

**PROCEDURE FOR THE 2nd VICE PRESIDENT OF THE
TUOLUMNE COUNTY NEWCOMER'S CLUB (TCNC)**

Item 1: The General Duties for the 2nd Vice President of Membership for T.C.N.C., per the Constitution and By-Laws:

ARTICLE III: MEMBERSHIP

Section 1. Those eligible for membership shall be residents who have resided in Tuolumne Country for three (3) years or less, and former residents who have been away for two (2) years or more. Anyone who was forced to leave under previous membership limitations may rejoin.

Section 2. Full membership may be maintained for an unlimited period.

Section 3. Dues are due by February 15th of each year. Non-payment of dues for any year constitutes a termination of membership.

Section 4. **Deleted**

ARTICLE IV: OFFICERS AND DIRECTORS

Section 1, c) The Second Vice-President-Membership duties shall be to encourage new People to join the club, keep accurate records, collect dues, notify the members of delinquency, and turn all dues over to the Treasurer. The Membership Vice President shall also act as a "Welcoming Committee" to greet new members by letter or e-mail, and VERY IMPORTANTLY, introduce them at the monthly dinner meetings.

ARTICLE VII: Elections

Section 1. A Nominating Committee shall consist of the First Vice-President, who shall act as a Chairperson, the Membership Vice-President and a selected number from the general Membership through a mass e-mail or regular mail solicitation to the general Membership. (Refer to Article VII: Elections, Sections 2 – 7 for further details.)

ARTICLE IX: Dues

Section 1. Prospective Newcomers are permitted to attend a maximum of three (3) activities before paying membership dues.

Section 2. Membership dues shall be payable at the time of application for membership.

Section 3: Amount of yearly membership dues shall be approved by a majority vote of the Board of Directors, payable January first (1st). Members joining on or after July first (1st) will be assessed one-half of the current yearly dues. (Presently the dues are \$25.00 per person.)

Section 4. Members shall be considered delinquent and their names automatically dropped from the roster when dues have not been paid as of February 15th. (However, an extension to the member(s) can be granted at the discretion on the 2nd V.P. of Membership and/or Board if that member has so requested due to extenuating circumstances, but only for a short period of time, approximately 30 days, but not indefinitely, anything more needs to be presented to the Board.)

Item 2: Advertising for Membership

The Second Vice President shall be contacting local agencies to advertise Newcomer events and for new members, such as the Chamber of Commerce, local realtors, newspaper and magazines, all those that will publish free for a non-profit social services organization. We will periodically need new flyers printed up outlining the purpose of the Tuolumne County Newcomer's Club, contacts, etc. to be distributed to some of the above organizations, as well as a current supply of Membership applications. The flyers and applications should be made available to all the Board of Directors, as well as all members.

Item 3: Actively Recruit: The Membership V.P. shall (a) actively recruit new members and encourage all TCNC members to assist in the recruiting effort; and (b) encourage the renewal of current membership each year through appropriate solicitation.

Item 4: Membership Reports: The 2nd V.P. of Membership will prepare a Membership report for the Newsletter each month and for the Board of Directors for each Board meeting. Also, keep accurate and complete up to date files and records on all members.

Item 5: Applications: Keep a current file of all the hard copy Membership Applications for both current and past, by year, and other paperwork pertaining to members or "prospective" members.