson which months a speaker is needed. The list of speakers shall be presented to the Boards at the August meeting. The program list shall be published in the directory, on the website and Facebook pages.
2. Shall remind speakers a week or so before they are due to speak, verify the time and how long they will speak a few days prior to the General Meeting.
3. Shall greet the speakers as they arrive and help set up their programs.
4. Shall introduce the speakers and the program and keep the time clock. Programs are limited to 30 minutes.
5. Shall present the speaker with a thank you gift.

E. Facebook Chairperson

1. Shall coordinate the Facebook information in a timely manner.
2. Shall update the Facebook page with Club information, such as programs, trips.

F. Community Effort Chairperson

1. Shall coordinate the community donation items and deliver them.
2. Shall deliver any charity money as determined by the Club at the May meeting.

G. Friendship Chairperson

1. Shall send out greeting cards and keep a log regarding cards mailed.
2. Shall coordinate with the Secretary and Treasurer regarding sending flowers or donation for any deceased member or household member. The Executive Board determines the amount to be spent.

H. Website Designer

1. Shall update the website monthly with Club information such as calendar, meetings, programs, etc. Will not put any personal information without person's express permission. If said person does not mind their personal information being put on the website, they must sign the waiver initial this on the membership form specifically allowing this.

I. Historian/photographer

1. Shall keep the Club's picture albums/scrapbook up to date, store them and bring them to any meeting when requested.

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2. Shall take photographs whenever possible of events and/or collect photos from others to put in the albums.
3. Shall store any Club records and papers as deemed necessary (AKA Archive Box).

J. Public Relations Director

1. Shall create and maintain a positive public image of our Friends and Newcomers Club.
2. Shall communicate with television, newspapers and magazines and radio interviews on behalf of the Club..
3. Shall talk to special groups about the Friends and Newcomers Club.
4. Shall distribute brochures and coordinate advertising and press releases.
5. Shall coordinate community projects such a Christmas Tree Trail, Civic events.
6. Shall keep the President apprised of interviews and speaking engagements and events.

ARTICLE III

Interest Group Chairman

1. A new interest group may be formed with Board (both) permission and they must have a chairperson.
2. The Interest group chairperson is responsible of making sure the participants are paid members or a guest. The exception being at the Gillespie Senior Center, Millbrook Senior Centers and the Millbrook Library.
3. The Chairperson shall write a description of the group for the Directory.
4. Should the Interest Group Chair step down, it is her duty to find a replacement.
5. Each Interest Group will have a signup sheet at each General Meeting and will pick them up at the end of the meeting.
6. Interest Group Chairman is responsible to send out email reminders a few days before the meeting.
7. In cases of inclement weather, the chairperson can cancel or change the time of the meeting
8. Interest Group Chair shall take pictures and send them to the Website, Photographer and Newsletter Editor.

STANDING RULES

These standing rules further supplement and clarify the by-laws. Standing rules are rules or resolutions that are of a part of a continuing (or standing) nature. These rules deal only with administrative matters and function under the umbrella of the organizations By-Laws and Constitution.

1. All non-budgeted expenditures of \$15.00 or more shall be made only after the approval of the President or Treasurer. Major events may be given additional money that the Executive Board deems available from the budget to spend on the event.
2. The 50/50 money is designated for a charity. At the November Board of Directors Meeting the Board will decide the amount of money (if any) available for an additional year-end charity donation and announce the

amount available at the December General Meeting. Also at the November Board Meeting the Board will decide how many charities to vote on and the designated amount to them.

3. Recommendations for any charitable donation must be submitted in writing to the President no later than the September General Meeting. The charity must be an established local non-profit organization. The vote for the donations to the charity/charities will be held at the November General Meeting. Club sponsored donations are to be paid by December 31 st . This is not to be construed as an endorsement of any charity. Donations are only done if the budget allows.

4. At the December General Meeting or event, a past President shall be charged with the responsibility of acknowledging the old Executive Board and installing the new Executive Board.

5. Anyone inviting a potential member to a General Meeting should inform the Membership Chairperson ASAP so Club information can be sent or provided ahead of time. Personal guests are always welcome.

6. The Friends and Newcomers Club does not have liability insurance of any kind. Therefore the Friends and Newcomers Club is a Social Club and is not responsible for any damages or injuries incurred while participating in and of the Club's activities. All members must yearly sign and date a waiver on the membership renewal form. Anyone riding or driving in a carpool to an event, must also sign the waiver, member or not. These waivers are kept on file with the Membership Chair.

7. Robert's Rules of Order shall govern in all matters not covered by the By-Laws.

8. Upon dissolution of the Club, any monies, after necessary expenses are paid, will be divided evenly between all paid members. Any Club material stays with the person who possesses it. Club records are to be stored for seven years with the Historian.