

Friends and Newcomers Club

Approved September 20, 2018 Effective September 20, 2018

CONSTITUTION

Article I Name and Purpose

- A.** The name of this social organization shall be the Friends and Newcomers Club of the River Region. 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 leadership roles.
- D.** The club's membership dues will be reviewed yearly by the Board of Directors at the March Board Meeting. Any changes will be presented at the March General Meeting and voted on by the membership at the April General Meeting and take effect in May unless otherwise specified.
- E.** Dues are \$10.00 a year payable by May 31 to be listed in the yearly Club Directory. Dues must be paid in order to participate in the Interest Groups (unless coming as a guest). One does not have to be a Club member to play during Game Day while it is being held at the Prattville Gillespie Senior Center.
- F.** A prospective member/guest will have the privilege of attending two club functions before deciding to join.

Article III Officers and Board of Directors

- A.** Elected officers shall be the President, Vice President/Membership, Secretary, and Treasurer. These elected officers and the Ex-Officio will be called the Executive Committee. The Executive Committee may meet to deal with an emergency and report those actions ASAP to the full board members and then to the full membership.
- B.** The Board of Directors (Board) shall consist of the elected officers, the Ex-Officio and the Chairperson(s) of each Standing Committee.
- C.** Four Board Members shall comprise a quorum at any Board Meeting. Three Officers shall comprise a quorum at an Emergency Executive Committee meeting. A quorum at a General Meeting shall be comprised of 50% + 1 of members attending.
- D.** Any resignation by an elected officer must be submitted in writing to the President with the effective resignation date stated. The Executive Committee will choose a replacement to serve until the next election.
- E.** 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 Vice President is not available.
- F.** The Vice President is not an automatic President elect.
- G.** A Board Member may be removed for failure to fulfill minimum board obligation. This would be by majority vote at a Board Meeting with written notification to her prior to that meeting.

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Article IV Meetings

- A.** General Meetings shall be held on the 3rd Thursday of each month, Sept. through May, unless otherwise stated by the Board of Directors.
- B.** General Meetings may be canceled or delayed by the President due to inclement weather or any other major problem. Notification will be by 8:30 AM on the day of the meeting and will be done by e-mail. We will follow the Prattville school closings. If on a two-hour delay, club events will start at 10:00 AM or later.

Article V Election of Officers and Voting

- A.** All members in good standing are eligible and encouraged to hold office. The office is for one year unless reelected.
- B.** At the January Board Meeting the President shall appoint one Board Member to the Nominating Committee and at the January General Meeting member ask for 2 other volunteers to serve on the Nominating Committee.
- C.** The Nominating Committee shall meet before asking anyone to serve as an officer. As a courtesy the Nominating Committee should consider those in office who may be willing to continue. The Nominating Committee will advise incumbents as to the new slate of nominees/officers prior to presenting the slate of nominees/officers to the Board.
- D.** The Nominating Committee shall present the slate of nominees at the March Board Meeting and at the March 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 to serve. Then the nominations are closed.
- E.** The election of officers shall take place in April 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.
- F.** Officers will be installed and take office at the May General Meeting or event.
- G.** Should the President resign or be unable to finish her term, the Vice President will move up to President and then she will then assign someone else to be Vice President/Membership until the next election.

Article VI Amendments

- A.** The Constitution and/or By-Laws may be amended or revised by a **two-thirds** majority vote of those present at any General Meeting, provided notice of the proposed amendment or revision has been given at the preceding General Meeting or 30 days before the vote is taken via email or publishing 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, Board Members, Interest Group Chairs should have moderate knowledge of computer technology and must have access to computer & printer, must be able to send group emails.

By-laws are following:

Friends and Newcomers Club

By-laws

Approved **September 20, 2018** Effective **September 20, 2018**

Article I

Duties of the 5 Board Officers (Executive Committee)

A. President

1. Shall preside at all General Meetings, Board Meetings and any emergency Board or Executive Comm. Meetings.
2. Shall meet with the Executive Committee to appoint the Standing Committee Chairpersons.
3. Shall serve as honorary member of all committees except the nominating committee.
4. Shall instruct the Vice President/Membership to e-mail and call membership to report any important announcements between General Meetings.
5. Shall appoint a Chairperson and then ask for 2 – 3 volunteers to plan any major event. Major events might be a fall picnic, Christmas lunch or dinner, Valentine Day party and the Annual Spring Fling in May.
6. Shall make members' announcements at the General Meetings. These announcements need to be given to the President prior to the beginning of the General Meeting.
7. Shall ask for three volunteers for a By-laws Committee in January to review the By-laws. Any changes or revisions shall be approved by the Board, presented to the membership at a General Meeting and voted on at the next General Meeting with an effective date stated.
8. In the event of Co-Presidents, all responsibilities accorded the President in these documents shall apply to both.
9. Shall write a monthly article for the Newsletter and help proofread any minutes and the monthly Newsletter.

B. Vice-President/Membership

1. Shall preside in the absence of the President.
2. 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 for the Friends and Newcomers Club on publicity releases, flyers, website, club newsletter, etc.
3. Shall give prospective members information on the club, meeting times, address, directions and inviting them to join.
4. Shall introduce all guests at the General Meeting. Shall contact guests and new members with a follow-up phone call to address any questions.
5. Shall provide each guest with a membership application and invite the guest to join the Friends and Newcomers Club. When a guest joins, she shall receive a complete Members Directory. The picture and personal information will be published in the next Newcomers Newsletter so that it may be added to everyone's Members Directory.
6. Shall provide new membership information to the President, Directory Chair, and the Newsletter Editor. She will also notify any Interest Group Chair for any group the new member circles on her application.
7. Shall keep an up-to-date membership listing, including when they joined the club. Original applications will be retained indefinitely in the archives box.
8. Shall provide new member information to the Newsletter Editor and help proofread the Newsletter.

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C. Secretary

1. Shall record, maintain and email the minutes of the Board of Directors meetings and Executive Committee meetings to all Board members and any general members that request them. The minutes of the General Meetings will be emailed to all members and must have access to computer and printer.
2. Shall handle the club correspondence.
3. Shall send a thank you to each speaker within two (2) weeks after a presentation.
4. Shall provide nametags at each General Meeting.

D. Treasurer

1. Shall pay all bills within 15 days and they must be accompanied with the expense voucher and the receipt.
2. Shall provide a financial report at each General Meeting and shall keep and store financial records and keep all reports.
3. Shall receive and record new membership dues at each General Meeting and collect annual dues at the April and May General Meetings or by mail.
4. Shall submit her books for a review by two members of the Board of Directors, selected by the President, at the end of the club year. In June shall assist the President to develop a yearly suggested budget for board approval.
5. Shall accept any donations to the club and accept any money from fund raising events to be deposited in the petty cash fund. They must be accompanied with the Fund Voucher.

E. Ex-Officio/Parliamentarian

1. The Ex-Officio should be a previous past president with knowledge of past club history and is chosen by the President that she will serve under.
2. Shall fill in for Chaplain in the event of her absence. Also, collect the 50/50 drawing money and donations, draw the winning name and keep track of the money .
3. Shall be versed in Parliamentary Practice and Robert's Rules of Order and notify newspaper of general meetings and events.

Article II

Standing Committees and Duties(Also Board Members)

A. Chaplain Chairperson

1. Shall be responsible for opening each General Meeting with a two - three minute inspirational moment.
2. Shall keep the club's archives records, articles, and past year's minutes, etc.
3. Shall give thanks before lunch meals that she attends

B. Club Directory Chairperson

1. Shall compile information necessary for publication in the annual 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 the Membership Chairman to give to new members.
3. Shall take a picture of a new member to include in the next directory and to be printed in the next Newsletter.

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C. Newsletter Editor/Chairperson

1. Shall be responsible for publishing the monthly Newsletter. This Newsletter should contain all pertinent information concerning the club and its members, including new information and picture.
2. Shall provide a final version of the Newsletter for distribution to all members or by email.
3. Any submissions for the newsletter shall be sent to the Editor by the Monday following the General Meeting.
4. The Newsletter Editor has the option to change, reduce or add to any articles and determine these as space permits.

D. Program Chairperson

1. Shall plan and schedule Programs for the September through May General Meetings and present the list to the Board for approval at the August Board Meeting. The Program list shall be published on the club's Facebook page, in the Directory and in the Club's Newsletters.
2. Shall remind speakers a month before they are due to speak, verify what time and how long they will speak a few days before the General Meeting, greet speakers arriving at the General Meeting and help set up for the programs.
3. Shall introduce the speakers and/or programs and keep the time clock. Programs are limited to 30 minutes. Shall present speaker with a thank you gift.

E. Facebook Chairperson

1. Shall coordinate the Facebook information in a timely manner.
2. Shall up-date the Facebook page with club information, such as the Interest Group calendar, programs, etc.

F. Community Effort Chairperson

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

G. Friendship Chairperson

1. Shall refer to member's personal concerns and celebrations as "Friendship News" when sending e-mails to membership.
2. Shall maintain an up-to-date membership list and send out e-mails informing members of any news concerning members. Chairperson shall first notify the President and Board by email in the event of a member's situation.
3. Shall also send out greeting cards and keep a log regarding cards mailed, to whom and reason sent.
4. Shall coordinate with the secretary and treasurer to send flowers or a donation for any deceased member or household member. The Board and the budget will determine the amount of donation or flowers. Shall keep a list during the year of the names of deceased members.
5. Shall appoint an assistant who will put together and keep a list of volunteer members, known as "Angels", who will prepare or buy a meal (as a group or individually) and/or provide transportation to medical appointments for any member who is **temporarily** housebound due to illness or accident.

H. Website Designer

1. Shall update the website monthly with club information, such as calendar, meetings, programs, etc.

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Article III Interest Groups

1. Each Interest Group must have a Chairman to function.
2. The Interest Group Chairman is responsible to make sure the participants are active (paid) members or a guest. The exception being anyone playing at the Gillespie Senior Center. They do not have to be a Friends and Newcomers Club member to play there.
3. Chairman shall write a description of her group for the September directory and is welcome to put articles or pictures in any Newsletter, subject to editing.
4. Should the Interest group Chairman step down, it is her duty to first find a replacement for the Interest Group.
5. New Interest Groups may be formed with Board permission and they must have a Chairman.
6. Each Interest Chairman will have a sign up sheet for her group at each General Meeting.
7. Interest Chairman is responsible to send out an email reminder (or call) a few days before a group meeting.

Article IV STANDING RULES

1. The club's fiscal year shall be June 1 through May 31.
2. The By-laws should be reviewed annually. These are the Policies and Procedures of the club and often need to be changed or updated due to changing circumstances.
3. Bills should be submitted to the Treasurer for payment within 15 days of receipt or payment of the bill and include the **Expense Voucher** with original receipts attached. Bills incurred during the month of May must be submitted to the Treasurer by May 31.
4. All monies collected should be turned in to the Treasurer immediately with the completed **Funds Collected Voucher**. The 50/50 money and charity donations are kept separate by the Ex-Officio.
5. All non-budgeted expenditures of \$15.00 or more shall be made only after the approval of the President or the Treasurer. Major events may be given money that the Board deems available to spend on the event.
6. At the March Board Meeting the Board will decide the amount of money (if any) available for one year-end charity donation and announce the amount available at the March General Meeting. Recommendations for any charitable donation must be submitted in writing to the President no later than the April General Meeting. The charity must be an established non-profit organization. The vote for the donation to a local charity will be held at the May General Meeting. Club sponsored donations are to be paid by May 31. This is not to be construed as an endorsement of any charity. Donations are only done if the budget allows.
7. At the May General Meeting or event, a past President shall be charged with the responsibility of acknowledging the old Board and installing the new Board.

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- 8.** The President shall insure that the current location for the General Meeting is secured for the following year prior to the March General Meeting. If it is deemed by the membership that a new meeting place should be designated, a committee will be formed in March to investigate other meeting places and bring suggestions to the April Board Meeting for approval and announced at the April General Meeting if possible.
- 9.** Anyone inviting a potential member to a General Meeting should inform the Membership Chairman ASAP so club information can be sent or provided ahead of time, if possible. Potential guests are always welcome.
- 10.** Members shall notify the Club Membership Chairman who will notify the Newsletter Editor if they have a change of address, phone number, e-mail or any correction to be put in the next Newsletter so members can update their Directory. Members are encouraged to make these changes in their own Directory.
- 11.** 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. New members must sign and date a waiver on the membership form. Current members must sign and date the waiver form yearly. These waivers are kept on file with the Membership Chair.
- 12.** The Ex-Officio is a recent past President, is a voting member of the Executive Committee and has no term limit. An Ex-Officio serves on the board "by reason of their office" and is appointed by the President elect that she will serve under.
- 13. Robert's Rules of Order** shall govern in all matters not covered by the By-laws as long as they are not inconsistent with the Club's By-laws.
- 14.** 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 current President.