

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 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, divorce, or loss of spouse within the past four (4) years. Potential members 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 \$30.00. Dues may be paid any time after April 1st, the deadline is June 30th. Any member whose dues are not paid by June 30th will be considered a non-member. Any new person joining the club January 1–June 30 shall pay membership dues of \$15. Full dues of \$30 for the renewal year are due by June 30th.

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

Section IV – Members shall not make commitments for the Club without prior majority approval of the membership or the Executive Board.

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

Section VI – Current members, spouses, significant others, and visitors may accompany members to designated Club-sponsored activities.

Section VII – Members who previously have 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 of this organization shall be 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 the attached Addendum, by parliamentary procedures. The Executive Board functions as a Board of Directors.

- A. **President:** Shall preside at all meetings 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; perform all duties pertaining to the office.
- B. **First Vice-President:** Shall attend all meetings; serve as liaison for Rose Hill Senior Citizens Center; assist the President at all times; perform the duties of the office of President in the absence of the President.
- C. **Second Vice-President:** Shall attend all meetings; serve as advisor to the Ways and Means Committee; coordinate the Belk Sale; serve as Publicity Committee Chair; 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; conduct all necessary Club correspondence. The Secretary shall maintain a digital copy of all minutes, correspondence, budget reports and newsletters and provide copies of said records to her successor.
- 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 meetings; submit a written report to the Executive Board; serve on the Finance Committee; collect application sheets from prospective new members; provide a written report of budget/expenditures to the Finance committee at the end of the fiscal year.

Section II – Parliamentarian

- A. The Parliamentarian shall be the Immediate Past President.
- B. 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; shall be the keeper of the Club's copy of Robert's Rules of Order Newly Revised.
- C. If the Immediate Past President is unable to serve as Parliamentarian, the Executive Board shall appoint another Past President as Parliamentarian.

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 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 must have at least two (2) years of active membership. Exceptions to this rule must be approved by the Executive Board and voted on by the membership.

2. All other elected officers must be a member in good standing.

C. Elections

1. Officers may be elected annually for a one-year term in the month of May by a paper ballot or by absentee ballot. 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 received.
3. Officers may be nominated and reelected for a second term.

D. Assumption of Office

1. The term for newly elected officers shall be July 1st through June 30th of the following year.
2. Outgoing officers will orient newly elected officers in a joint meeting before the June installation meeting.
3. At the June installation meeting related materials shall be passed to the new officers.
4. The outgoing Parliamentary shall serve as installation officer.

Section IV – Vacancies of Office

- A. If an officer fails to reasonably perform her duties the Executive Board has the power by majority vote, to remove her from office. They shall notify her of the meeting before any action is taken.
- B. 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.
- C. The vacated office of the presidency shall be filled by the First Vice-President, provided the vacancy occurs March 1st or after. An election to fill the office will be held if the unexpired term occurs prior to March 1st.

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.

Article VI – Executive Board

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

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 an option of two (2) meetings per year as evening meetings/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 can 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 badges 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 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. **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,

one of which shall serve as chair. Also present will be the outgoing Treasurer and the incoming Treasurer.

2. **Budget Committee:** Treasurer shall be chair with three (3) additional members. The Committee will meet to prepare the budget. The outgoing Treasurer will serve as an advisor to the Committee, with no voting power. Budget will be voted on by the Executive Board.
- F. **Mary & Martha Committee:** Shall reach out to 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. Upon the death of a member, shall send a sympathy card to the member's family notifying them that a charity donation in their deceased family member's name will be made to the Wiregrass Food Bank Brown Bag Program at the end of the fiscal year.
- H. **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. See Addendum for additional regulations pertaining to Club activities. The President shall appoint an Activities Coordinator as liaison between the Board of Directors and the Club's activities leaders.
- I. **Welcome Committee:** Shall consist of Chair and 5-6 volunteers from the general membership. The goal of the committee is to make every new member feel welcome and offer information and support by assigning a committee member as a buddy to be a go-to person for the new member. Canvas totes will be made for new paid members that include information about the club activities, brochures and flyers from local businesses and the City of Dothan. The committee will place brochures in local businesses, as permitted by the businesses.
- J. **Ways & Means Committee:** Shall investigate and propose fund raising projects in addition to the Belk Sale, which is coordinated by the 2nd VP. The 2nd VP is the advisor/liaison to the Board for this Committee.

Article VIII – Addendum to Bylaws

Section I – An Addendum to Bylaws is attached to this document. This Addendum is incorporated herein but is a separate document from the Bylaws.

Section II -- The Addendum serves solely to provide additional guidance, rules, and regulations specific to certain activities of the Club. Information herein must be adhered to by Club members.

Section III -- The Addendum to the Bylaws may be amended by Executive Board vote. These Executive Board votes will cause change periodically to the Addendum as new information becomes available for Club activities.

Article IX – 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 April 2, 2026.

Section III -- The Addendum to the Bylaws may be amended by Executive Board vote only.

ADDENDUM TO BYLAWS

Dothan Newcomers Club, Inc.

1) Club Charitable Contributions

- a) The Club shall hold fundraisers each year to raise money for various local charities/groups voted on by the membership.
- b) A charity/group cannot receive money from the Club for two consecutive years.
- c) The Club will donate annually to the Brown Bag Program of the Wiregrass Food Bank.
- d) Charity Nominating Committee is appointed at the February meeting.
- e) Committee requests nominations for charities to be received by the April meeting.
- f) Charity nominations are announced and reported on at the April meeting.
- g) Charities are voted on at the May meeting or by email. Paper ballots may be returned to the Committee by USPS.
- h) Charity money and Brown Bag Program money are presented at the June meeting.
- i) A donation of \$100 from the Bereavement Fund honoring deceased members during the past year is added to the annual charity budget. If no member passes away during the previous year, the money remains in the Bereavement Fund.

2) Club Activity Management

- a) Only the following games are sanctioned as “Newcomer” groups:
 - i) Bunco – 1st Thursday – Sandra Ward
 - ii) Canasta 1 – 4th Thursday – Janet Barnica
 - iii) Canasta 2 – 2nd Monday – Patty Putman
 - iv) Dominoes – 3rd Thursday – June Franz
 - v) Hand Foot & Elbow – 2nd Wednesday – Janet Barnica
 - vi) Nickels – 1st Monday – Lillian Vickers
 - vii) Pokeno – 2nd Thursday – Sherri Boyette
 - viii) Scrabble – 3rd Friday – Connie Smith
- b) **Other DNC activities:**
 - i) Book Club – 4th Tuesday – Cynthia Lumpkin
 - ii) Discussion Group – 3rd Monday -- Helen Sue Kemp
 - iii) Girls’ Night Out – Last Thursday – Lillian Vickers
 - iv) Out ‘n About – Leeann Brown
 - v) Out to Lunch – 3rd Wednesday – Mitzi Wilscam
 - vi) Social Coffee – Varies – Patty Putman
 - vii) Wine Social/Potluck – Varies – Debbie Hopp
- c) **Regulations specific to all activities:**
 - i) ***ALL DNC MEMBERS ARE ELIGIBLE TO PARTICIPATE IN ANY GROUP. NO EXCEPTIONS.***
 - ii) Various DNC activities allow participation by non-members, i.e., spouses, guests, etc.
 - iii) The group leader is the point of contact for communication among the group members, with the entire Club membership, with the Activities Coordinator, and for general inquiries about the group.

- iv) The leader is responsible for submitting monthly meeting specifics to the Activities Coordinator by the 10th of each month for inclusion in the following month's Newsletter/Calendar. This is required even if the group has a standing date/time in case of changes.
- v) The leader is responsible for submitting monthly meeting specifics to the Newsletter Committee (Gretchen Lawson) by specified deadline. This is required even if the group has a standing date/time in case of changes.
- vi) It is the responsibility of each group's leader to ensure that new members who express an interest in their group on their membership application are contacted with the activity specifics.
- vii) It is the responsibility of each group leader to introduce and welcome new members.
- d) **Game Groups Rules and Regulations:**
 - i) Only members of DNC may participate in the game groups.
 - ii) Each game group may have its own rules, but it must adhere to the overall rules of DNC game groups.
 - iii) Each group has a leader who works with her players to set the structure of the group, i.e., number of players, venue, date, time, and maintenance of basic equipment and supplies.
 - iv) The leader must maintain a roster of current group members and a Sub List of players who may play in the absence of regular players. The leader must ensure that the Activities Coordinator has a current roster and sub list for the group.
 - v) When a vacancy occurs in the game group, members on the Sub List have first chance to become regular members of the group.
 - vi) If a group requires a certain number of players, i.e., canasta must have 4 players per table, and the group is full, then members requesting entrance into that group are added to the Sub List.
 - vii) Groups that do not require a specific number of players, i.e., dominoes, chicken foot, scrabble, *are encouraged to organize their group to include ALL players who wish to join.*
 - viii) It is the responsibility of each game group's leader to ensure that new members get added either to their group's roster or sub list.
 - ix) When notified of a new member's interest, and their subsequent addition to the Sub List, they should be called upon the next time a sub is needed.

3) Bulletin Board

- a) Our monthly newsletter may include a Bulletin Board section for sharing non-Newcomer announcements when submitted by newsletter deadline.
- b) When timing does not work for including in the newsletter, posting the information on the Newcomer private Facebook group is a viable option. Time sensitive issues may be emailed to members upon approval of the President.

4) Club Historical Records

- a) The Club's historical records (minutes, treasurer's reports, newsletters, scrapbooks) are located at the Wiregrass Archives at Troy University Dothan Campus for years prior to 2020.
- b) Beginning with FY 2020-2021, the Club Secretary will maintain digital copies of records (minutes, treasurer's reports, newsletters). Each year the outgoing Secretary will pass these records on to her successor. So two copies are always be available, the Secretary will also provide a digital copy of the records to the Parliamentarian for safekeeping, which she will pass on to her successor.