

Newcomers Welcome Club By-laws

Reviewed and approved May 14, 2015

NAME: The Newcomers Welcome Club of Lake Oswego, West Linn, and Surrounding Areas – Making Friends and Helping Others. The name of the club shall not be used by any member for purposes other than those stipulated in the Purpose, consistent with the Objectives, and approved by the Board.

PURPOSE: The Newcomers Welcome Club is organized as a social network to ease the transition for newcomers moving into the area as well as others seeking new friends and experiences. The Club is also organized for charitable, educational, and social causes, including the making of contributions to charitable organizations and activities, and/or community, civic and service projects.

OBJECTIVES: a) To provide an immediate opportunity for members to become acquainted with others in the community and/or neighborhood, with multiple activity groups to foster new friendships. b) to provide an atmosphere of friendliness, goodwill and helpful information for club members in the local community. c) to promote charitable and civic causes, either locally or nationally.

Article I

POLICY OF NON-DISCRIMINATION: The Newcomers Welcome Club shall not discriminate against either prospective or current members because of race, color, creed, national origin, sex, income status, marital status, sexual orientation, educational background, or any other factor. The Club shall not hold regular meetings or special events in any establishment which will not admit persons because of any of the above characteristics. The Club shall be nonpartisan, nonsectarian and sponsor no legislative activities.

Article II

Active membership in the Newcomers Welcome Club is not limited. Board membership for elected and non-elected officers shall consist of a two (2) year term with the option of extending Board membership for a second term. Board members may extend their membership beyond two terms in different positions, if no member is available to take on a Board role.

Two-year terms of office shall be staggered for elected officers pursuant to the following: President, First Vice-President, Recording Secretary, shall be replaced on the same election year.

Second Vice-President, Treasurer and Membership Secretary/Data Base Manager shall be replaced at the next year's election.

Membership is open to all adult members of households in the communities of Lake Oswego, West Linn, and surrounding communities. All club members must agree to abide by the Bylaws as well as the rules and regulations of the Newcomers Welcome Club. Spouses of Active Members are welcome to participate in activities as Associate Members. Associate Members are not eligible to serve on the Board or have voting privileges.

Article III

ANY MEMBER may voluntarily resign from the club. However, in considering the expulsion of any member, the officers and members of the Club must not take any action that could bring about allegations of discrimination, slander or other actions that might be considered derogatory to the member, and such actions shall be handled on a confidential basis.

Article IV

THE ANNUAL DUES shall be established and approved by the Board and are due and payable on September 1st of each year. Each member is to be given a period of thirty (30) days in which to pay dues and remain in good standing. If these dues are not paid within this period, membership is cancelled. New member dues shall be due on the date of initial enrollment into the Club, and

payable on a pro-rated basis from that date up until September 1st. Membership is required for participation in all club activities or interest groups.

Article V

THE BOARD shall consist of the Elected Officers, Non-elected Officers and the appointed Standing Committee Chairpersons and shall be the governing body of this club. Officers may share their role and Standing Committee positions may be co-chaired.

A. **ELECTED OFFICERS** shall include: President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer, and Membership Secretary/Data Base Manager. Non-elected Officers shall include: Activities Chair, Philanthropy Chair, Newsletter Publishers, Webmaster & Directory Publisher, and Past President Advisors.

These officers shall perform the duties of each office and shall hold office for two years. The two year term will begin upon installation of officers in June of each year.

Two-year terms of office shall be staggered for non-elected officers pursuant to the following: Activities Chair and Newsletter Publisher will coincide with the President's two-year term. Philanthropy Chair, Webmaster and Directory Publisher will coincide with the Second Vice-President's two year term.

When an elected officer is unable to fulfill a term, a new officer may be nominated by the President and approved by the board. Board approval is required to remove any board member.

B. **STANDING COMMITTEE CHAIRPERSONS** are nominated by the nominating committee, approved and appointed by the incumbent board. These shall include: Hospitality Co-Chairs, Luncheon Reservations Co-Chairs, New Member Co-Chairs, Publicity, Heart to Heart, E-Blast Coordinator and Mailing Coordinator. Each shall perform their duties for a year. When a Standing Committee Chairperson is unable to fulfill a term, a new chairperson may be nominated by the President, approved and appointed by the incumbent board.

Article VI

BOARD APPROVAL requires a two-step process. First a quorum (defined to be the presence of more than one-half (1/2) of the total members of the Board) must exist. Each member of the Board is one voting member. However, if an individual holds more than one position on the Board, he or she will be entitled to one vote only, and the total number of voting members so adjusted. Once a quorum is established, Board Approval will be constituted with a two-thirds (2/3) vote of those present.

Article VII

A NOMINATING COMMITTEE shall be appointed by the President and approved by the Board. It shall consist of the First Vice-President who shall serve as the Chair, the Secretary who shall assist in scheduling meetings, the Activities Chair and two (2) others. The Nominating Committee shall establish a slate of nominees to the Executive Committee to be presented to the Board at the April Board meeting for approval. The slate of Executive Committee nominees will then be presented to the general club membership for a vote by simple majority at the May luncheon. Nominations may also be made from the floor at this luncheon. Standing Committee Chairpersons, nominated by the nominating committee, are appointed by the incumbent Board. Installation of the new Elected Officers and Standing Committee Chairpersons will be held at the June Luncheon.

Article VIII

REGULAR BOARD MEETINGS will be held on the first (1st) Thursday of each month, with exceptions approved by the Board. Special Board meetings may also be arranged at the discretion of the President.

Article IX

INTEREST ACTIVITY GROUPS are available to all members. Membership in the activity group does not require additional dues or fees, unless the activity group has requested and received permission from the Board to collect additional funds. Members may elect to present a speaker or event; fees may be collected to support that event. In activities in which the number of participants is limited a waiting list of new members shall be formed. The Activities Chair shall be responsible for aiding in the formation of a new group.

Article X

REGULAR LUNCHEON MEETINGS of the club shall occur on the second (2nd) Thursday of each month, with exceptions approved by the Board. Each member shall be held responsible for his/her reservation made for any luncheon unless said reservation is cancelled at least three (3) days prior to said function. No further luncheon reservations by a club member will be accepted until payment is received for the non-cancelled reservation.

Article XI

There shall be **PHILANTHROPIC PROJECTS** with annual recipient selection to be determined from a list of three (3) charities prepared by the Philanthropic Chairs and suggestions from the general membership. The list shall be approved by the Board at or before the May Board meeting and presented to Club members attending the May luncheon. Those present at the May luncheon meeting shall select one (1) charity from the list whose name will be announced at the May meeting and publicized to the entire membership through the newsletter. A representative from the selected charity shall be introduced to membership at one of the fall luncheon meetings. Philanthropic Projects to benefit the charity shall take place from June 1st through May 31st. Net proceeds of these fundraising activities shall be presented to the charity at the June luncheon. All philanthropic funds will be deposited and disbursed through the Newcomers Welcome Club treasury.

Article XII

A FINANCE COMMITTEE shall be appointed by the President and approved by the Board at the March Board Meeting. It shall consist of the Treasurer as chairperson and two (2) other Board Members. The committee shall present a proposed annual budget to the Board for approval at the May Board meeting. The Board shall approve any expenditure exceeding the budget and any donation or gift over \$100.00 made in the name of the Newcomers Welcome Club. It is strongly recommended that any expenditure exceeding \$250.00 have two signatures: Treasurer and President or Past President Advisor.

Article XIII

All funds received or paid for any service must be accounted for. All activity groups with ongoing income and expenses must report financial accounting to the Treasurer in December and June. A review committee comprised of the Outgoing and Incoming Treasurers plus one (1) other Board Member shall perform an annual review after the close of the fiscal year which will be submitted to the Board for approval at the September Board meeting. The close of the fiscal year will be June 30. In order to close the fiscal year (defined as July 1 to June 30), all bills must be submitted to the Treasurer by June 15. The profits of the Club must be used for charitable projects and not for the benefit of any individual.

Article XIV

EVERY CONTRACT ENTERED INTO by the Club (i.e. printing, restaurants for luncheons, hotel/golf clubs for annual auction, etc.) must be signed by an officer, including their title. No contract may be entered into without prior approval by the Board.

Article XV

Newcomers Welcome Club Bylaws shall be reviewed every five (5) years by a committee appointed by the President and any revisions are to be approved by the outgoing Board prior to the June installation of the incoming Board. Bylaw revisions should be presented and voted on by the general membership at its annual May meeting. A copy of the Bylaws is to be included in each

Club Directory. Further, the first page of said directory should state that: "This directory is for the personal use of Club members only; release to non-members is not permitted. In fairness to all, members are not to solicit their business products or services through use of this directory." Any violation of this rule by a member subjects him/her to possible expulsion.

Article XVI

Newcomers Welcome Club Bylaws shall be the governing authority.