

Tuolumne County Newcomers Club (TCNC)

CONSTITUTION AND BY-LAWS

ARTICLE I: NAME

The name of this organization shall be the "Tuolumne County Newcomers Club" (TCNC), also known as Newcomers Club of Tuolumne County.

ARTICLE II: OBJECT

The object of this club shall be to enrich your life in Tuolumne County through fellowship.

ARTICLE III: MEMBERSHIP

Section 1. Those eligible for membership shall be residents who reside in either Tuolumne County or Calaveras County. 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.

ARTICLE IV: OFFICERS AND DIRECTORS

NOTE: For all officers, computer skills are desired.

Section 1. The officers and directors of this club are President, First Vice-President-Programs, Second Vice President-Membership, Recording Secretary, Treasurer, Dinner Director and a Director at Large.

a) The President shall preside over all meetings, appoint all committees, except for the Nominating Committee, call special meetings when necessary and perform all other duties usually pertaining to that office. The President shall be an ex-officio member of all committees, except the Nominating Committee.

b) The First Vice-President shall assist the President whenever called upon to do so, and in the absence of the President shall perform the duties of that office. Other duties shall be to schedule programs for the monthly meetings and be responsible for all By-law changes that may arise and shall be in charge of the Nominating Committee.

c) The Second Vice-President-Membership duties shall be to encourage new people to join the club, keep accurate membership records, collect dues, notify the members of delinquency, and either turn all dues he/she receives over to the Treasurer or deposit dues receipts into TCNC's bank account with notification to the Treasurer. The Membership Vice President shall also act as a "Welcoming Committee" to greet new members by letter and VERY IMPORTANTLY, introduce them at the monthly dinner meetings.

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- d) The Recording Secretary shall keep a record of all proceedings of the Board of Directors and the club.
- e) The Treasurer shall have custody of all monies of the club, keep an accurate record of the receipts and disbursements, present a written report at each Board meeting of the club, prepare a year-end financial statement and submit a quarterly financial report to the Newsletter Editor, for publication in the Newsletter. The Treasurer will arrange for the books to be audited at the end of the term, if deemed necessary by vote of the Board. Bookkeeping and computer skills are required.
- f) The Dinner Director maintains contact with a caterer and a dinner facility to plan for the monthly (January through May plus October through December) TCNC member dinners. Duties are specified in the "Procedures for Monthly Dinner Meetings" and include writing a column for the monthly TCNC Newsletter, detailing the menu, location, and cost of the following month's dinner. Also included is taking reservations from the membership and passing that information to the caterer, venue, and TCNC Treasurer on the Friday prior to the Wednesday dinner. Also included is checking in the members as they arrive and pay for their meals, providing name tags and meal tickets. All proceeds are to be handed over to the TCNC Treasurer, who will write checks to the caterer and to the venue as agreed to on the cut-off Friday date.
- g) The Director at Large shall be a voting member of the Board and shall assist other Board Members from time to time as required.
- h) An annual budget shall be prepared by the elected officers. This shall be presented at the February Board of Directors meeting.
- i) All business of the club shall be administered by the Board of Directors, with a report to the general club membership. There is to be a regular monthly meeting of the Board of Directors (except for July and August) which is open to the general membership.

Section 2. Vacancies that may occur during the election year shall be filled by the Board of Directors.

Section 3. Non-Board Positions.

- a) The Newsletter Editor shall publish a monthly newsletter by E-mail and/or US Mail.
- b) The Committee Chairs, as listed in the Newsletter, shall perform and/or direct the duties normally associated with their committees. They are encouraged to attend Board Meetings when matters affecting their committee are on the Board agenda.

ARTICLE V: NON-BUDGET EXPENDITURES

Non-budget expenditures must be approved by five (5) members of the Board of Directors. Verbal approval is sufficient.

ARTICLE VI: COMMITTEE/INTEREST GROUPS

Section 1. Committee Chairs.

- a) Committee chairs are to be selected and approved by the Board and will work within the By-Laws of the club.

b) The Advertising Directory Committee shall consist of a Chairperson and a Co-Chairperson and shall be responsible for compiling material for the publication of the Newcomer's Advertising Directory and for the collection of all monies from the advertisers. Computer skills are required.

Section 2. Each interest group Chairperson organizes the activities for his or her special group and shall adhere to the guidelines approved by the Board of Directors.

ARTICLE VII: ELECTIONS

Section 1. A Nominating Committee shall consist of the First Vice-President, who shall act as Chairperson, the Membership Vice-President and a selected member from the general Membership through a mass e-mail or regular mail solicitation to the general Membership.

Section 2. The Nominating Committee shall name at least one candidate for each office as listed in Article IV of the By-laws.

Section 3. The Nominating Committee shall receive the consent of each nominee before presenting the slate of officers to the membership.

Section 4. Each member of the Board of Directors may hold office for three consecutive years. After a hiatus of one year, they shall be eligible to hold office again.

Section 5. The presentation, of the officers selected by the Nominating Committee, shall be held at the October meeting; the election shall be held at the November meeting and the installation shall occur at the December meeting. Newly elected officers shall assume their duties January first.

Section 6. All members are eligible for an elective office.

Section 7. The Newsletter Editor and the Committee Chairs shall serve one year terms, with no limitations on the number of consecutive terms.

ARTICLE VIII: MEETINGS

Section 1. Dinner or general meetings shall be held the third Wednesday of each month, October through May, unless otherwise ordered by the Board of Directors.

Section 2. Board of Directors meetings shall be held the first Tuesday of each month, August through May, unless otherwise ordered by the Board of Directors.

Section 3. No political or religious subjects may be discussed. No petitions may be circulated.

Section 4. Literature from non-profit organizations will be accepted and displayed on a separate table to be picked up by members at their discretion. No Board approval is needed.

Section 5. Members and guest speakers may display their own business literature and/or products at the general meetings.

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: The amount of yearly membership dues shall be approved by a majority vote of the Board of Directors, payable January first. Members joining on or after July first will be assessed one-half of the yearly dues.

Section 4: Members shall be considered delinquent and the names automatically dropped from the roster when dues have not been paid as of February 15.

ARTICLE X: SPENDING GUIDELINES

Section 1. Spending directed by the Budgeted Approved Spending.

- a) Monthly newsletter reproduction and postage.
- b) Unavoidable overcharge for monthly dinners.
- c) Beverage and dinner cost for guest speaker and spouse.
- d) Decorations and favors for general membership social events.*
- e) DJ for Christmas dinner.
- d) Sunshine activity with Newsletter/Sunshine Director and President conferring to approve appropriate spending.
- e) Reproduction, supplies and postage cost to conduct or promote club business.
- f) Deposits to secure activities venues

*General membership activities should “break even” and expenditures recovered by the per person cost of the event.

Section 2. Spending requiring Board of Directors Approval: General membership and interest group activity expenditures not covered by the per person cost of the activity, and activities paid for by the club, i.e. Christmas Dinner.

ARTICLE XI: QUORUM

Four of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

ARTICLE XII: DATE BY-LAWS SHALL TAKE EFFECT

These By-laws shall take effect upon the date of adoption and all former By-Laws are hereby repealed.

ARTICLE XIII: PARLIMENTARY AUTHORITY

The rules contained in "Rules of Order" shall be amended at any regular meeting by a two -thirds vote of all members present and entitled to vote, following written notification to the First Vice President, and prior written notification of the proposed changes to the full membership.

The amendments to the November 16, 2016 version of these By-Laws, were adopted by the General Membership on January 17, 2018.

Rex Page, President

Larry Matteson, First Vice President