



## CONSTITUTION

**As of August 12, 2020**

### Article I: **NAME**

The name of this organization shall be South Metro Newcomers.

### Article II: **PURPOSE**

The purpose of this organization is to:

1. Welcome newcomers to the community
2. Make integration into the community easier
3. Help all members meet and make friends.

### Article III: **MEMBERSHIP**

**Section 1:** Any woman who lives in the Denver area is eligible to become an active member. Other applicants are subject to approval by the Executive Board.

**Section 2:** A prospective member may join immediately or may attend two functions before joining.

**Section 3:** Active membership is achieved through payment of the current yearly dues. A person will become an active member upon payment of said dues.

**Section 4:** Annual dues are non-refundable.

**Section 5:** Membership dues, determined annually by the General Board, shall be published in the newsletter and payable by December 31. Dues not paid by January 31 will be considered delinquent and the member will be dropped from the club roster.

**Section 6:** All South Metro Newcomer's activities, games and sports groups are open to paid members only.

**Section 7:** It is the policy of the South Metro Newcomers that all activity groups shall be self-supporting except by prior approval of the Executive board.

## BYLAWS

### Article I: **APPOINTMENT OF NOMINATING COMMITTEE**

The Executive Board reserves the right to appoint a Nominating Committee to select candidates for office.

### Article II: **BUDGET COMMITTEE**

The Budget Committee will consist of the incoming and outgoing Treasurer and President. Other members of the Executive Board and or Past President/Advisor may be added for a total of not more than 5 members. The Committee will meet anytime following the election of the Executive Board and present a budget by the November meeting for approval of the General Board.

### Article III: **ELECTION OF EXECUTIVE BOARD**

**Section 1:** Candidates may be nominated at any time prior to the November meeting or from the floor at the November meeting.

**Section 2:** Candidates shall be accepted and voted on verbally or at the option of the General Board by ballot.

**Section 3:** Elections shall be held at the November meeting. Members must be present at the said Board meeting to cast their vote.

**Section 4:** Installation of the Executive Board will be at the December meeting.

**Section 5:** The Executive Board shall have the power to fill any vacancy of any elected Executive Board member. The President shall fill committee vacancies by appointment.

### Article IV: **GOVERNING BODY**

The Governing body of this Club shall be an Executive Board (President, Vice President, Secretary, Treasurer, and Past President Advisor.) The General Board is made up of the Executive Board and the appointed Chairs of the following committees: Newsletter, Membership, Circulation and New Member Welcome. Any of these positions may be shared by more than one person.

### Article V **DUTIES OF THE EXECUTIVE BOARD, GENERAL BOARD, AND ACTIVITY CHAIRS**

#### **Section 1: Executive Board**

The **Executive Board** shall consist of the President, Vice President, Secretary, Treasurer, and Past President/Advisor.

The **President** shall preside at all meetings. She shall be notified of all committee meetings and she is a member of the Budget Committee and ex-officio member of every other committee. She shall be responsible for the President's book, which will have a copy of the minutes of all meetings, all newsletters and have a file outlining the duties of each Board member. She shall arrange for the installation of the succeeding Executive Board, the review of the Treasurer's books and perform such other duties as may be required.

The **Vice President** shall serve as chairperson of the Nominating Committee if one is appointed. She shall preside in the absence of the President and assume the President's duties when called upon. Continued page 3/

### Article V **DUTIES OF THE EXECUTIVE BOARD, GENERAL BOARD, AND ACTIVITY CHAIRS** cont...

## BYLAWS

### Section 1: Executive Board.

The **Secretary** shall record the minutes and keep records of all meetings. She shall record all motions to include the 1st and 2nd in the minutes and shall be responsible for all correspondence pertaining to the Club, keeping copies of the same. She shall send the minutes to all Board members within a timely fashion after the Board Meeting.

The **Treasurer** shall collect the annual dues and keep a record of all monies received and disbursed. She shall disburse payment on receipt of a bill for normal budgeted Club expenses. Any disbursements of monies other than normal budgeted Club expenses shall require the approval of the Executive Board. She shall present a budget annually in September. The books must be audited annually by the Budget Committee (if one is appointed) or by 1 or 2 independent members.

The **Past President/Advisor** shall be familiar with and interpret the Constitution, Bylaws, the Standing Rules of the Club, and Robert's Rules of Order. This position shall be filled by the immediate past President or any preceding President should the immediate past President not be available.

### Section 2: General Board

The **Newsletter Editor** shall assemble the monthly newsletter on a computer. She shall arrange for the computer copy to be sent to the proofreader/s and make any additions or alterations that may have been found. The completed newsletter and separate calendar page are sent to the Membership/Circulation Chair. The Newsletter Editor may coordinate dates to avoid conflicts and be responsible for an activity calendar for each month. There is no advertising in the newsletter. This position may be shared by more than one person.

The **Membership/Circulation Chair** shall be responsible for keeping accurate records of all members. She shall compose all roster additions, corrections, and deletions, and keep the Roster updated on the website at the time of any changes. She shall be responsible for mailing a copy of the newsletter to those who have paid for a printed copy, posting the newsletter and calendar to the website and sending a blast to all members via email that the newsletter has been posted on the website. She also sends out informational blasts. She shall send a list of birthdays monthly to the Newsletter Editor and the Joys and Concerns Chair.

The **Website Chair** shall keep the website current so that club members and the public have access to up-to-date information about club activities, and coordinate with the Webhost to maintain the club website and email blasts. She shall act as a resource to club members for technical questions regarding the website, email blasts and maintain the club photographs on the website. Train the Membership/Circulation chair on how to post the roster, monthly newsletter, and calendar page to the website and how to send out notifications to club members in the form of a blast. *As of 2017, Candyland Computer Services hosts the website.*

The **New Member Welcome Chair** shall welcome prospective members to the Club by hosting a Welcome Coffee event. She shall send a monthly list of new members' information to the Newsletter, which will include their address, phone number, email address, and activity groups they are interested in, Send their dues check to the Treasurer and Application Form to the Membership/Circulation Chair. She shall advise the Newsletter Editor of the venue, date and time of the Welcome Coffee event. She shall monitor the club's email account.

## BYLAWS

### Article VI: DUTIES OF THE EXECUTIVE BOARD, GENERAL BOARD, AND ACTIVITY CHAIRS cont...

#### Section 2: General Board cont....

The **Joys and Concerns Chair** shall email birthday greetings, get well, thinking of you (etc). cards and mail sympathy

## BYLAWS

cards, She shall send the Newsletter Editor information to be inserted in the Newsletter of the sympathy cards she has sent out only with the approval of the family concerned.

### Section 3: Activity Chairs

The **Activity Chairs** shall report at the monthly meetings and provide the Newsletter Editor(s) with information about upcoming functions. Groups may be formed as the membership desires and each Chairperson shall be responsible for her own group. None of the above groups or Chairpersons are limited by the functions named.

### Article VII: TERM OF OFFICE

The Executive Board, Committee and Activity Chairs shall serve a period of 12 months. The Executive Board may make exceptions for some of the Committee and Activity Chairs. Any Board member shall be eligible to succeed herself in the same office if approved by the voting members at a General Board meeting.

When any Executive/General Board Member or Chair relinquishes her position or completes her term of office, she shall turn over to the President or her successor in office whatever books, monies, equipment or records she has in her possession which belong to the Club, as soon as possible.

### Article VIII: MEETINGS

**Section 1:** Meetings of the Club shall be held on the first Tuesday every second month. These meetings are open to all members, the time and venue of such meetings shall be published in the newsletter. A social time will follow each meeting for the purpose of meeting prospective and new members.

**Section 2:** If necessary and advisable, the President and Executive Board may change a General meeting to a different date and venue providing that one month's notice of such change is given to all members of the club.

**Section 3:** All activities of the Club shall be published in the newsletter or in an email blast.

**Section 4:** Special meetings may be called by the President. Five members of the General Board, at least 2 of whom are members of the Executive Board shall constitute a quorum in order to conduct the Club's business at such a special meeting.

### Article IV: AMENDMENTS TO THE CONSTITUTION, BYLAWS, AND STANDING RULES

**Section 1:** The Constitution and Bylaws may be amended by a 2/3 vote of the members voting in attendance at a General Board meeting, a quorum being present, provided the proposed amendment has been presented at the previous meeting and all members have been notified by publication in the newsletter of a proposed amendment.

**Section 2:** Standing Rules may be made at any regularly scheduled meeting by a majority vote of the members present, provided that the rules do not contradict the Bylaws.

## STANDING RULES

**As of August 12, 2020**

**Section 2: Standing Rules** may be made at any regularly scheduled meeting by a majority vote of the members present, provided that the rules do not contradict the Bylaws.

1. Program and Fiscal year is January 1 to December 31
2. Failure to pay membership dues by January 31 will result in the forfeiture of membership.

## BYLAWS

3. If a new member pays dues after October 1 it will be for the entire year i.e. January - December the following year.
4. A member failing to cancel a reservation may be held responsible for charges incurred.
5. The President is the luncheon guest of the club and will be reimbursed upon submission of receipts and reimbursement form to Treasurer.
6. Any expenditures not in the budget or over the allocated budgeted amount, have to be pre-approved by the Executive Committee
7. A paid speaker may be engaged after prior approval of the General Board. If an unpaid speaker does not avail themselves of the free lunch, a gift card in the \$ amount of the lunch may be given.
8. Solicitations and information about upcoming events or sales involving volunteer or non-profit groups may only appear in the newsletter's section entitled "Members Happenings Around Town". These organizations may only publish events, nor ask for donations. The information listed is to be 3 to 4 lines maximum with the event name, date of the event, contact person and phone number and a brief description.
9. There are to be no solicitations of any kind at the South Metro Newcomers' functions.
10. The roster and any membership lists of specific committees shall not be given to anyone other than a member in good standing and may not be used for commercial purposes.
11. Upon submission of receipts and reimbursement form to Treasurer, members will be reimbursed up to \$50.00 per budget year when hostessing a monthly board meeting
12. Upon submission of receipts and reimbursement form to Treasurer, expenses incurred by Committee Chairs will be reimbursed up to \$50 per budget year.