

Club Constitution

Revised 1-2017

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 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 gender.

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 are considered Active Members.

In order to contribute to the good of the organization, Active Members are strongly 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 Club Functions. An Associate Member may serve as a Chairperson or Co-chairperson of an interest/activity group and may also serve on committees.

Club Functions are open to all Active and Associate Members in good standing. A member who is in compliance with By-laws, Constitution and Policies of the Club is considered to be in good standing.

After a majority vote of the Executive Board, a member who is in violation of the By-laws, Constitution or Policies of the Club, will receive written notification from the Executive Board and a date by which to rectify the violations. Failure to comply will result in a terminated Membership.

Article IV: Dues and Financial Transactions

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

Annual dues include spouse/significant other.

One paid Club Membership entitles the member to full access to the Newcomers website.

Annual dues, as set by the Executive Board, are payable no later than May 31 for the ensuing twelve months. Dues become delinquent after May 31. After June 15, Members in arrears will be dropped from Club Membership. Reinstatement may be made with payment of back dues during the first two years of Membership lapse. The Executive Board will establish any late fees for delinquent dues.

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.

Dues are non-refundable.

In the event of a returned check, the Treasurer will notify the appropriate member. The member must reimburse the Club for the outstanding balance plus any associated fees. Failure to comply will result in a terminated Membership.

Article V: Board Members (Executive)

The Executive Board includes the following Board Members:

- President
- First Vice President – Membership
- Second Vice President – Activities
- Third Vice President – Programs and Events
- Fourth Vice President – Fundraising
- Treasurer
- Philanthropy
- Secretary
- Past President

They will perform the duties as given in their job description and will hold office for one year. Unless filling an unexpired term, no Executive Board Member will serve more than one full term in any office. In the absence of a qualified successor, the term limit may be waived at the discretion of the Executive Board.

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 more than once a year but no less than every two years, by a committee appointed by the President and chaired by the Past President. The review will be completed by February 28. Recommendations for changes will be presented to the Board for approval. Upon Board approval, proposed changes will be published to the General Membership and then voted upon at the following General Meeting.

By-Laws

Article I: Election of Board Members

At the January Board Meeting, the President will present to the General Board for approval, a Nominating Committee, chaired by the Past President and four other Members chosen from the Club Membership at large. Members of the Nominating Committee may not be on the upcoming Executive Board. The President will not serve on this Committee in any capacity. After the Nominating Committee is approved, the President will send out an electronic communication to the General Membership to announce the Committee members. With the communication, the President will attach a Nomination Suggestion Form and encourage Members to contact the Nominating Committee with nominations for the Executive Board Members on or before the last day of January. 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 March Board Meeting.

The Nominating Committee chairperson will give written notification of the slate of nominees to the General Board at the March Board Meeting. These nominations will be published to the General membership the same day. The Nominating Committee may then accept nominations for additional candidates who have given their prior consent up until the March function, after which the nominations will be closed.

Nominations will be published to the General Membership and voting will be held the first week of April, with a separate ballot to be used when more than one nominee is proposed for an office. The Chairperson of the Nominating Committee will announce winning candidates.

A plurality vote wins. New Board Members will be installed at the May General Meeting.

If a vacancy in any Executive Office occurs during the year, the Executive Board will hold an emergency Meeting to fill the vacated position. The nominee will be presented to the General Board for approval. If a vacancy in the office of the Past President occurs during the year, the President will appoint a prior President to complete the term.

Article II: Appointed Board Members

- Hospitality
- Technology
- Newsletter Editor
- Publicity and Advertising

The President-Elect will appoint Appointed Board Members. Appointed Board Members then will be Members of the General Board. Appointed Board Members are encouraged to create committees to promote Membership involvement and facilitate the fulfillment of the mission of the organization.

At any time during the year, eligible Members are encouraged to contact the Past President or any other Board Member to express interest in any appointed position. A complete list of these names will be forwarded to the President-Elect for consideration.

Appointed Board Members may serve in the same capacity for only one year, except in the absence of a qualified successor and then the term limit may be waived at the discretion of the President.

Article III: Executive Board

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

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 consists of the Executive Board and the Appointed Board Members, which makes up the General Board. The General Board will meet monthly to coordinate the activities of the Club; all General Board members are expected to attend the

Board meetings. 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 expenditure that is projected to create an unfavorable variance of over \$500 in Net Expenses for a budget year must be published and voted on electronically.

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.

A Board Member may be removed for failure to fulfill minimum board obligations. This would be by majority vote at a Board Meeting with written notification prior to the Meeting.

Article V: 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 Club functions, each Club member who participates in a Club function does so at his/her own risk. Newcomers Club of Greater Greenville will not be held liable for any injuries which occur in conjunction with Club functions. Each Club member and guest expressly hold the Club harmless and shall indemnify same from all damages, claims and/or expenses, of any nature caused as a result of acts by said Club member and/or guest.

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.

Article VI: General Meetings

General Meetings will be held a minimum of four times per year. No activity is to be scheduled to conflict with a General Meeting, Board meeting, Kick-Off Coffee, Holiday, March, or Spring Programs without Board approval.

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.

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 if it finds it is 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.

Article VIII: Method of Voting

A majority vote of those Members who are in good standing will determine any business

requiring a vote, except the election of Board Members. Refer to Article I, under By-Laws, for the Election of Board Members.

The Executive Board may call for a special vote by the Membership through electronic communication.

Article IX: Club Function Policies

Any prospective member will have the privilege of attending two club functions. Guests must be prospective Members, house guests or family Members. Exceptions to this attendance policy may be made for appropriate events with Board approval.

No part of the net earnings of the Club shall inure to the benefit of or be distributed to its Members, trustees, Board Members, 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.

If a speaker has been invited to a Club function, materials may be displayed with advance approval from the Board.

Announcement of non-Newcomer functions may be displayed in Happenings in the Upstate online and/or on the Club whiteboard at Club functions as well as via e-mail with prior approval by the President.

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

Members shall not wear nametags or logos displaying business affiliations at any Club functions.

Members shall not approach other Members, or contact Members by phone, mail, e-mail or on the Message Board in order to solicit or advertise business, or promote political causes or personal affiliations.

If the Greenville County schools are closed due to weather, all Newcomer club functions are cancelled. If Greenville County Schools are delayed two hours due to weather, than all Newcomer club functions beginning at 10 am or later will be held as scheduled.

Newcomers is designated a 501 (C) (4) organization. However, 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 X: 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.

Article XI: Communication

Communication with the Membership will include:

- Monthly Newsletter
- Verbal announcements at General Meetings
- Written correspondence
- Telephone calls

Electronic messages sent by the Technology Chair must be approved by the President or a designee from the Executive Board. Electronic messages are an extension of the Newsletter and are for Club business only. Members who do not have access to the internet may request hard copies of the Club business that are only transmitted electronically.

Article XII: Record Storage

All financial records and board minutes shall be kept for seven (7) years in accordance with the IRS guidelines. They may be kept electronically or in paper form. All other records should be kept for three (3) years.

Job Descriptions of Executive Board Members and Appointed Board Members

Responsibilities include the job description as noted and any other relevant duties assigned by the President. General Board Members are expected to attend each General Meeting. If unable to attend, the Member is required to contact the President. Board Members are required to present to the President or Treasurer for approval any financial obligations requiring a contract or a deposit. In May each General Board Member is responsible for submitting a year-end report to the President, incoming President and the Board member's successor. Basic computer skills are preferred for all board positions.

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 qualified individual to review the Treasurer's books to be completed by June 30
- Selects Members for the Appointed Board
- Appoints the Nominating and By-laws/Constitution Committees
- Writes a monthly article for the Newsletter
- Proofreads newsletter

First Vice-President (Membership)

- Acts in the absence of the President at General and Board Meetings
- Receives names of prospective Members and invites them to a Newcomers club function
- Processes new Member applications and determines any special communication needs
- Attends all General Meetings to greet and introduce new Members, guests and prospective Members

- Shares all information on new Members with the President, Past President, and the Activities Vice-President
- Sends newsletters to potential Members
- Plans new Member events
- Maintains and updates Membership spreadsheet and keeps an electronic copy of all applications
- Submits updates on Member information to Newsletter Editor for publication
- Enters, maintains and updates Member information on the website
- Moderate to strong computer skills needed

Second Vice-President (Activities)

- Organizes interest/activity groups and appoints Members in good standing as chairs for each group. 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 groups
- Collects information about activities and ensures that the Chairpersons send their Newsletter article each month to the Newsletter Editor.
- Instructs Activity Chairpersons to clear scheduling of any proposed activities through her/him before planning and/or publicizing an activity.
- Presents to the Board for approval all new activities
- Encourages activity committee chairperson turnover after two years
- Assists Programs and Events with the Kick-Off Coffee
- Writes a monthly article for the Newsletter
- Proofreads monthly newsletter

Third Vice-President (Programs and Events):

- Plans and executes the Kick-off Coffee with assistance from the Second Vice-President and Hospitality
- Plans and executes the Holiday, March, and Spring Programs
- Plans and executes a variety of social events throughout the year
- Writes a monthly article for the Newsletter
- Manages the Programs/Events portion of the Club website
- Assists and coordinates with Members who want to plan a non-recurring activity
- Moderate to strong computer skills required

Fourth Vice-President (Fundraising)

- With input from the Board, plans self-supporting fundraising projects and events for the year to enable the Club to carry out philanthropic projects and to cover general expenses of the Club
- Opens attendance to past Newcomers Members and friends if a philanthropic event is not fully subscribed by the general Membership
- Writes a monthly article for the Newsletter
- Collaborates with the Philanthropy Chair on fundraising

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 no later than the July Board Meeting, published to the General Membership and presented to the General Membership for a vote during July.

- Alerts the President of any proposed expenditure that may create an unfavorable variance of over \$500 in Net Expenses for a budget year.
- Receives and deposits Club income
- Pays bills upon written request, balances monthly statements, records transactions and is available to reimburse Members
- Submits a Treasurer's Report at Board Meetings
- Submits other financial reports as required
- Oversees required state and federal tax return preparations
- Format used by the Treasurer should not be changed without Board approval.
- Financial/accounting background preferred, familiarity with budget development and related computer skills

Philanthropy

- Coordinates all philanthropic activities
- Coordinates collection and distribution of donations on an on-going basis
- Appoints and chairs the committee to investigate appropriate charity/charities for the following year. The Philanthropy Committee will select 2-4 potential charities to submit to the General Board for review. After discussing the options, the board will select a charity or charities to be brought before the general Membership for final approval.
- Collaborates with the Fundraising Chair
- Writes a monthly article for the Newsletter

Secretary

- Records minutes at Board Meetings and General Meetings where official business is conducted
- Provides minutes to General Board Members for corrections within 10 days
- Gives corrected minutes to the General Board prior to the next Board Meeting
- Files corrected minutes in the Club archives
- Writes pertinent correspondence and thank-you notes regarding Club business
- As appropriate given the circumstances, sends cards to Members in case of illness or death in the immediate family when notified
- Has Newsletters and directories printed and mails them to Members who receive a paper copy
- Writes a monthly article for the Newsletter

Past President

- 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 no more than once a year but no less than every two years. Revisions will be made no later than February 28 and will be voted on by the General Membership
- Chairs the Nominating Committee

Appointed Board Members

Hospitality

- Arranges locations for the General Meetings and coordinates refreshments
- Arranges Member lunch at a restaurant following General Meetings
- Assists Programs and Events at the Kick-Off Coffee
- If necessary, coordinates with the Membership Chair for New Member Events
- Submits monthly articles for Newsletter announcing upcoming Coffees

Technology

- Manages membership software
- Maintains and updates website and other system modules
- Coordinates the compilation of the Directory
- E-mails monthly Newsletter to Members
- Coordinates information with First Vice President for Membership
- Sends all e-blasts to membership
- Advanced knowledge of technology required including data base management

Newsletter Editor

- Compiles and edits the Newsletter and presents to President and Second V.P. of Activities and Publicity and Advertising Chairs for proofing
- Sends an electronic copy of Newsletter to the Technology Chair and Secretary on a monthly basis
- Moderate knowledge of technology required including a working knowledge of Word

Publicity and Advertising

- Coordinates and proofreads advertisements for the Newsletter
- Solicits new advertisers to place ads in the Newsletter, coordinates changes and renewals with current advertisers, collects payment for ads and sends electronic copy of ads to Newsletter Editor
- Prepares and sends to the Technology Chair for posting at least twice monthly a list of various cultural, social and educational opportunities available in the Greenville area
- Collects photographs of Club events and activities
- Coordinates with Membership Chair to assure new Members' directory photos are taken