

Austin Newcomers Club Bylaws

ARTICLE 1

NAME

The organization shall be the Austin Newcomers Club, a 501(c) (7) not-for-profit organization, hereafter referred to as the Club.

ARTICLE II

PURPOSE

Social: ~~We To~~ extend friendly assistance and support to newcomers by introducing them to others and starting them on a new social life in the Austin community. ~~We also welcome support people seeking to expand their social network making lifestyle changes within the Austin area.~~

Civic: To promote interest in Austin and the many advantages it has to offer newcomers.

ARTICLE III

MEMBERSHIP AND DUES

Section 1: Eligibility: Any newcomer residing in the greater Austin metropolitan area and wishing to subscribe to the purpose of the Club by adhering to the Bylaws of the organization shall be eligible for membership. A Newcomers Club membership shall include any or all adults residing at the same address. Membership is open to all persons regardless of race, creed, religion, sex, or origin of birth.

Section 2: A prospective Newcomer may attend no more than two General Membership Meetings (hereinafter referred to as "Membership Meetings") and/or Interest Group activities before joining.

Section 3: Term of membership: Active Membership shall be limited to seven years. The membership year runs from ~~the first of the month a person you joins through the first of the same month July 1st through June 30th~~ the following year. For the purpose of calculating Associate status, the first ~~annual calendar~~ year of membership will count as his/her first year of Active Membership without regard to the month in which he/she joined.

Any Member in good standing with the Club shall be eligible for Associate Membership after completing seven (7) years of paid Active Membership in the organization. An Associate Member may participate in all Interest Groups and other Club activities, but may not serve on the Executive Committee, with the exception of the appointed Parliamentarian. An Associate Member may not serve as Chairperson of a Standing Committee.

Section 4: Annual dues (see Standing Rules) shall be payable on ~~the first of the month each year on the anniversary of a person's year membership. July 1st.~~ Annual dues must be paid by ~~the end of that month, or the member you will need to rejoin the club after that. July 31st.~~

Section 5: One paid Club membership equals one vote.

Section 6a: The Austin Newcomers membership list and membership database shall not be used for Non-Austin Newcomers Business, political or charitable solicitation. Members and/or guests of the Club shall not engage in any type of solicitation at any Austin Newcomers Club meeting, at any activity of the Standing Committees or Interest Groups, or in any Club publication. An exception may be made for the Membership Meeting program and/or guest speakers and their presentation materials, craft fair, or any event deemed appropriate with the approval of the Board of Directors. Violation of the Bylaws or Standing Rules may result in termination of their Club membership. Termination shall be determined by a majority vote of the Board of Directors.

Section 6b: The following non-solicitation guidelines apply to any Club event, meeting or Interest Group activity:

- (1). Members may not distribute business cards at any Club event, unless such card is requested by another Member.
- (2). Flyers, brochures, signs, printed materials, etc., relating to solicitation for Non-Austin Newcomers Business, political or charitable activities shall not be displayed or distributed at Club events by Members or Members' guests.
- (3). Members shall not wear name tags or logos displaying business affiliations at any Club event.
- (4). Members shall not approach other Members, or contact members by phone, mail or e-mail, in order to solicit or advertise Non-Austin Newcomers Business, or promote political or charitable causes.

(5). Members who feel they have received prohibited solicitations from another Member may notify the President or Parliamentarian.

Section 6c: No Member shall arrive, or attend, or depart from any Austin Newcomers Event intoxicated or visibly impaired as to cause danger to themselves or others. Violation of this rule may result in immediate termination of Membership.

MEMBERSHIP REVOCATION

Upon receipt of a complaint by a Member of our general membership, Board of Directors, or Interest Group Chairman, the complaint will be referred to the Parliamentarian to determine if it is a violation of the Club Bylaws. If the Parliamentarian determines it is a violation of the Club Bylaws, the Parliamentarian will then refer the complaint to Executive Officers. The Executive Officers will discuss the complaint to determine whether a letter of reprimand will be issued. The Member against whom the complaint has been lodged may appear before the Executive Officers to discuss the complaint. The Parliamentarian, as designated by the Board of Directors, will issue a letter of reprimand to the Member. The Executive Officers, at their majority vote, may elevate the complaint to the Board of Directors for membership termination after two letters of reprimand are issued to a Member. The Board of Directors, upon notification of two letters of reprimand for violation of club rules by a Member, may vote to terminate their membership. A majority vote is required to terminate a membership. All complaints that result in a letter of reprimand must be given to the Secretary and entered into the minutes of the Board of Directors. Minutes of these meetings for rules violations and subsequent actions must be placed in the Club minutes. These records must be kept in the permanent Club files and a copy in the President's notebook.

Section 7: A Member may resign or withdraw from membership in the Club at any time. If a Member is indebted to the Club at the time of withdrawal, resignation or termination, all indebtedness must be paid. Dues and related fees shall not be refunded.

ARTICLE IV

EXECUTIVE OFFICERS AND BOARD OF DIRECTORS

Section 1: The Executive Officers shall consist of the elected officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Meetings Director, Interest Group Coordinator, Newsletter Editor, Communications ~~Director and Publicity Manager~~, and the appointed Parliamentarian.

Any member of the Executive Officer Committee may call a special meeting of that Committee. All members of the Executive Committee shall be notified at least twenty-four hours in advance of the special meeting. The Executive Committee may exercise all powers of that body, providing the President is presiding and that nothing is done contrary to the policies of the Club. One half of the members of the Executive Committee shall constitute a quorum.

Section 2: The Board of Directors shall consist of the Executive Officers, the Chairpersons of all Standing Committees and Interest Group Chairpersons. Each Board position represents one vote, except Interest Group Chairpersons ~~and Member-At-Large~~, who are non-voting members of the Board of Directors. The vote may be cast by the Standing Committee Co-Chairman if the Board Member is not present. The Standing Committee board positions shall be reviewed annually and may be changed with the approval of the Board of Directors.

Section 3: At the beginning of each new term of office, the Executive Officers and Standing Committee Chairpersons shall determine the times and dates of the Board of Directors monthly meetings, which shall be held prior to the Membership Meetings. The Board of Directors shall handle the general supervision of all business of the Club.

Section 4: All voting members of the Board of Directors present at a meeting shall constitute a quorum.

ARTICLE V

ELECTION OF BOARD MEMBERS

Section 1: Terms of all Board Members shall begin at the July Dual Board meeting. Dual Board Meeting is defined as the meeting of the existing Board of Directors with the new incoming Board of Directors. ~~The President is elected and shall serve for one year.~~ Prior to being elected to the office of President, a Member must have served at least

one year in an elected position on the Board of Directors. ~~Other~~ Executive Officers and Standing Committee Chairpersons are elected annually and may be elected for a second one-year term. Interest Group Chairpersons are chosen by the group participants, not by general election.

Section 2: The President shall appoint a Nominating Committee no later than the January Board of Directors meeting. The Committee shall consist of three members of the Board of Directors and two members from the Club membership at large. The Nominating Committee shall convene and shall choose its own chairperson, before the February Board of Directors meeting. The Nominating Committee shall present the name of one or more candidates for each elected position of the Executive Committee and the Standing Committees.

Section 3: The proposed slate of Executive Officers and Standing Committee Chairpersons shall be announced at the April Membership Meeting and shall be published no later than the May Newsletter and/or on the Club Website.

Section 4: The election of officers and chairpersons shall be held at the May Membership Meeting. Nominations from the floor may be made at that time, providing the nominee's consent has been obtained before the name is entered on the slate. If there is more than one candidate for an office, paper ballots will be cast. All Members present at the regularly scheduled May Membership Meeting shall constitute a quorum.

Section 5: A vacancy in any Executive Office or Standing Committee Chairperson position shall be filled by a majority vote of the Executive Officers, with the exception of the office of the President, which is automatically filled by the First Vice President.

ARTICLE VI

DUTIES OF EXECUTIVE OFFICERS

Detailed descriptions of all officer positions are posted on the Austin Newcomers Website

Section 1: The President shall preside at all meetings of the Membership, the Executive Officers and the Board of Directors, and shall be an ex-officio member of all committees, with the exception of the Nominating Committee. In the absence of the President, the First Vice President or Second Vice President, shall preside at Board and Membership Meetings. The President may assist the Nominating Committee in selecting nominees for the Standing Committee Chairpersons, if requested.

Other Duties:

- (a.) Apply for the Club's incorporation documents.
- (b.) Will be a signee, along with Treasurer, on all Newcomers bank accounts and certificates of deposit.
- (c.) The President ~~or~~ Meetings Director shall contract for the facilities to hold Membership meetings.
- (d.) The incoming President shall appoint the Parliamentarian.

Section 2: The First Vice President shall preside in the absence of the President at Board Meetings and Membership Meetings.

Other Duties:

- (a.) Receive all membership forms. Maintain Master List of member contact information; process new member/renewal applications.
- (b.) Account for dues submitted to the Treasurer.

Section 3: The Second Vice President shall preside, in the absence of the President and the First Vice President, and shall serve as Program Chairperson for all Membership Meetings.

Section 4: The Secretary shall be custodian of the permanent records of the Club, ensuring that Board proceedings are archived (for three years or more) in secure locations accessible to the Board.

Other Duties:

- (a.) Shall keep and make available the minutes of all Board of Directors meetings, all Executive Officer meetings, and other meetings wherein business is conducted, and shall provide the Board of Directors with copies or electronic files.
- (b.) Shall be responsible for correspondence as directed by the Board of Directors.

Section 5: The Treasurer shall have custody of all funds of the organization, shall receive all dues and related fees, and shall make all authorized disbursements. The Treasurer shall present a financial status of the Club at the monthly Board Meetings, and shall provide the President and the Secretary with a copy or electronic file.

Other Duties:

- (a.) Maintain checkbooks and ledgers using software provided by the Club.
- (b.) Three times a year, including at the end of the fiscal year, June 30, the Treasurer shall provide the Board of Directors with a statement reflecting the actual income and expenditures, compared with the budgeted income and expenditures. The financial records shall be open for inspection or review at any time the Board of Directors deems necessary.
- (c.) At the beginning of the fiscal year, the Treasurer shall present for approval the proposed annual budget (prepared together with the outgoing Treasurer) to the new Board of Directors.
- (d.) Maintain the Club Post Office Box and regularly check for mail to the Club.
- (e.) Prior to transferring the financial responsibility to the incoming Treasurer, the outgoing Treasurer shall make arrangements for a review of the financial records of the Club by an audit committee of three members of the club who are not currently on the Board of Directors, appointed by the President and approved by the Board of Directors.
- (f.) Upon transferring the fiscal responsibilities to the incoming Treasurer, the Treasurer will maintain a back-up file of the Club's financial data, until such time that the incoming Treasurer has completed and verified all the data transfer.

Section 6: The Meeting Director shall be in charge of all communications with the facility for the Monthly Membership Meeting. The Meeting Director shall be in charge of all reservations from the membership, receiving money from the membership, and shall confirm the number of reservations for the Membership Meeting with the facility.

Other Duties:

- (a.) Shall meet with the facility representative to negotiate contracts with the facilities.
- (b.) Keep the reservation history on a MS Excel spreadsheet for future use.
- (c.) Verify the food & beverage billing given to Treasurer.
- (d.) Coordinate with the Program Chairperson for any special equipment needed at the Monthly Meetings with the facility.
- (e.) Arrange for the sale of the raffle tickets.

Section 7: The Interest Group Coordinator shall be responsible for all communications from/to the Board of Directors and the Chairpersons of the Interest Groups.

Other Duties:

- (a.) Collect names and email addresses of all Interest Group Chairpersons.
- (b.) Collect names for all Members involved in the Interest Groups and sub-lists of those interest Groups for the purpose of checking membership status in the Club.
- (c.) Meet with Interest Group Chairpersons to clarify responsibilities and communication procedures.
- (d.) Review requests for new Interest Group formation and present them to the Board of Directors for approval.
- (e.) Solicit Interest Group event schedules to help coordinate events with the Calendar Chairperson to avoid duplication of activities and scheduling conflicts.

Section 8: The Newsletter Editor shall be responsible for collecting monthly articles/information for the preparation of the Newsletter. Editor will be responsible for coordinating with printer for publication and mailing of the monthly Newsletter. Prior to being elected, the Newsletter Editor shall have been an Active Member of the Club, preferably for at least one year.

Section 9: The Communications ~~Director and Publicity Manager~~ shall be responsible for several functions including member communications and strategy, oversight of the following:

- a) the Austin Newcomers Website
- b) the Weekly Bulletin
- c) the Calendar

~~d) other Publicity initiatives.~~

Prior to being elected, the Communications ~~Director and Publicity Manager~~ shall have been an Active Member of the Club, preferably for at least one year.

Section 10: The Parliamentarian shall be the authority on parliamentary law and Chairperson of the Bylaws Committee. All questions concerning the Bylaws should be referred to the Parliamentarian. The Parliamentarian shall handle all inquiries or complaints regarding the breach of the Club Bylaws or Standing Rules of the Club by its Members. Any inappropriate activities by the Members shall be presented to the Executive Officers for action by the Parliamentarian. The Parliamentarian will be responsible for any correspondence related to corrective action deemed necessary by the Executive Officers or Board of Directors. The Parliamentarian shall chair a committee for the annual review of the Club Bylaws and Standing Rules. The Parliamentarian shall present all proposed Club Bylaw changes to the Board of Directors, shall act as Secretary Pro Tem, and shall be responsible for the closing remarks at the end of each Board Meeting and monthly Membership Meeting. The Parliamentarian, appointed by the President, shall be a past member of the Board of Directors, and may be an Associate Member. An Assistant Parliamentarian may be appointed from the general membership, if deemed necessary by the President. The Assistant Parliamentarian may act in the absence of the Parliamentarian. The Assistant Parliamentarian shall have no voting rights, except in the absence of the Parliamentarian.

ARTICLE VII

STANDING COMMITTEES CHAIRPERSONS AND INTEREST GROUP CHAIRPERSONS

Detailed descriptions of all positions are posted on the Austin Newcomers Website

Section 1: Standing Committee Chairpersons shall select their own committee members from the general membership.

Section 2a: Interest Groups shall select their Chairpersons from their own group membership, not to exceed one Chairperson and one Assistant Chairperson. The Interest Group Chairpersons and Assistant Chairpersons may serve their initial term and any consequent term with simple majority approval by the Board of Directors. Requests for approval of existing Interest Group Chairperson and Assistant Chairperson must be received within thirty days of the Dual Board Meeting for changeover of club officers.

Section 2b: Each Interest Group shall be self-supporting. The Club treasury will not be used to remunerate any Interest Group. Interest Group participants will be solely responsible for any debt incurred in the course of their activities. Interest Group Chairs are responsible for collecting sufficient funds from the participants to cover the cost of their activities.

Section 2c: Each Interest Group Chairperson shall submit to the Interest Group Coordinator their Membership List and Sub list to determine each Member's eligibility to participate in the Club activities. A non-member will only be allowed to participate in two club events before the Club requires membership of the non-member to continue.

Section 3: The Calendar Chairperson must approve the date of an event prior to publication in the Club Newsletter and on Club Website. Chairperson will consult with Interest Group Coordinator to avoid Interest Group event duplications and/or scheduling conflicts.

Section 4: The formation of a new Interest Group shall be presented to the Board of Directors for approval within 30 days of formation.

Section 5: The Board of Directors shall reserve the right to review any Club activity.

ARTICLE VIII

MEETINGS

Section 1: Membership Meetings of the Club shall occur each month. These meetings shall include a business meeting when necessary. The Executive Committee may change the Membership Meeting to a different date, provided that due notice of such a change is given to all members of the Club.

Section 2: Members are permitted to bring the same guest two times during the membership year to Membership Meeting or Interest Group activity.

Section 3: Each Member is financially responsible for the cost of a reservation for any Membership Meeting, ~~unless the reservation is canceled according to the policy published by the Meetings Director in the Club Newsletter and on the Club Website.~~

ARTICLE IX

AMENDMENTS AND RULES

Section 1: These Bylaws may be amended or discontinued by a majority vote of the regular membership in attendance at a Membership Meeting.

Section 2: Proposed Bylaw changes must be published in the Club Newsletter and on the Club Website prior to voting at a Membership Meeting.

Section 3: The Bylaws and Standing Rules shall be published on the Club Website annually.

Section 4: All rules not covered by these Bylaws or by the Club's Standing Rules shall be governed by the latest revision of the Robert's Rules of Order.