

White Rock and South Surrey Newcomers Club

Constitution

April 2017

1. NAME

This organization shall be known as the “White Rock and South Surrey Newcomers Club”.

2. MISSION STATEMENT

Our mission is to welcome women to the White Rock/South Surrey area, acquaint them with their new community, and promote friendships among members.

3. DEFINITIONS

- a) Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and Committee Chairs as well as the Past President who shall be a non-voting member and adviser to the Board of Directors.
- b) Fiscal year is from July 1 to June 30.
- c) General Meetings are meetings which all members and visitors may attend.
- d) Membership year is from September 1 to August 31.
- e) Special events include and are not limited to special dinners or celebrations in place of usual General Meeting formats.
- f) Standing Committees are the Activities Committee, Membership Committee, Newsletter Committee, Program Committee, Publicity Committee, and the Hospitality and Facilities Committee.
- g) Term of office is from July 1 to June 30.

4. ELIGIBILITY

- a) Those eligible for membership shall be newcomers to the area or those who have experienced a significant life change (i.e. death of a partner, divorce or retirement) within the past three (3) years. Requests for membership, which do not meet these criteria, shall be referred to the Board for approval.
- b) Membership shall be for five (5) years, and will expire on August 31 immediately following the fifth year anniversary of becoming a member.

5. GENERAL MEETINGS

General Meetings shall be held once a month, September to June inclusive, on a day set by the Board of Directors. Special Meetings may be called by the President when deemed necessary by the Board of Directors.

6. NOMINATIONS AND ELECTIONS

A. Nomination Process:

- a) In January the President shall appoint the Nominating Committee of three to five (3-5) members, one of whom will be a Board member, all of whom must be approved by the Board of Directors.
- b) The President shall announce and introduce the nominating committee members at the January General Meeting.
- c) The Nominating Committee Chair shall arrange for the following information to be published in the February Newsletter.
 1. Names of the Nominating Committee Members and their contact information
 2. An outline of each of the positions and job descriptions for each position.
 3. Advise that anyone who is interested in serving or wants to put forward a name for a Board position shall contact a member of the Nominating Committee.
- d) The Nominating Committee Chair shall present the slate of nominees for the Board at the March Board of Directors meeting.
- e) The Nominating Committee Chair shall arrange to publish the Nominated Slate in the April newsletter.

B. Elections:

- a) The Nominating Committee Chair shall introduce the slate of candidates at the April General Meeting. During this meeting, the Nominating Committee chair shall call for nominations from the floor three (3) times. If there is more than one person wishing to stand for a position on the Board, a secret ballot shall be held with ballots to be counted by the President and a member not on the Board and not seeking a Board position. The Chair of the Nominating Committee will then prepare a new slate with the newly nominated and/or elected candidates.

- b) The Chair of the Nominating Committee shall present the new slate of nominees and ask the members to ratify the new Board of Directors by a show of hands.

C. Terms of Office:

- a) Officers shall be elected for a twelve (12) month term of office and shall take office from July 1 to June 30.
- b) Members of the Board may serve more than one term.
- c) During the year, should a vacancy occur in any office other than that of the President, (which is automatically filled by the Vice President), the Board of Directors shall appoint a member to fill the position for the remainder of the term.

7. DISCIPLINE

- a) In any meeting, function or activity of the Club, disruptive behaviour is not acceptable.
- b) Censure shall be addressed by the Board of Directors at the next Board Meeting.

8. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given to a local charity.

9. AMENDMENTS

The Constitution and/or Bylaws may be rescinded, altered or added to at any General Meeting provided the changes are approved by a two-thirds (2/3) majority of the members present at the General Meeting at which constitutional revisions are presented. Notice of any amendments shall be given to the membership (in writing) at least two (2) weeks prior to the meeting at which a vote is to be taken.

THE CONSTITUTION WAS RATIFIED BY THE MEMBERSHIP OF THE WHITE ROCK AND SOUTH SURREY NEWCOMERS CLUB AT A GENERAL MEETING HELD ON:

September, 1992	March 2012
June 2007	March 2015
April 2010	April 2017

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Bylaws

The Bylaws of the White Rock and South Surrey Newcomers Club are intended to provide the framework under which the Club conducts its business and activities.

1. BOARD OF DIRECTORS MEETINGS

- a) The Board of Directors shall meet at the call of the President. The President may call Special Meetings when deemed necessary.
- b) A quorum shall consist of six (6) Board members and must include either the President, or Vice President .
- c) Prior to June 30 the final Board Meeting shall be held. It shall be attended by the incoming as well as the outgoing members of the Board. At this time all records and written reports shall be turned over to the new Board.

2. BUSINESS PROCEDURES

- a) The rules for all meetings shall be Robert's Rules of Order.
- b) All contracts must be approved by the Board of Directors and signed by two Board members.

3. MEMBERSHIP FEES

- a) The membership fee for returning and prospective members will be an amount agreed upon by a majority of the members at a General Meeting.
- b) Returning members are expected to pay their membership fees at the September General Meeting. Membership will be revoked if fees are not paid within seventy (70) days of becoming due.
- c) Prospective members may attend one meeting and two coffee activities before fees become payable.
- d) Members joining between March 1 and August 31 are required to pay only half of the yearly fee.
- e) New members shall receive access to the members only side of the Website which includes access to the most recent newsletter, the constitution, membership lists, and activity lists.

- f) Membership contact information shall not be used for purposes other than Club use.

4. ACTIVITIES

- a) Each activity shall be headed by a Convener(s) who is recruited from the membership.
- b) A member may volunteer to convene special events or new activities developed throughout the year.
- c) Conveners are required to ensure that the people participating in the activity for which they are responsible, are paid members.
- d) Members are responsible for notifying the Convener if they are unable to attend an activity for which they have signed up.

5. BOARD OF DIRECTORS

The Board of Directors of the Club shall consist of the following:

President

- a) The President shall be the Chief Executive Officer of the Club and will preside at all meetings of the Club and of the Board of Directors.
- b) The President is a non-voting member of all committees.
- c) The President is the spokesperson for the Club to the general public.

Past President

- a) The Past President shall act in an advisory capacity as a non-voting member of the Board.

Vice President

- a) The Vice President shall assist the President and discharge the duties of the President in her absence.
- b) The Vice President shall chair the Hospitality and Facilities Committee and ensure that the committee prepares the meeting room, recruits and trains ambassadors to greet visitors and new members, assists with special activities, and provides refreshments at General Meetings and other special events.
- c) The Vice President shall send a card to Newcomer members who are ill, have suffered a loss, or have celebrated a special event.

- d) The Vice President shall audit, or arrange to have audited, the Treasurer's books before the new Treasurer takes over.
- e) The Vice President shall liaise with the Programs Chair where necessary.
- f) Whenever possible, the Vice President shall be prepared to move to the President's Chair the following year.

Secretary

- a) The Secretary shall record and email minutes of the Board of Directors and General Meetings to all the Board members in a timely manner.
- b) The Secretary shall ensure that a copy of the previous General Meeting minutes are posted on the members only side of the website for all members to read.
- c) The Secretary shall be responsible for all correspondence and reports when necessary.

Treasurer

- a) The Treasurer shall collect membership fees from the Membership Committee and all other monies for the Club, issue receipts, and deposit all funds in a bank account in the name of the Club.
- b) The Treasurer shall issue cheques with a designated co-signer; report all receipts, expenditures and bills outstanding at regular Board meetings. She shall disburse funds authorized by the Board of Directors.
- c) The books shall be available at all times for inspection by the Board of Directors and the Membership and are subject to audit once a year prior to turnover of the position.
- d) The Treasurer shall present the financial statements for the previous fiscal year to the October General Meeting and ensure that they are published in the Newsletter by December 31 each year.
- e) The Treasurer shall ensure that the current fiscal year budget is posted on the members only side of the web site within thirty (30) days of its approval by the Board.

Activities Chair

- a) The Activities Chair shall co-ordinate the Activity Conveners and ensure the activity sign-up sheets are at each meeting.
- b) The Activities Chair shall ensure Conveners are in place for the next year's Newcomers Club.

- c) The Activities Chair shall train a member to move to the Chair position the following year.

Membership Chair

- a) The Membership Chair shall ensure that the committee collects all payments from members for membership fees, issue receipts for same, and ensure a signed Waiver and Release Form is obtained from each member.
- b) The Membership Chair shall ensure all monies are handed over to the Treasurer.
- c) The Membership Committee shall maintain a record of all members and a record of the date they joined.
- d) The Membership Committee shall prepare and provide access to membership lists to members.
- e) They shall be responsible for preparing name tags and addressing inquiries from prospective members.
- f) The Membership Chair shall train a member to move to the Chair position the following year.

Newsletter Chair

- a) The Newsletter Chair shall chair a committee responsible for preparing a monthly Newsletter for distribution to all members, outlining the activities of the club as given to her by the Board, Activities Chair, and other members.
- b) The Newsletter Chair shall ensure that someone from the Newsletter Committee attends every Board meeting.
- c) The Newsletter Chair shall train a member to move to the Chair position the following year.

Program Chair

- a) The Program Chair shall arrange for all General Meeting and Special Event programs, in consultation with the Board of Directors.
- b) The Program Chair and/or her committee shall recruit, introduce and thank speakers making presentations to the General Meetings. The committee shall be responsible for Audio/visual equipment for each presentation.

- c) The Program Chair shall train a member to move into the Chair position the following year

Publicity Chair

- a) The Publicity Chair and/or her committee shall arrange publicity for the Club through all available media.
- b) The committee shall also be responsible for the Information Brochure and its distribution.
- c) The Publicity Committee shall coordinate website development and Facebook pages as approved by the Board.
- d) The Publicity Committee Chair shall train a member to move to the Chair position the following year.

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