

# **Club Constitution**

Revised 1-2020

## **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 further than 35 miles from their former residence to the Sears Center, 100 E. Park Ave., Greenville, SC 29601, as determined by Google Maps. 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 eight Club years and are considered Active Members. They may serve on the Board five of those eight years.

After eight Club years, Members will become Associate Members. Associate Members may not serve on the Board or as Chairperson of a Standing Committee but may vote and participate in all Club Functions. An Associate Member may serve as a Coordinator or Co-coordinator of an activity group and may also serve on committees.

In order to contribute to the good of the organization, Members are strongly encouraged to serve on at least one committee or as an activity coordinator during their Membership.

Effective with the 2019-20 Club year, a Member may serve as an Activity Coordinator for any one activity for a maximum of three years. In the event no successor is found, the term may be extended with special approval by the Board. Each Activity will have no more than two Coordinators except with special approval by the Board.

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

The Board reserves the right to cancel a membership when a Member engages in disruptive or harassing behavior or is in violation of the Bylaws, Constitution or Policies of the Club. The process for membership cancellation will be written notification from the Board and a date by which to respond. The member shall be given the opportunity to be heard either orally or in writing. The Board will evaluate the response and render a decision. If the decision is to cancel the membership, it must be done by a majority vote of the Board.

#### **Article IV: Dues and Financial Transactions**

Any prospective member will have the privilege of attending two Club functions but must register for these functions through the Membership Chair. Dues become payable before a prospective member attends a third Club function.

Annual dues include a spouse/significant other residing in the same household.

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

Annual dues, as set by the 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 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.

Each Activity shall be self-supporting and the Club Treasury will not be used to remunerate any Activity.

#### **Article V: Board Members**

The Board includes the following:

President

Membership Chair

Activities Chair

Special Events Chair

Fundraising Chair

Philanthropy Chair

Technology Chair

Treasurer

Secretary

Past President

They will perform the duties as given in their job description and will hold office for one year. When filling an unexpired term or when a qualified successor is not found, the term limit may be waived at the discretion of the Board.

#### **Article VI: Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, will govern the Club in all cases in which they are applicable and where they are not inconsistent with the Club's Bylaws.

#### **Article VII: Revisions**

The Bylaws, Constitution and Job Descriptions will be reviewed no more than once a fiscal year but no less than every two fiscal years, by a committee appointed by the President and chaired by the Past President. 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.

## **Bylaws**

### **Article I: Election of Board Members**

No later than the January Board Meeting, the President will present to the 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 Board, except in extenuating circumstances. 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. The President will encourage Members to contact the Nominating Committee with suggestions for the Board Members. Self-nominations are welcome. Nominations from the General Membership will be accepted up to 15 days prior to the election.

The Nominating Committee will select at least one nominee for each office and shall determine the eligibility and willingness of each nominee to serve. Any nominee not selected MUST be notified and thanked for their interest prior to notification of the slate of nominees to the Board.

The Nominating Committee chairperson will give written notification of the slate to the Board no later than the April Board Meeting. These nominations will be published to the General membership promptly thereafter. Voting will take place no later than the April General Meeting.

A plurality vote wins. The Chairperson of the Nominating Committee will announce winning candidates. New Board Members will be installed at the May General Meeting and their term will begin June 1.

If a vacancy in any Office occurs during the year, the Board will hold an emergency Meeting to discuss options. 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: Board**

The Board consists of the President, Membership Chair, Activities Chair, Special Events Chair, Fundraising Chair, Philanthropy Chair, Technology Chair, Secretary, Treasurer, and Past President.

The Board may conduct voting electronically when necessary. Any electronic vote will be included as an addendum to the Board Meeting minutes.

The governing body of the Club is the Board. The Board will meet monthly to coordinate the activities of the Club; all Board Members are expected to attend each Board Meeting. Each Board position has one vote. All Board Members are expected to submit a written report to the President prior to the Meeting.

A Club Member who wishes to have an item placed on the agenda for a meeting of the Board must submit a request for consideration, in writing, to the President, at least three days prior to the scheduled Meeting.

Any expenditure that is projected to create an unfavorable variance of over \$1,000 in Net Expenses for the entire budget year must be published and voted on electronically.

The outgoing Board must leave a minimum balance of \$5,000 in the Club Treasury.

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

### **Article III: Standing Committees**

The Standing Committees will be as follows:

- Advertising
- Club Photography
- Happenings
- Hospitality
- Newsletter Editor

The President-Elect will appoint Standing Committee Chairpersons. The Chairpersons must be Active Members and may attend Board Meetings but will not have a vote. Standing Committee Chairpersons are expected to attend the General Meetings unless excused by the President. They are encouraged to use committees to promote Membership involvement and facilitate the fulfillment of the mission of the organization.

Other Standing Committees may be appointed by the President and approved by the Board, as required.

### **Article IV: 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 V: 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, or Spring Events without Board approval.

A member who wishes to have an item placed on the agenda for a General Meeting shall contact the President prior to the scheduled Meeting. Board Members are expected to attend each General Meeting. If unable to attend, the Member is required to contact the President and provide a written report if needed.

### **Article VI: Committees**

The President may, with Board approval, form other committees and appoint chairpersons when necessary to direct the various functions 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 VII: Method of Voting**

The Board will notify the General Membership in advance whenever voting is necessary. Voting will take place at the General Meetings where a majority vote wins.

The Board may call for a special vote by the Membership through electronic communication in which a majority of those voting will determine the outcome.

## **Article VIII: Club Function Policies**

A prospective member is welcome to attend two club functions before joining the Club by registering through the Membership Chair.

Our guest policy allows Members to bring guest(s) to Special Events on a space available basis. However, attendance at Activities is limited to Members.

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.

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 or any other group 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 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, then all Newcomer Club functions beginning at 10 am or later will be held as scheduled. Under extenuating circumstances, if weather conditions have changed from the weather forecast and do not pose a threat to Members, the Board, by a majority vote, may decide to allow a Special Event to continue. During non-school days, weekends, and summers, Activity Coordinator will use their best judgement in deciding to continue with or cancel an Activity, keeping the safety of Members paramount.

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 IX: Distribution of Assets upon Dissolution**

Upon dissolution of the Club, the 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 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 X: Communication**

Communication with the Membership may include:

- Monthly Newsletter
- Verbal announcements at General Meetings
- Emails
- Telephone calls

Electronic messages sent by the Technology Chair must be approved by the President or a designee from the Board. Electronic messages are an extension of the Newsletter and are for Club business only.

#### **Article XI: 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.

#### **Article XII: Job Descriptions of Board Members**

Responsibilities include the job description as noted and any other relevant duties assigned by 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 Board Member is responsible for submitting a year-end report to the President, incoming President and the Board member's successor.

#### **President**

- Administers the day-to-day operation of the Club
- Appoints Past President or other board member to conduct meetings in his or her absence
- Presides over Board and General Meetings
- Performs such other duties as may be assigned to the position by the 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 Chairpersons for the Standing Committees
- Appoints the Nominating and Bylaws/Constitution Committees
- Writes a monthly article for the Newsletter
- Proofreads monthly newsletter
- Basic computer skills required

### **Membership Chair**

- Manages all aspect of the new member process, including
  - greeting and introducing prospective and new members at the monthly Coffee; following up with an email to all prospective members
  - promptly reviewing each new member application on the website and accepting/rejecting it and then emailing every new member with pertinent welcoming information
- Plans and coordinates two brunch-type events for the members who have joined in the past six months
- Recruits team to staff membership table at Kick-Off Coffee in September to allow the efficient check-in of new and prospective members
- Provides newsletter editor with two inputs monthly: birthdays and members joining in the past month; this task requires familiarity with Word and Excel
- Works with Technology to ensure that the annual membership renewal process happens on a timely basis.

### **Activities Chair**

- Oversees activity groups and appoints Members in good standing as coordinators or each group. Each activity shall be self-supporting and the Club Treasury will not be used to remunerate any activity.
- Acts as a facilitator in receiving and resolving any problems occurring in Club activities and brings to the board, when appropriate
- Holds an orientation meeting for Activity Coordinators in June
- Reports to the Board monthly on the current status of activity groups
- Collects information about activities and ensures that the coordinators send their Newsletter article each month to the Newsletter Editor
- Instructs Activity Coordinators 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
- Writes a monthly article for the Newsletter
- Proofreads monthly newsletter
- Basic to moderate computer skills required, including Word

### **Special Events Chair**

- Plans and executes a variety of social events throughout the year, including the Holiday and Spring Events
- Manages the Events Registration portion of the Club website
- Assists and coordinates with Members who want to plan a non-recurring activity
- Writes a monthly article for the Newsletter
- Moderate to strong computer skills required

### **Fundraising Chair**

- With input from the Board, plans fundraising projects and events for the year to enable the Club to carry out philanthropic projects and to cover general expenses of the Club
- Promotes all fundraising projects such as Fall for Greenville, Holiday at Peace, Attraction

books, Red, White & Blue and others, as needed

- Oversees 50/50 raffle
- Collaborates with the Philanthropy Chair on fundraising for our charity
- Writes a monthly article for the Newsletter
- Basic computer skills required, including Word

### **Philanthropy Chair**

- 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 3 potential charities to submit in writing 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, when necessary
- Writes a monthly article for the Newsletter
- Basic computer skills required

### **Technology Chair**

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

### **Treasurer**

- Chairs a committee consisting of the incoming and outgoing Boards for the purpose of preparing an operating budget for the coming year.
  - Submits the-proposed budget to the Board for approval no later than the July Board Meeting
  - Publishes it to the General Membership
  - Presents it to the General Membership for a vote at the July General Meeting
- Alerts the President of any proposed expenditure in a Board Member's budget that may create an unfavorable variance of over \$1000 in Net Expenses during a budget year.
- Receives and deposits Club income
- Pays bills upon written request, balances monthly statements, records transactions and is available to reimburse Members
- Presents a Treasurer's Report at Board Meetings
- Submits other financial reports including a monthly summary report, as require
- 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, such as Excel and Quick Books

### **Secretary**

- Records minutes at Board Meetings and General Meetings where official business is



conducted

- Provides minutes to Board Members for corrections within 10 days
- Gives corrected minutes to the 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
- Basic computer skills required

### **Past President**

- Serves as advisor to the President
- Acts in the absence of the President at General and Board Meetings
- Acts as Club Parliamentarian
- Advises the Board with regard to Robert's Rules of Order
- Chairs a committee to review the Constitution, Bylaws 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
- Organizes and executes Kick-Off Coffee

### **Article XIII: Job Descriptions of Standing Board Chairpersons**

Responsibilities include the job description as noted and any other relevant duties assigned by the President. Standing Committee Chairpersons are required to present to the President or Treasurer for approval any financial obligations requiring a contract or a deposit. In May, each Standing Committee Chairperson is responsible for submitting a year-end report to the President, incoming President and successor.

### **Advertising**

- 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
- Coordinates and proofreads advertisements for the Newsletter
- Basic computer skills required

### **Club Photography**

- Arranges for photography of General Club Meetings, Activities, and Special Events; maintains all photographs of Club functions
- Coordinates with Membership Chair to assure new Members' directory photos are taken
- Basic photography skills required

### **Happenings**

- Prepares a monthly list of various cultural, social and educational opportunities available in the Greenville area and sends to the Technology Chair for posting
- Basic computer skills required

### **Hospitality**

- Arranges locations for the General Meetings and coordinates refreshments
- Arranges Member lunch at a restaurant following General Meetings unless otherwise directed by the Board
- If necessary, coordinates with the Membership Chair for New Member Events
- Submits monthly articles for Newsletter announcing upcoming Coffees
- Basic computer skills required

### **Newsletter Editor**

- Compiles and edits the Newsletter and sends to President, Activities Chair and Advertising Chair for proofing
- Sends an electronic copy of the Newsletter to the Technology Chair and Secretary on a monthly basis
- Moderate computer skills required, including Word