

# High Point Newcomers Club

Approved April 12, 2022 Effective April 12, 2022

## CONSTITUTION

### Article I Name and Purpose

- A. The name of this social organization shall be the High Point Newcomers Club.
- B. The purpose shall be to provide means for Newcomers 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 resident of the city of High Point and the surrounding areas.
- B. All members shall complete a membership form yearly.
- C. Regular membership is for 6 years from the year the member joined after which time Alumna status will be achieved in honor of long-term membership. Alumna status will be recognized at the beginning of the Club year. All current Alumnae will retain their Alumna status.
- D. All members, including new members and alumnae, are invited and encouraged to participate in any activity or volunteer for leadership roles.
- E. Prospective members may attend one General Meeting. They may attend any, and all, Interest Groups before the next General Meeting. They will be responsible for any fees/costs involved at any of these gatherings.
- F. The club's membership dues will be reviewed yearly by the Board of Directors at the March Board Meeting. Any changes will be presented and voted on by the membership at the March General Meeting
- G. Dues for the coming year will be collected at the April and May General Meetings. New members joining from February on will pay a discounted rate determined by the Board. Members who have not paid their dues by May 31 may miss the Members Directory deadline and may not have their information in the new September Members Directory. Those paying dues after the Members Directory is completed will have their information added to the Members Directory via the next published Newsletter.

### Article III Officers and Board of Directors

- A. Elected officers shall be the President, President-Elect, First Vice President/Special Interests, Second 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 ASAP to board members and then to the full membership.
- B. The Board of Directors (Board) shall consist of the elected officers and the Chairperson(s)/Coordinator(s) of each Standing Committee.
- C. The Board shall meet the first Tuesday of the months August through June, unless otherwise stated by the President. All Board Meetings will be open to any club member.
- D. Five Board Members shall comprise a quorum at any Board Meeting. Four Executive Officers shall comprise a quorum at an Emergency Executive Committee meeting.

E. All Officers, Standing Committee and Major Events Chairpersons shall pass along one written copy of their annual report to the President and one to their successors by the June Board Meeting.

F. Any resignation by a Board Member must be submitted in writing to the Board of Directors with the effective resignation date stated.

G. Should the President be unable to preside at a meeting, the President would arrange for the meeting to be conducted by the President-Elect, First Vice-President or Ex-Officio.

## **Article IV Meetings**

A. General Meetings shall be held on the second Tuesday of each month, September 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. Notification will be by 8:30 AM on the day of the meeting and will be done by e-mail.

## **Article V Election of Officers and Voting**

A. All members in good standing, both regular and alumnae, are eligible and encouraged to hold office.

B. At the January Board meeting, the President will ask for two volunteers for the five-member Nominating Committee. At the January General Meeting three additional member volunteers will be asked 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. Notice will be given to all members to notify the committee of their interest in serving as an elected officer.

D. 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.

E. The Nominating Committee shall present the slate of nominees at the March Board Meeting and at the March General Meeting.

F. The election of officers shall take place in April by written ballot plus absentee ballots 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 including all absentee ballots.

G. Absentee ballots can be obtained from the Secretary and must be returned to the Secretary by the Monday before the April General Meeting.

H. Officers will be installed and take office at the May General Meeting.

I. If a vacancy in office, including President, occurs, the Board of Directors may appoint a qualified member to serve in that position for the duration of the term.

## **Article VI Amendments**

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.

# High Point Newcomers Club By-Laws

## Article I Duties of the Officers

### A. President

1. Shall preside at all General Meetings and Board Meetings and at any emergency Board or Executive 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 sign a bank signature card so she is able to sign checks in the absence of the Treasurer.
5. Shall notify Friendship Chair or Directory Chair to e-mail or call membership for any important announcements between General Meetings.
6. Shall make members' announcements at the General Meetings. These announcements must be written and submitted to the President prior to the beginning of the General Meeting.
7. At the January Board meeting, the President shall ask for two volunteers for the five-member Nominating Committee. At the January General Meeting, three additional member volunteers will be asked to serve on the Nominating Committee.
8. Shall name a By-laws Committee of at least three 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.
9. 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 to the April General Meeting for a vote by those members present.
10. Shall appoint two Board Members to perform an informal review of financial records after May 31 and report at the August Board Meeting.
11. In June, the incoming President, the outgoing and incoming Treasurers, and at least two additional members shall develop next year's budget and present it to the Board for approval at the August Board Meeting.
12. Shall keep the Club's archives boxes and forward to the incoming President by the end June.
13. Shall keep an inventory list of club materials and where they are located.

### B. President-Elect

1. Shall officiate for the President in her absence.
2. Shall obtain contact information from the Second Vice-President/Membership for all visitors who did not join the club and make a follow-up contact.
3. Shall arrange Alumnae luncheon.
4. Shall be responsible to ensure the general public is aware of the High Point Newcomers Club by providing information to the area Chambers of Commerce, newspapers, and other outlets as appropriate.

### **C. First Vice-President/Special Interest Groups**

1. Shall coordinate each Special Interest Group and inform the Chairperson of their responsibilities.
2. Shall insure that each Special Interest Group Chairperson provides a sign-up sheet at the General Meetings from 10:00 am – Noon.
3. Shall collect details from each Special Interest Group by each General Meeting for the following month and give to the Newsletter Editor for publication in the next Newsletter.
4. Shall officiate for President in her absence.

### **D. Second Vice-President/Membership**

1. Shall promote and encourage membership in the High Point Newcomers Club. The Chair's name and contact information will appear as the point of contact for the High Point Newcomers on the website.
2. Shall give prospective members information on the club, meeting times, address and directions and invite them to visit.
3. Shall provide meeting escorts for visitors and new members to orient them to Newcomer activities.
4. Shall introduce all visitors and new members at the General Meeting. Shall contact new members with a follow-up phone call to address any questions.
5. Shall provide each visitor with a membership application and invite the visitor to join the Newcomers Club. When a visitor joins, s/he shall receive a complete Members Directory and have a picture taken. 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 contact information of all visitors who do not join to the President-Elect for further contact.
7. Shall receive paid membership applications from the Treasurer as received. Shall provide membership information to the President; Attendance Coordinator; Directory and Friendship Chairpersons; and the Newsletter Editor.
8. Shall keep an up-to-date membership listing, including date joined the club. Original applications will be retained until publication of the Members Directory the following year.

### **E. Corresponding/Recording Secretary**

1. Shall record, maintain and distribute the minutes of the Board of Directors meetings to all Board members and any general members that request them within one week of the meeting.
2. Shall record and maintain the minutes of all General Meetings which will be distributed to all members within one week of the meeting.
3. Shall handle the club correspondence.
4. Shall prepare, provide and collect absentee ballots.

### **F. Treasurer**

1. Shall collect all monies due and make deposits in the Newcomers Club's bank account.
2. Shall sign checks and pay all bills within 30 days.
3. Shall provide a financial report at each Board and General Meeting and shall keep and store financial records and reports for the seven previous years.

4. Shall receive new membership money at each General Meeting and collect annual dues at the April and May General Meetings or by mail.
5. Shall submit the books for an informal review by two members of the Board of Directors, selected by the President, at the end of the club year.
6. Shall serve on the budget committee.

## **Article II Standing Committees and Duties**

### **Standing Committees are:**

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| <ul style="list-style-type: none"> <li><b>A. Attendance</b></li> <li><b>B. Beverage</b></li> <li><b>C. Chaplain/ Alumnae</b></li> <li><b>D. Decorations/Room Set-Up</b></li> <li><b>E. Directory</b></li> <li><b>F. Ex-Officio/Parliamentarian</b></li> </ul> | <ul style="list-style-type: none"> <li><b>G. Friendship</b></li> <li><b>H. Major Events</b></li> <li><b>I. Newsletter</b></li> <li><b>J. Programs</b></li> <li><b>K. Refreshments</b></li> <li><b>L. Website</b></li> </ul> |
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### **A. Attendance Coordinator**

1. Shall receive and maintain an up-to-date membership list.
2. Shall be responsible for contacting the general membership prior to the General Meeting for the purpose of making reservations, if needed, and getting an estimate of the general attendance.
3. Shall report an approximate number of members planning to attend the General Meeting to the President, Decoration/Set-Up Chairperson and Refreshment Coordinator.

### **B. Beverage Chairperson**

1. Shall provide assorted beverages at the General Meeting at the club's expense.
2. Shall have beverages ready for service by 9:45 AM at the General Meetings.
3. Shall maintain and store the necessary equipment and supplies.

### **C. Chaplain Chairperson**

1. Shall be responsible for opening each General Meeting with an inspirational moment.
2. Shall buy the club's gift for the outgoing President, to be presented at the May General Meeting.

### **D. Decorating/Room Set Up Chairperson**

1. Shall provide the club's table covers and decorations, if any, for the General Meeting tables and have the tables ready by 9:30 AM.
2. Shall clear tables after the meeting and shall launder and store tablecloths and table decorations.
3. Shall submit a list of supplies/decorations by the June Board Meeting.

## E. Directory Chairperson

1. Shall compile information necessary for publication in the annual Members Directory and shall have the Directory printed, compiled and ready for distribution to all paid members at the September General Meeting.
2. Shall maintain an up-to-date membership listing, including date joined the club.
3. Shall maintain an up-to-date email contact file.
4. Shall be responsible for emailing the Newsletter and club information/notifications to the general membership as necessary.

## F. Ex-Officio/Parliamentarian

1. The Ex-Officio should be a past president (if possible).
2. Shall be a resource to the current Board.
3. Shall arrange for greeters for each General Meeting. Greeters will stand at the entrance to welcome guests, visitors and new members, and introduce them to the Membership Chair.
4. Shall fill in for Chaplain in the event of her absence.
5. Shall be versed in Parliamentary Practice and furnish such information to any member who desires it from Robert's Rules of Order.

## G. Friendship Chairperson

1. Shall maintain an up-to-date membership list. Chairperson shall notify the general membership by email in the event of a member's illness, hospitalization or death. Members' personal concerns and celebrations will be referred to as "**Newcomers Friendship News**" when sending e-mails to membership.
2. Chairperson will send acknowledgements and keep a log regarding cards mailed, to whom and reason sent.
3. Shall coordinate with the secretary and treasurer to make a donation for any deceased member or household member. The Board and the budget will determine the amount of donation. Shall keep a list during the year of the names of deceased members.
4. Shall appoint a coordinator to maintain a list of volunteers known as "Angels". The coordinator will organize/communicate to those members from the list of volunteers who are able to commit at the time of need. Duties could entail any of the following: prepare or purchase a meal(s) (as an individual or group), and/or provide transportation to medical appointments for any member who is **temporarily** housebound due to illness or accident. If the needs are unable to be fulfilled, the volunteer "Angels" are under no obligation to provide assistance.

## H. Major Events Coordinator

1. Shall solicit volunteers from the General Membership to work on a committee for each Major Event as needed.
2. Shall help with the direction of the committee and its members in determining responsibilities, deadlines and budgets.
3. Shall give guidance with possible Major Event locations, rental prices, and caterers when needed.
4. Shall oversee the monies collected and spending of funds to ensure the budget is maintained and the proper vouchers are completed.
5. Shall oversee the progress of each major event committee and act as liaison to the Board.
6. Shall maintain a list, if committee members choose to contact businesses for prizes and contributions, (or make a note if they refused to donate), so they are not solicited more than once a year.

7. Shall create and keep Major Event reports in a separate notebook for future reference. A copy of each report is also to be given to the President.

8. Shall coordinate all paper/plastic products with the Refreshment Coordinator.

### **I. 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.

2. Shall communicate to the members the format and deadlines for information to be included.

3. Shall provide a final version of the Newsletter by the 28<sup>th</sup> of the month for distribution to all members via their e-mail address or postal mail to those without e-mail.

### **J. Program Chairperson**

1. Shall plan and schedule Programs, as needed, for the September-to-May General Meetings and present a proposed list to the Board for approval at the August Board Meeting. The Program list shall be published in the Newsletter and on the Website in three-month increments.

2. Shall remind speakers a month before they are due to speak, invite them for meeting refreshments, and greet speakers 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.

4. Shall send a thank you to each speaker within two (2) weeks of a presentation.

### **K. Refreshments Coordinator**

1. Shall plan for and solicit members to provide refreshments for the General Meetings as needed.

2. Shall oversee the refreshments at the General Meeting.

3. Shall coordinate with the Beverage Chairperson for each General Meeting.

4. Shall keep a list of all paper/plastic supplies for the Club to be sure supplies are replaced in a timely manner.

### **L. Website Coordinator**

1. Shall coordinate the website with the website designer each year.

2. Shall up-date the website monthly with club information, such as the calendar, meeting program, refreshments, etc.

## **Article III Standing Rules**

1. The club's fiscal year shall be June 1 through May 31.

2. New Special Interest Groups may be formed with the approval of the Board of Directors, to reflect the interests of the club. There must be a chairperson for any new Interest Group wishing to form.

3. Chairpersons shall provide activity information to the First Vice-President/Special Interest no later than the Friday after the General Meeting.

4. Any member submitting information to the Newsletter shall observe the deadline of the Friday after the General Meeting.
5. 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.
6. 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.
7. All monies collected should be turned in to the Treasurer in a timely manner with the completed **Funds Collected Voucher**.
8. All non-budgeted expenditures of \$25 or more shall be made only after the approval of the President or the Treasurer.
9. If the budget allows, at the March Board Meeting the Board will decide the amount of money available for the year-end charity donation(s) and announce it at the March General Meeting. Recommendations for any charitable donation(s) must be submitted in writing to the President no later than the April General Meeting. The charity(s) must be an established non-profit organization. The vote for the donation(s) will be held at the May General Meeting. Donations are to be paid by May 31. This is not to be construed as an endorsement of any charity.
10. A past President shall be charged with the responsibility of acknowledging the old Board and installing the new Board at the May General Meeting.
11. 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 to the April General Meeting for a vote by those members present.
12. Past members who rejoin will have their previous years in the club added to the total "years in the club" to determine when alumna status is reached.
13. Anyone inviting a visitor or guest to a General Meeting should inform the Membership Chairman ASAP.
14. Members shall notify the Members Directory Chairperson 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.
15. The High Point Newcomers Club endorses no business, charity or political candidate. Our Membership directory is only for club business and friendly contact between our members. Our By-laws prohibit using the directory for commercial enterprise or by political or religious groups.
16. The High Point Newcomers Club does not have liability insurance of any kind. Therefore, this club is not responsible for damages or injuries incurred while participating in any of the Club's activities. Members must sign a waiver yearly, as part of the membership form.
17. **Robert's Rules of Order** shall govern in all matters not covered by the By-laws.

*These High Point Newcomers Club's Constitution and By-Laws revisions were presented to the Board at the March 1, 2022, Board Meeting and presented to the General Membership at the March 8, 2022, General Meeting with voting at the April 12, 2022, General Meeting. All revisions will be effective April 12, 2022.*