

NEWCOMERS AND NEIGHBORS CLUB BYLAWS

Revisions Approved 5-4-17

ARTICLE 1: NAME

The name of this organization is Newcomers and Neighbors, hereinafter called the "Club".

ARTICLE II: PURPOSE

- A. The purpose of this Club is twofold:
 - 1. To encourage friendship among residents of the three communities: Kennebunk, Kennebunkport, and Arundel.
 - 2. To acquaint new and established residents with the three communities.

ARTICLE III: THE BOARD

- A. The Board shall consist of the following: The President, the Vice President, the Secretary, the Treasurer, the immediate past President, who serves ex-officio, the Newsletter Editor, the Webmaster, the Directory Editor, all the members of the Permanent Standing Committees, and the chairs of the Activity Groups.
- B. The duties of the Board include, but are not restricted to, the following:
 - 1. Governing the Club
 - 2. Setting Policy
 - 3. Supervising all activities
 - 4. Establishing dues and similar fees
 - 5. Approving all non-budgeted expenditures

ARTICLE IV: THE EXECUTIVE COMMITTEE OF THE BOARD

- A. The Executive Committee of the Board shall consist of the following: The President, the Vice President, the Secretary, the Treasurer, and the immediate past President, who serves ex-officio.
- B. The duties of the Executive Board include, but are not restricted to, the following:
 - 1. Handling actions that cannot wait for the next regular Board meeting.
- C. Job descriptions of the Executive Committee of the Board include, but are not limited to, the following;
 - 1. The President:
 - (a) calls and presides at the Board meetings and monthly Club Meetings.
 - 2. The Vice President:
 - (a) performs the duties of the President in his/her absence

(b) serves as President the following year.

3. The Secretary:

(a) maintains a complete and accurate record of all Board meetings, as well as motions made at monthly Club meetings.

(b) makes a report of such record in person or by proxy

(c) acts as correspondent for the Club and the Board within those bodies or outside when requested.

4. The Treasurer:

(a) collects dues from members, in accordance with club policies.

(b) notifies the Membership Committee, the Newsletter Editor, the Directory Editor, and the President of the status of dues-paying members and of new members who have joined the Club.

(c) securely maintains and records the transactions regarding all monies or other Club assets.

(d) reports to every regular meeting of the Club and the Board, in person or by proxy, the current financial standing of the Club and any unusual expenditure that may be pending.

(e) contacts the church to reserve and pay for the meeting hall.

D. A quorum of the Board is a majority of those offices occupied as of the meeting date.

E. The term of office for all officers is one fiscal year.

ARTICLE V: OTHER BOARD MEMBERS

A. Other Board Members include the Newsletter Editor, the Webmaster, the Directory Editor, all the members of the Permanent Standing Committees defined in Article VI, and the chairs of the Activity Groups.

1. The Newsletter Editor:

(a) compiles and publishes the Club's monthly newsletter.

(b) distributes membership-wide informational broadcasts related to social events.

2. The Webmaster:

(a) maintains the Club's website in order to provide prospective and existing members with contact information and general information regarding the Club.

(b) provides specific details of current activities on the website.

(c) Notifies President, Treasurer, Membership Committee, Directory Editor, and Newsletter Editor of on-line applications for membership.

3. The Directory Editor:

- (a) maintains the club's membership list.
- (b) notifies the Newsletter Editor of changes.
- (c) provides periodic updates to club members and to Newsletter Editor of new members or changes throughout the year.
- (d) publishes the Directory prior to the October meeting.

ARTICLE VI: PERMANENT STANDING COMMITTEES

The following are permanent standing committees:

1. The Program Committee:
 - (a) includes the Program Brochure Editor.
 - (b) provides speakers for monthly meetings.
 - (c) provides and sets up equipment requested by the speaker.
2. The Hospitality Committee:
 - (a) provides and serves refreshments.
 - (b) unlocks the meeting hall door before each meeting and sets up the hall for the meeting.
3. The Publicity Committee:
 - prepares and distributes all publicity and marketing concerning Club activities.
4. The Social Committee:
 - plans, prepares, and hosts the special social gatherings for the Club.
5. The Membership Committee:
 - (a) greets members at monthly meetings.
 - (b) maintains and distributes Welcome Packets to new and prospective members.
 - (c) maintains name tags for every member.
 - (d) organizes the annual fall welcome session for new members.

ARTICLE VII: ACTIVITY GROUPS AND OTHER COMMITTEES

- A. Activity Groups are monthly or periodic activities as listed in the monthly newsletter and/or on the website. Chairpersons of the Activity Groups are voting members of the Board.
- B. Ad Hoc Committees may be formed with the approval of the Board to meet a specific purpose and will meet as needed.

ARTICLE VIII: FISCAL YEAR

The fiscal year of the Club is July 1 to June 30.

ARTICLE IX: MEMBERSHIP

- A. Membership is open to any person who is a resident of Kennebunk, Kennebunkport, or Arundel. A resident is defined as a person who lives in one of these towns for at least part of the year.
- B. There is no time limitation on membership, as long as the member meets the residency requirement and pays annual dues.
- C. The Board has the authority to change the time policy stated in Section B at its discretion, with the approval of the membership.
- D. Non members may attend Club monthly meetings and other events, however they may be expected to pay an additional guest fee to attend any event that charges a fee.

ARTICLE X: MEETINGS

- A. The regular meeting of this Club is monthly from September to June, unless otherwise designated by the Board.
- B. Special meetings of the Club are called by the President upon the request of ten members.
- C. Board meetings are held at the discretion of the President.
- D. A quorum at regular and special meetings of the Club is twenty-five percent of the membership. Membership is determined by Article IX of these Bylaws as supplemented by resolutions of the Club or Board.
- E. Once a quorum for a meeting has been established, action at such meeting may be taken by a majority vote of those members present and voting, except for Bylaw amendments as provided in Article XII C.
- F. Roberts Rules of Order Revised, in so far as it is applicable, will govern the proceedings of the Club.
- G. All meetings require a minimum of two weeks notice to the Club.

ARTICLE XI: ELECTION OF OFFICERS

- A. An adhoc nominating committee of not fewer than three (3) members will be appointed by the President, and the names of the nominating committee members will be announced at the February meeting.
- B. Nominations are presented at the regular April meeting.
- C. Nominations from the floor are accepted.

D. Elections are held at the regular May meeting, by secret ballot if more than one nominee is presented for any one office.

E. The term of office coincides with the fiscal year of the Club.

F. The Board, by a majority vote, fills vacant offices for the unexpired portion of the term of office.

ARTICLE XII: AMENDMENT

A. Amendments to these Bylaws may be presented to the membership by the Board by mail, e-mail, or at any regular meeting.

B. The vote on proposed amendments takes place on the next regular meeting following the above notification.

C. A two-thirds majority of those members present and voting is required to amend these Bylaws.