

# Bylaws

## Dothan Newcomers Club, Inc.

### Article I – Name and Location

The name of the organization shall be the Dothan Newcomers Club, Inc., hereinafter referred to as Club. The principal office is located at 1676 Whatley Drive, Dothan, Houston County, Alabama.

### Article II – Purpose

The Club is designed to help cultivate fellowship, facilitate involvement in civic activities, and provide avenues for social life among women residing in the Dothan/Wiregrass Area. In addition, the Club contributes to community organizations and charities through annual fundraising events. The Club shall hold fundraisers each year to raise money for various charities/groups voted on by the membership. A charity/group cannot receive money from the Club for two consecutive years. The Club will donate annually to the Brown Bag Program.

### Article III – Members

**Section I** – Membership shall be open to any woman who applies for membership after moving to the Dothan/Wiregrass area or who has experienced a life change, such as but not limited to, retirement, change of marital status or loss of spouse. Potential members may receive two (2) newsletters and may participate in three (3) events before joining the Club. Upon receipt of completed application and payment of dues, the Treasurer shall submit the application to the Newsletter Committee for processing.

**Section II** – Annual dues shall be \$20.00. Dues may be paid any time after April 1<sup>st</sup>, and the deadline is June 30<sup>th</sup>. Any member delinquent in dues will be notified by the Treasurer by June 20<sup>th</sup>. Any member whose dues are not paid by June 30<sup>th</sup> will be considered a non-member and shall be reinstated only after completion of a new application and payment of dues.

**Section III** – Members are strongly encouraged to participate in and/or support all fundraising and club-sponsored community activities.

**Section IV** – Members shall not make commitments for the Club without prior approval of the membership.

**Section V** – It shall be unethical to use the Club roster for commercial purposes.

**Section VI** – Only members who are current with their dues shall receive a newsletter and participate in a Club-sponsored activity. Spouses, significant others and visitors may accompany paid members to designated Club-sponsored activities.

**Section VII** – Members who have reached eighty (80) years of age and previously been granted honorary status shall retain this designation during the remainder of their club membership. The asterisk (\*) notation at the end of their directory listing shall read, “Grandfathered Honorary Member.”

### Article IV – Officers

**Section I** – Elected officers (listed in order of descending authority) of this organization shall be President/Co-Presidents (hereinafter referred to as President), First Vice-President, Second Vice-President, Secretary and Treasurer. These officers and the Parliamentarian shall be known as the Executive Board and shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club. The Executive Board functions as a Board of Directors.

- A. **President:** Shall preside at all meetings (unless otherwise specified, meeting means monthly business meeting) and executive board meetings; be a member ex-officio of all committees, except the Nominating Committee; approve, in conjunction with the Treasurer, all expenditures beyond those that are budgeted and perform all duties pertaining to the office.
- B. **First Vice-President:** Shall attend all meetings; serve as Rose Hill Senior Citizens Valentine Party (held annually in February to honor Rose Hill Senior Citizens) and Christmas Gifts Chair (annually the Club purchases Christmas gifts for Rose Hill recipients as recommended by Rose Hill Staff); resume role as Adopt-A-School Chair if program is reinstated by Dothan City Schools; assist the President at all times and perform the duties of the office of President in the absence of the President.
- C. **Second Vice-President:** Shall attend all meetings and serve as Ways and Means Chair (managing all fundraising events); serve as Publicity Committee Chair; and perform the duties of the President in the absence of the President and First Vice-President.
- D. **Secretary:** Shall attend all meetings; keep minutes of all meetings of the organization and the Executive Board; and conduct all necessary Club correspondence.
- E. **Treasurer:** Shall attend all meetings; collect all dues and keep accurate records of all receipts and expenditures for each month to report verbally at the monthly club meetings, submitting a written report to the Executive Board; serve on the Finance Committee; and collect application sheets from prospective new members.

**Section II – Parliamentarian** shall be the Immediate Past President.

- A. She shall attend all executive board and regular meetings; assist the President on parliamentary procedures; be prepared to inform the Executive Board if the Bylaws need review; act as Historian and provide the Club's non-current and historical records to the Wiregrass Archives at Troy University Dothan Campus or its successor; and be a full and participating member of the Club and Executive Board.
- B. If the Immediate Past President is unable to serve as Parliamentarian, the Executive Board shall appoint another Past President as Parliamentarian.
- C. The Parliamentarian assumes office on July 1<sup>st</sup>.

**Section III – Election of Officers**

**A. Nominating Committee**

- 1. The Nominating Committee shall consist of a minimum of three (3) members with at least one (1) having a minimum of two (2) years of membership. The chair is to be elected by the Club members. Current officers, including the current president, may not serve on the Nominating Committee.
- 2. The Committee shall present one or more nominees for each office at the April meeting. Nominations from the floor shall be accepted at that time, providing these nominations are presented with the consent of the nominee.

## **B. Nominations**

1. The nominees for President can be any member with no less than two (2) years active membership.
2. All other elected officers must be a member in good standing.

## **C. Elections**

1. Officers shall be elected annually for a one-year term in the month of May by a paper ballot or by absentee ballot. Officers may elect to serve more than one term. All absentee ballots must be submitted to the President one day prior to the May business meeting.
2. Winners are determined by majority of votes presented.

## **D. Assumption of Office**

1. The term for newly elected officers shall be July 1<sup>st</sup> through June 30<sup>th</sup> of the following year~~(s)~~.
2. Outgoing officers and newly elected officers will meet to review club policies and procedures. This meeting shall be held before the June installation meeting.
3. Elected officers shall assume office at the June installation meeting and related materials, including the officer notebook containing standard operating procedure and timeline for the office, shall be passed to the new officers at that time.
4. The outgoing Parliamentarian shall serve as installation officer.

## **Section IV – Vacancies of Office**

- A. If an officer fails to reasonably perform her duties or fails to attend a majority of required meetings, the Executive Board has the power to remove her from office. They shall notify her before removal. Any vacancy occurring in any office, except the presidency, shall be filled for the unexpired term by the Executive Board with the consent of the nominee.
- B. The vacated office of the presidency shall be filled by the First Vice-President, provided the vacancy occurs March 1<sup>st</sup> or after. An election to fill the office will be held if the unexpired term occurs prior to March 1<sup>st</sup>.

## **Article V – Meetings**

**Section I** – Regular meetings of the Club shall be the first Thursday of each month.

**Section II** – Special meetings may be called by the President with at least one week notice to all members.

**Section III** – A quorum shall consist of a majority of the members present at each meeting.

**Section IV** – The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the Club may adopt. Parliamentarian shall be the keeper of the Club's copy of Robert's Rules of Order Newly Revised.

## Article VI – Executive Board

**Section I** – The Executive Board of the Club shall consist of the elected officers and the Parliamentarian.

**Section II** – Executive Board meetings shall be held monthly at the convenience of the Executive Board. A quorum shall consist of four (4) board members.

**Section III** – The function of the Executive Board shall be:

- A. To transact such business as may be referred to it by the organization.
- B. To act in emergencies between meetings of the organization.
- C. To report at board and regular meetings.
- D. To plan monthly meetings, with a minimum of two (2) meetings per year as evening affairs/dinners. Evening meetings will take place in October or November and March or April. A minimum of two (2) other meetings are luncheons, taking place in December and June. Remaining meetings begin at 10 a.m., with social time beginning at 9:30 a.m.

## Article VII – Committees

### Section I – Standing Committee Chairs

- A. The Standing Committee Chairs shall be appointed by the President for a term of one (1) year.
- B. A Standing Committee Chair will be removed for failure to perform her duties by a majority vote of the Executive Board.

### Section II – Standing Committees

- A. **Hospitality Committee:** Committee (consisting of a chair and sufficient number of members to meet objectives) shall:
  1. Obtain hostesses and venue for monthly business meetings.
  2. Include a Greeter who is responsible for bringing name tags to business meetings and welcoming guests and members.
  3. Purchase and provide supplies for meetings and events.
- B. **Newsletter Committee:** Shall be responsible for assembling and circulating the newsletter, monthly calendar, meeting minutes and directory updates before each monthly meeting; receiving membership applications, after Board approval, from the Treasurer and notifying membership of new members; working with the Treasurer and Directory Committee to ensure membership list is up to date; communicating to the membership via email any club information; keeping an accurate list of all members without email and notifying them of Club information and activities via USPS mail.
- C. **Publicity Committee:** Permanent Chair: Second Vice-President. Committee will consist of chair, webmaster (who is responsible for web page design and updates), and any additional members needed to ensure that current information concerning the operations of the Club is provided to publications and organizations and to assist in soliciting/acquiring advertising for events/activities.

- D. Directory Committee:** Shall be in charge of the Club Directory, updating it at the beginning of each fiscal year and sending it to the membership.
- E. Finance Committee**
1. **Budget Committee:** Treasurer shall be chair with three (3) additional members.- The Committee will meet to prepare the budget. The term of the budget will be July 1<sup>st</sup> through June 30<sup>th</sup>. The past Treasurer will serve as an advisor to the Committee, with no voting power. Budget will be voted on by the Executive Board.
  2. **Audit Committee:** An annual audit will be conducted in June. The Committee will be appointed by the President at the May meeting and shall consist of three (3) Club members, including a chair. Also present will be the outgoing Treasurer and the incoming Treasurer.
- F. Mary & Martha Committee:** Shall assist members in times of need, i.e., death, illness, accident, etc. This may include items such as providing meals, running errands, or driving a member to a medical appointment. These services shall be provided only at the request of the member or her immediate family. When a Club member is making a request for themselves or another member, they shall address their request to the President, who will notify the Mary & Martha Chair. If the Chair receives a request directly, she shall notify the President.
- G. Sunshine Committee:** Shall be responsible for sending get-well cards and sympathy cards to members of the Club. Anyone requesting a card be sent must have the permission of the recipient.
- H. Adopt-A-School:** Permanent Chair: 1<sup>st</sup> Vice President. (Committee under suspension as the Dothan City School program is suspended.) Committee will consist of Chair plus two (2) additional members to insure communication and coordination of any efforts/activities/events between the Club and the adopted school.
- I. Activities:** Permanent Chair is the current President with the Executive Board as committee members. The Committee will review any newly proposed activity for the Club, including game groups and other permanent social activities.

## **Article VIII – Amendment of Bylaws**

**Section I** – The bylaws will be reviewed and updated at least every two (2) years or as directed by the Parliamentarian.

**Section II** – The bylaws may be amended by a two-thirds vote of the total votes cast.

- A. All amendments presented must have received the approval of the Executive Board at the board meeting prior to presentation.
- B. All amendments up for vote must be presented in writing to the members at least one week prior to the regular monthly meeting.
- C. An absentee vote shall be in writing and presented to the President no later than one (1) day prior to the business meeting. Absentee ballots may be returned via email or U.S. Mail.
- D. All previous bylaws, policies, etc. are null and void as of March 2, 2023.