

CONSTITUTION

BY-LAWS

JOB DESCRIPTIONS

(rev. March 2011)

Club Constitution

Article I: Name

The name of the Club will be NEWCOMERS CLUB OF GREATER GREENVILLE, INC. (NCGG)

Article II: Mission

The mission of this Club is:

- To stimulate new associations and friendships through shared activities
- To help newcomers to Greenville identify with their community
- To promote interest in cultural and service programs
- **To undertake and promote charitable and humanitarian projects within our community**
- To have fun

Article III: Membership

All new persons of Greater Greenville may join during their first two years of residency. To be a new resident requires a move of at least 35 miles. Membership is open to all persons **and spouses/significant others** regardless of race, creed, religion or sex.

Active members will be eligible for full membership for five consecutive Club years (a maximum of five Club years and five months if members originally joined between January 1 and May 31) and considered active members.

In order to contribute to the good of the organization, active members are encouraged to serve on at least one committee during their five years of active membership.

After five Club years, members will become Associate Members. **Associate members may not serve on the Board, but may vote and participate in all activities and other Club programs. An Associate Member may serve as a Chairperson or Co-chairperson of an interest/activity group and may also serve on committees.**

Activities of the Club are open to all active and associate members in good standing. One who is current with dues is considered to be in good standing. Guests must be prospective members, house guests or family members.

Article IV: Dues

Any prospective member will have the privilege of attending two events of the Club. Dues become payable when a prospective member attends a third event.

Annual dues include spouse/significant other.

One paid Club membership entitles the member residence to one Club Directory and Directory Supplement annually and one Club Newsletter monthly.

Dues become delinquent after May 31. After June 30, members in arrears will be dropped from the mailing list, the Directory and Club Membership. Reinstatement may be made with payment of back dues during the first two years of membership lapse.

Annual dues, as set by the Executive Board, are payable no later than May 31 for the ensuing twelve months. A member joining between January 1 and April 30 will pay one-half the annual dues, which will cover dues through May 31 of that year. **The Executive Board will establish any late fees for delinquent dues.**

Dues are non-refundable.

Article V: Officers

The Executive Board includes the following officers:

President

First Vice President – Membership

Second Vice President – Activities

Third Vice President – Programs

Fourth Vice President – Fundraising

Treasurer

Recording Secretary

President Emeritus

They will perform the duties usually required of such officers and will hold office for one year. No officer will serve more than one full term in any office, unless filling an unexpired term.

Article VI: Parliamentary Authority

The rules contained in Robert's Rules of Order will govern the Club in all cases in which they are applicable and where they are not inconsistent with the Club's By-Laws.

Article VII: Revisions

The By-Laws, Constitution and Job Descriptions will be reviewed no later than January 31 in odd-numbered years, by a committee appointed by the President and chaired by the President Emeritus. Recommendations for changes will be presented to the Executive Board for approval. Upon Executive Board approval, proposed changes will be published in the Newsletter and then voted upon at the following General Meeting.

By-Laws

Article I: Election of Officers

At the January Board Meeting, the President will present, to the General Board for approval, a nominating committee of five people, chaired by the President Emeritus and the remaining members chosen from the Club membership at large. Members agreeing to be on the Nominating Committee will be made aware that they cannot be on the upcoming Executive Board. The President will not serve on this Committee in any capacity. The Committee will be announced at the January General Meeting. At the January General Meeting, the general membership will be given the opportunity to fill out and submit names of members for consideration on a Nomination Suggestion Form. The Nominating Committee will review and consider those submissions in selecting the nominees.

The Nominating Committee will select at least one nominee for each executive office, after receiving permission from the nominee. Any nominee not selected **MUST** be notified and thanked for their interest prior to the February Board Meeting.

The Nominating Committee chairperson will give a written report to the General Board at the February Board Meeting. The report will be presented at the February General Meeting. Any additional nominations will be taken from the floor at that time with the prior consent of the nominees, after which the nominations will be closed.

Nominations will be listed in the April Newsletter. Voting will be held at the April General Meeting with a written ballot to be used when more than one nominee is proposed for an office. Three tellers, not members of the Nominating Committee and appointed by its Chairperson, will count the ballots. The Chairperson of the Nominating Committee will announce winning candidates.

Only members present may vote. A plurality vote wins. New officers will be installed at the May General Meeting.

A vacancy in any executive office will be filled by a majority vote of Active members present at the next General Meeting following the vacancy. The First Vice President will automatically fill the office of President for the remainder of the term.

Article II: Standing Committees

- A. Hospitality
- B. Technology**
- C. Education
- D. Historian
- E. Newsletter Editor
- F. Newsletter Advertising and Distribution
- G. Philanthropic
- H. Publicity
- I. Correspondence

The President with the approval of the Executive Board will appoint Standing Committee Chairpersons. Standing Committee Chairpersons then will be members of the General Board. **Standing Committee Chairpersons are encouraged to create committees to promote membership involvement and facilitate the fulfillment of the mission of the organization.**

Article III: Executive Board

The Executive Board consists of the President, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Recording Secretary, Treasurer and President Emeritus.

The Executive Board may conduct voting electronically when necessary. Any electronic vote will be included as an addendum to the Executive Board Meeting minutes.

Article IV: General Board

The governing body of the Club includes the Executive Board and the Standing Committee Chairpersons, which makes up the General Board. The General Board will meet monthly to coordinate the activities of the Club. Each Board position has one vote. When a member is unable to attend a General Board Meeting, he or she must submit a report to the President prior to the meeting.

A member who wishes to have an item placed on the agenda for a meeting of the General Board must submit a request for consideration, in writing, to the President, at least three days prior to the scheduled meeting.

A joint meeting of the outgoing and incoming Boards shall be held at the regularly scheduled May General Board Meeting.

Any expenditures over \$200 approved by the Board, but not included in the operating budget, must be published in the newsletter or on the website, then voted on at the next General Meeting.

The outgoing General Board must leave a minimum balance of \$5,000 in the Club Treasury.

The General Board may conduct voting electronically when necessary. Any electronic vote will be included as an addendum to the General Board Meeting minutes.

Article V: Social Responsibility

When advance payment is required for an event, any member who cancels after the reservation deadline remains obligated for payment unless replaced by another member.

In an effort to ensure the safety and enjoyment of our Club members at all of our events, each Club member who participates in a Club activity does so at his/her own risk. It is expected that all Club members and their guests will act responsibly in their consumption of alcohol and will either assign a designated driver or make other transportation arrangements when needed. Newcomers Club of Greater Greenville will not be held liable for any injuries which may occur as a result and each Club member and guest expressly holds the Club harmless and shall indemnify same from all damages, claims, expenses, of any nature caused as a result of acts by said Club member and guest.

Article VI: General Meetings

General Meetings will normally be held the third Tuesday of each month. Exceptions may be made during months where the Third Vice President has scheduled a program, which may substitute for the monthly general meeting. No activity is to be scheduled to conflict with a General Meeting or Program.

A member who wishes to have an item placed on the agenda for a General Meeting must submit a request for consideration, in writing, to the President, at least three days prior to the scheduled meeting.

In an emergency or inclement weather, The Executive Board may change or cancel the General Meeting, provided that the change or cancellation is published on the Newcomers' website, message board and via e-mail. It is each member's responsibility to check one of these sources.

General Board Members are expected to attend each General Meeting. If unable to attend, the member is **required** to contact the President and provide a report if needed.

Article VII: Committees

The Executive Board may form other Committees and appoint chairpersons, which it finds necessary to direct the various activities of the Club in the fulfillment of its mission.

The President will be an ex-officio member of all Committees except the Nominating Committee.

The work of the Standing Committees will be planned and presented to the General Board for approval before action is taken. A Standing Committee Chairperson may serve in the same capacity for only one year, except in cases where the position requires special needs and/or equipment, i.e. Newsletter Editor or in the absence of an available successor, then the term limit may be waived at the discretion of the President.

Article VIII: Resolutions

Any resolution or motion to commit the Club in any matter will be first submitted to and approved by the Executive Board. The membership will be notified of the Board's action in the

next newsletter. The resolution or motion will be presented for discussion and voted upon at the next General Meeting.

Article IX: Method of Voting

A majority voice vote of those members who are in good standing will determine any business requiring a vote, excepting the election of officers. Refer to Article I, under By-Laws, for the Election of Officers.

In an emergency, the Executive Board may call for a special vote of membership through the Newsletter, website or e-mail, with an absentee ballot allowed. To be valid, an absentee ballot must be written, titled "Absentee Ballot," and signed by the member, who assumes full responsibility for its delivery to the President or First Vice President no later than the Tuesday before the General Meeting. When the vote is taken, a valid absentee ballot cannot be voided or changed under any circumstances.

Article X: Charitable Purpose

No part of the net earning of the Club shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this organization.

No part of the activities of the Club shall be used for propaganda or attempt to influence legislation (including the publishing or distributing of statements) or intervene in any political campaign on behalf of any candidate for public office.

No Club function may be used to promote business activities.

The Directory is not to be used for business direct mail or e-mail.

No Club function or activity may be used to promote personal gain or perceived personal gain.

Members shall not wear nametags or logos displaying business affiliations at any Newcomers events.

Members shall not approach other members, or contact members by phone, mail or e-mail in order to solicit or advertise business, or promote political causes.

Notwithstanding any other provision of this Constitution, the Club shall not conduct any other activities not permitted to be carried on by an association exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Code of 1954 (as amended to date), or by an association, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue code of 1954 (as amended to date).

Article XI: Distribution of Assets Upon Dissolution

Upon dissolution of the Club, the Executive Board shall, after paying or making provision for the payment of all liabilities of the Club, dispose of all assets of the Club exclusively for the purpose of the Club in such manner or to such organizations organized and operated exclusively for charitable, educational purposes as shall at the time qualify as an exempt organization, or organizations, under Section 501 (C) (3) of the Internal Revenue Code of 1954 (as amended to date), as the General Board shall determine. Any such assets not so disposed of shall be disposed of by the Courts of Common Pleas of Greenville County, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

Job Descriptions of Officers and Standing Committee Chairpersons

Responsibility: In April, each General Board Member is responsible for presenting to the President a detailed report (in duplicate) of the year's activities.

President

- Administers the day-to-day operation of the Club
- Presides over Board and General Meetings
- Performs such other duties as may be assigned to the position by the Executive Board or which usually pertains to the office
- Is an ex-officio member of all Committees except the Nominating Committee
- Appoints a member to review the Treasurer's books to be completed by June 30

First Vice-President (Membership):

- Acts in the absence of the President at General or Board Meetings
- Receives names of prospective members and invites them to a Newcomers event
- Processes new member applications
- Attends all General Meetings to greet and introduce new members, guests and prospective members
- Shares all information on new members with the **Technology Chair**, Hospitality Chair, President and Second Vice President
- Maintains/updates membership list and keeps all applications
- Sends newsletters to potential members and sends newsletters and membership directories to new members
- Checks Newcomer's website for potential members and contacts them

Second Vice-President (Activities):

- Organizes interest/activity groups and appoints as chairpersons for each group a member in good standing. Each activity shall be self-supporting and the Club Treasury will not be used to remunerate any activity.
- Reports to the Board monthly on the current status of interest/activity group
- Is responsible for collecting information about activities and insuring that the Chairpersons send information to the Newsletter Editor through July's newsletter
- **Instructs Activity Chairpersons to clear scheduling of any proposed events through her/him before planning and/or publicizing an event**
- Presents to the Board for approval all new activities
- Encourages committee chairperson turnover after two years
- Chairs a committee to coordinate the Kick-Off Coffee

Third Vice-President (Programs):

- Plans and coordinates a minimum of four programs for the year with a committee, including the Installation of Officers Banquet
- Opens attendance to past Newcomers members and friends, if a program is not fully subscribed to by the general membership

Fourth Vice-President (Fundraising):

- Plans money-making projects and events for the year to enable the Club to carry out philanthropic projects, which are self-supporting and to cover general expenses

- Opens attendance to past Newcomers members and friends if a philanthropic event is not fully subscribed to the general membership

(Note: removed bullet regarding raffle tickets)

Recording Secretary:

- Records minutes at Board Meetings and General Meetings where official business is conducted
- Provides minutes to General Board members for corrections
- Gives corrected minutes to the General Board prior to the next Board Meeting
- Files corrected minutes

Treasurer:

- Chairs a committee consisting of the incoming and outgoing Executive Boards for the purpose of preparing an operating budget for the coming year. The proposed budget is then submitted to the General Board for approval at the August Board Meeting and presented to the general membership for a vote at the August General meeting.
- Submits any expenditure over \$200 (not included in the operating budget) to the general membership for approval in accordance with Article IV
- Receives dues
- Pays bills upon written request, records transactions and is available to reimburse members at Board Meetings
- Presents a Treasurer's Report at Board Meetings and files a written copy with the President each month
- Makes a copy of the Treasurer's Report available at General Meetings

President Emeritus

- Is available to offer advice to the new President
- Acts as Club Parliamentarian
- Advises the Board with regard to Robert's Rules of Order
- Chairs a committee to review the Constitution, By-Laws and Job Descriptions on a biennial basis (in odd-numbered years) in January to be voted on at the March General Meeting
- Chairs the Nominating Committee
- If a vacancy occurs, a past Executive Board Member selected by the current President shall perform the duties of this office.

Standing Committees

Hospitality

- Arranges locations for the General Meetings and coordinates hostesses
- Coordinates with First Vice President (Membership) for New Member Coffees
- Submits monthly articles for Newsletter announcing upcoming Coffees (Meetings) and driving directions

Technology

- **Is responsible for maintaining and updating membership database, website, message board and Club e-mails**
- Coordinates information with First Vice President for Membership

- Generates lists upon request to the Board members and prints labels routinely for the Newsletter mailings
- Keeps official membership list
- Coordinates the compilation and publication of the Directory
- Coordinates the preparation and distribution of supplement to the Directory
- Publishes changes in member information in the newsletter
- E-mails monthly newsletter to members

Corresponding Secretary

- Writes pertinent correspondence and thank-you notes regarding Club business
- Sends cards to members in case of illness, childbirth or death in the immediate family when notified
- Organizes telephone-calling committee to contact all members as needed

Education

- Submits articles in Newsletter to members about various cultural, social and educational opportunities available in Greenville
- Collects pamphlets and other information to be made available at General Meetings

Historian

- Prepares a scrapbook of club and member activities for the outgoing President to be presented at the Kick Off Coffee following the end of her term of office

Newsletter Editor

- Compiles and edits the Newsletter and presents to President and Second V.P. of Activities for proofing and content
- Delivers final copy of Newsletter to the printer

Newsletter Advertising and Distribution

- Coordinates advertisements for the newsletter
- Retrieves newsletters from printer and prepares for mailing to each member. Gives extra copies to the First Vice President

Philanthropic

- Investigates potential charities and submits at least three charities to be considered for support. A committee may be formed to assist in the investigation of these charities, which is then submitted to the General Board for approval and presented to the general membership for final selection.
- Coordinates all philanthropic activities
- Coordinates collection and distribution of donations on an on-going basis

Publicity

- Receives a calendar of events from the Newsletter Editor
- Releases all publicity for social events, special events, and meetings to the media
- Prepares and distributes Newcomers informational brochures