

NAPERVILLE NEWCOMERS AND NEIGHBORS CLUB

BYLAWS

NAPERVILLE, ILLINOIS

ARTICLE I. NAME.

The name of this club shall be the NAPERVILLE NEWCOMERS AND NEIGHBORS CLUB (NNNC).

ARTICLE II. MISSION STATEMENT.

The NNNC is organized for welcoming newcomers and other neighbors into our organization through social, charitable and educational activities. We will provide an atmosphere of friendliness, goodwill and fellowship.

ARTICLE III. POLICY.

The Club shall not discriminate against either prospective or current members because of race, color, creed, national origin, sex, income status, marital status, educational background or any other factor. The Club is nonpartisan, nonsectarian and sponsors no legislative activities. The Club shall comply with all laws, rules and regulations of all government agencies, state and federal.

ARTICLE IV. MEMBERSHIP.

Eligibility for membership is open to all new and established residents who share similar interests. Membership is not limited. The Club year will commence June 1 and continue through May 31 of the following year. A prospective new member may attend up to two activity meetings without paying dues; thereafter, a membership decision must be made. Luncheons and fund raising events are open to the community at large. Members are cordially invited to all Club meetings.

Membership in the Club is required for participation in Club activities. Any member may voluntarily resign from the Club. Dues will not be refunded.

ARTICLE V. DUES.

The Board may, on an annual basis, consider and approve annual dues increases in order to maintain the fiscal solvency of the Club. Notification of any such increases shall be made to the membership well in advance of the beginning of the membership year.

Dues shall be payable at the time a person joins the Club and, thereafter, once a year by September 30. Any person joining the Club after January 1 shall pay 50% of the yearly dues, which will entitle that person to membership through May 31 of that membership year. Renewing members are required to pay full dues regardless of the month the individual renews.

ARTICLE VI. EXECUTIVE BOARD.

Executive Board of this Club shall be President, Officer-at-Large, First and Second Vice-Presidents, Recording Secretary, and Treasurer. The offices of President and Vice-Presidents may be co-chaired. They shall perform the duties usually required of such officers. They shall attend all official functions.

Members shall be allowed to serve on the Executive Board for no more than 3 years per position.

ARTICLE VII. ELECTION OF EXECUTIVE BOARD AND BOARD MEMBERS.

Two months prior (March) to the annual installation meeting (May), the Nominating Committee, consisting of two or more members in good standing, as appointed by the President no later than three months prior (February) to installation, shall present a slate of Executive Board Officers for the upcoming year. At the following monthly meeting (April), the Nominating Committee shall present the slate of Executive Officers to the membership for a vote. At this time, other nominations for any Executive Office may be made by any member who is active and in good standing. The vote shall then proceed by a show of hands. Candidates then receiving the majority of votes shall be declared elected. If there are no nominations from the floor, a verbal acceptance of the slate is permitted.

The Nominating Committee shall also work at filling the positions of the Board Members and presenting it to the Executive Board. A vacancy in an executive office shall be filled by a majority vote of the Board of Directors present at a meeting, with the exception of the President, which is automatically filled by one of the Co-Vice-Presidents.

ARTICLE VIII. DUTIES OF EXECUTIVE BOARD OFFICERS.

- A. **President:** The President shall preside at the regular monthly meetings, Executive Committee Meetings, monthly Board meetings and all official functions. She shall quote the policies and objectives of the Club at Club meetings and events. She shall vote only in case of a tie. The President may form other committees of the Club in the fulfillment of its purpose, and she may appoint its chairperson. The President shall be an ex-officio member of all committees, except the Nominating Committee. The President shall be the Chief Executive Officer of the Club and shall perform such other duties that usually pertain to the office of the President. She shall be the holder of the Bylaws.
- B. **Officer-at-Large:** The Officer-at-Large will be a former Board member. She will be a liaison providing advice and counsel between last year's Board and the current Board. She shall attend all official functions.
- C. **First Vice President:** One of the First Vice Presidents shall preside in the absence of the President. Should the office of President be vacated before the end of the year's term, she shall resume the duties until the next election. They shall perform such other duties as may be assigned by the President. They are also the Program Chairpersons for the Club. They shall present, prior to the September Board meeting, a schedule of the programs for the coming year, if possible. They shall contact the speakers and arrange a mutually convenient date for them to appear. They shall have written contracts with the speakers if at all possible. They shall correspond with the speaker a month prior to their scheduled date to remind them of the date and ask if any special equipment is needed. They are responsible for the P.A. system and any special equipment required for the program. They shall arrange to give the Publicity Chairperson any available publicity for the newspapers. They shall arrange with the Treasurer to have a check ready after the speaker has presented the program, if applicable. They shall ensure gratis luncheon reservation for the speaker. They shall be responsible for installation of Executive Board Officers and articles for the newsletter. These duties shall be shared. They shall attend all official functions.
- D. **Second Vice President:** This position is responsible for securing locations for the monthly luncheons. She will negotiate the contract complete with menu, date, minimum guarantee if needed, deposit as necessary. Once a contract has been agreed upon, a signed copy will be

given to the Treasurer and also to the other Second Vice President. Before each luncheon, a write up will be given to the Newsletter Editor with RSVP form. Monies will be collected, guarantee given to venue, nametags made. On day of luncheon, the Second VP will give all monies to Treasurer, who will pay bill.

- E. Recording Secretary: She shall record the minutes at the regular monthly meeting, each Board meeting and Executive Board meeting. She shall make copies of the minutes for the Board. The Secretary and the President shall keep permanent copies in their files. At the request of the President, she shall read the minutes of the previous meeting. She shall keep attendance records of the Board meetings. She shall keep a record of all the Club's properties to the expiration of her term. She shall attend all official functions.
- F. Treasurer: She shall handle and record all receipts and disbursements of the Club's money. She shall present a financial report at all Board meetings. She shall provide for an annual audit of the Club's operations at the Board's request and also shall file all state and federal income tax forms that are applicable. Financial reports will be available to members upon request. The Treasurer, with the President, shall draw up a proposed budget at the beginning of the fiscal year. The proposed budget shall be presented to and approved by the Executive Board. She shall attend all official functions.

ARTICLE IX. BOARD MEMBERS.

The Board Members are authorized to select their assistants and committee members and to fill any vacancy occurring on their committees. The Board Members become members of the Board of Directors, each having one vote. They shall attend all official functions.

ARTICLE X. DUTIES OF BOARD MEMBERS.

1. Social Secretary: She shall send cards, messages or congratulations or "get well" to Club members. A further extension of sympathy may be extended at the discretion of three members of the Executive Board. She shall prepare a monthly article for the newsletter.
2. Directory: She shall prepare and edit the annual directory to be completed prior to the November monthly meeting. The directory should include the purpose and objectives of the Club, schedule of monthly meetings, elected Officers and Board members, as well as names, addresses and phone numbers of members, and any other matters of general interest pertaining to Club activities. She shall receive new member information and changes from Membership to keep the disks updated. She shall work closely with the Membership Chairperson in all her duties.
3. Newsletter Editor: She shall be responsible for preparing the monthly newsletter. She shall include in the newsletter any article submitted by Board members and Activity Chairpersons. She shall send the newsletter via e-mail to those members requesting it so. She shall get the newsletter printed and then give to Newsletter Publisher for distribution.
4. Newsletter Publisher: She shall be responsible for distributing and mailing the monthly and annual directory newsletter to each Club member.
5. Membership: She shall keep current and accurate electronic files on present and eligible members of the Club. At a minimum, these files contain name, address, phone number, and month and year member first joined. She shall furnish new members a copy of the directory and the newsletter when they first join the Club. She shall receive new members' dues and

forward said dues to the Treasurer. She shall forward all new member information and changes to Directory, Newsletter and Hospitality.

6. Hospitality: She shall be early for each monthly meeting to greet new members and guests. She shall introduce those new members and guests and ask them to stand and give their name and where they lived previously. She could contact new members prior to reservations deadline and make a personal contact and offer assistance.
7. Activities: She shall be responsible for forming activity groups and getting leaders for each activity. She shall explain the duties required of each activity chairperson and follow up to ensure said duties are performed, as necessary. She shall ensure that the chairpersons make sure that all participants in activities are members in good standing of the Club. She shall prepare regular articles for the newsletter and oversee activity chairpersons that their articles are submitted on a regular basis.
8. Trips & Tours: She shall plan daytime trips for the Club. She shall get written contracts with the meeting places or tour providers if at all possible.
9. Charity Coordinators: She shall be responsible for regularly informing the Board of Directors and general membership of community charities, as well as provide the Board of Directors with an annual list of nominated charitable organization(s) to be submitted for approval by the Board of Directors.
10. Make, Bake and Buy: She shall be in charge of plans for raising funds for charitable organizations as approved by the Board through the annual Make, Bake and Buy luncheon. She shall give the Treasurer a financial report of all projects, funds raised and when necessary, present progress reports.
11. Publicity: She shall be responsible for preparing articles of Club activities and submitting them to newspaper(s), subdivision newsletters, local television stations, etc., for publication on a regular basis.
12. Phone Committee: She shall be in charge of a committee who will notify members of important events or information at the discretion of the Board.
13. Welcome Coffee: She shall schedule and arrange each month's Welcome Coffee and the annual Kick-Off Coffee. She gets names of newcomers from various sources and invites them to the Coffees.
14. Scholarship Chair: She shall promote the scholarships to student counselors and distribute scholarship applications to school districts. She shall work with Publicity to promote the scholarship to the community at large and with Website and Newsletter to promote the opportunity within the Club.
15. Website Chair: She shall maintain and update the Club website with Board approved content.

ARTICLE XI. BOARD OF DIRECTORS.

The Board of Directors shall consist of Executive Board Officers and the Board Members. The Board of Directors shall meet as often as necessary in order to coordinate plans and activities of the Club and are expected to attend all Board meetings and all monthly Club meetings. Active members in

good standing may attend any Board Meeting or those persons invited by the Board. The Board shall prepare a report of its duties throughout the year so that successors will have a reference. The report shall also be submitted to the President at the May Board meeting. Prior to the end of the fiscal year, the Board will request the Treasurer to approximate the amount of money available, if any, to be designated for philanthropic works and will then accept recommendations and vote on the disbursement of monies.

ARTICLE XII. MEETINGS.

Regular luncheon meetings of the Club shall occur once a month. There shall be no regular general meetings in June, July and August. In an emergency, the Executive Board may change the regular meeting date, provided that due notice of such change is given to all members of the Club in good standing. All members are held responsible for reservations made for any NNNC function.

ARTICLE XIII. PROPERTIES.

In the event the Club is dissolved, all properties purchased or donated shall be sold to the highest bidder and the proceeds given to charity.

ARTICLE XIV. BANK ACCOUNTS AND CONTRACTS.

All bank accounts opened in the name of NNNC must be co-signed by the President and Treasurer of the Executive Board. Anyone signing a contract in the name of NNNC must have it preapproved or co-signed by the President, Co-Vice-President or Treasurer. All committees shall stay within their budgets unless preapproved by Executive Board. Disbursements must be signed by the President or Treasurer.

ARTICLE XV. MAJOR RESOLUTIONS.

No major resolution to commit the Club on any matter shall be considered by the Club until it has been submitted to and approved by the Board of Directors. After the Board of Directors has discussed and approved a major resolution committing the Club, notification must be made to the general membership in good standing. That said major resolution committing the Club will be presented and put to a vote by ballot. The Club may then proceed to take such action as the majority decides.

ARTICLE XVI. METHOD OF VOTING.

The business of this organization shall be transacted by voice. A majority of members present in good standing shall carry. Major resolutions may be determined by ballot.

ARTICLE XVII. QUORUMS.

Four shall constitute an Executive Board quorum.

Seven shall constitute a Board of Directors' quorum.

Majority of the members present, and in good standing, shall constitute a quorum at a general meeting.

ARTICLE XVIII. BYLAWS.

Bylaws shall be updated and revised when needed. Any change or revision to these bylaws must be presented and approved by the Executive Board and then presented to the Board for approval.

