

**CARLISLE AREA NEIGHBORS & NEWCOMERS CLUB**

**Approved by the Board of Directors**

**January 11, 2022**

**&**

**Approved by the Membership**

**February 15, 2022**

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**ARTICLE I**

The name of this organization shall be CARLISLE AREA NEIGHBORS & NEWCOMERS CLUB (hereafter referred to as the "Club").

**ARTICLE II**

The purpose of the Club shall be to extend a friendly and neighborly hand to all members and newcomers to the greater Carlisle area through programs and social activities. We shall provide an atmosphere of friendship and comradery as well as the opportunity to meet new people in the community.

**ARTICLE III**

**Section 1: Membership**

**A.** Membership is open to all women residing in the greater Carlisle community and whose needs are met by the purpose of the Club.

**B.** In order to participate in any activity, group, or program originated through the Club, a member must be in good standing and dues must be paid in full.

**Section 2: Club Year and Dues**

The Club year and the fiscal year shall begin on June 1st and end on May 31st. The annual dues shall be established each year by the Board of Directors and payable on June 1st. If not paid by the September General Meeting, membership will cease. New members are expected to pay membership dues by the General Meeting following their first visit. The dues for new members

who join after January first will be assessed at \$15.00 in payment for the last half of the Club year.

#### **ARTICLE IV – Executive Committee and Board of Directors**

The Executive Committee shall be composed of the President, the First Vice President(s), (from time to time this position may be expanded to encompass two people due to the nature and responsibilities inherent in this position.), the Second Vice President, the Secretary, and the Treasurer, (hereinafter referred to as the “Elected Officers”) and shall function as the governing body of the Club. They shall assume their duties effective June first. It is the duty of the outgoing officers to train the new officers so that the Club will continue to function smoothly.

The Board of Directors shall consist of the Elected Officers, the newly retired President, and the Standing Committee Chairs. It shall be the duty of the Board of Directors to coordinate plans and activities of the Club and have general management of the Club and its affairs.

The retiring President shall remain on the Board for one year after her term of office is completed. She will serve as an advisor to the Board regarding all Club business. If the retiring President is not available to accept this position, any former President may serve in her place.

#### **ARTICLE V – Officers, Election and Their Duties**

##### **Section 1 : Nominating Committee**

The slate of officers shall be determined by the Nominating Committee. This committee shall be chaired by the First Vice President(s) and composed of no more than five members in good standing. The slate of officers shall be presented to the Board of Directors for its approval at the March Board Meeting. Members will be presented with a slate of candidates at the March General Meeting. Candidates will also be listed in the April Club newsletter.

Prior to the vote at the April General Meeting, the slate of candidates shall be read and nominations from the floor will be taken.

### **Section 2: Election**

Election of officers will be held at the April meeting and installation will be held at the May meeting. The motion to elect shall pass by majority vote as defined in Roberts Rules of Order as more than half of the votes cast excluding abstentions.

An Elected Officer may serve two successive years. If no candidate comes forth for election to an open office, at the discretion of the Board of Directors the current officer may continue to serve successive term(s) as the situation dictates.

### **Section 3: Duties of the Officers**

**A. President:** The President shall be the chief executive officer of the Club, the Executive Committee, and the Board of Directors. The President shall call special meetings when necessary and appoint, with the approval of the Executive Committee, all Chairs of the Standing Committees except the Nominating Committee Chair. She shall be an ex-officio member of all Standing and Special Committees except the Nominating Committee; have general supervision over all matters pertaining to the Club; ensure rules of the Club are followed; receive written year-end reports and make them available to current and incoming officers and committee Chairs. After her term, as the retiring President, she shall remain on the Board for one year in the position of Advisor. If she is not able to accept this position, any past President may serve in her place. A vacancy in any office shall be filled by appointment by the President with approval of the Board of Directors. If the office of President is vacated the position will be filled automatically by the First Vice President.

**B. First Vice President(s):** The First Vice President(s) shall preside in the absence of the President at regular Club meetings. Responsibilities include coordinating all programs/speakers at General Meetings; undertaking the

writing and sending “Thank You” notes to speakers and performing any other duties as may be assigned by the President. The First Vice President(s) shall also serve as Chair(s) of the Nominating Committee. If able and willing, a First Vice President may assume the office of the outgoing President when her term is complete. Should there be two First Vice Presidents, the one who does not assume the presidency may continue in her position as First Vice President.

**C. Second Vice President:** The Second Vice President shall, in the absence of the President and the First Vice President, exercise the powers and perform all duties of the President, as well as such other duties as may be requested for coordinating and supervising the activities of the special interest groups (the “Activity Groups”). She shall work together with the Activity Group Chairs and be responsible for seeing that these groups are formed and functioning.

**D. Secretary:** The Secretary shall take minutes at meetings of the Executive Committee, Board of Directors, and, when needed, the General Meetings.

**E. Treasurer:** The Treasurer shall receive all dues and fees for the Club and shall be charged with the responsibility of maintaining the Club's finances, disbursing funds for outstanding bills, and getting receipts for expenditures. She shall draw up a proposed budget at the beginning of the Club year and present this proposed budget to the Executive Committee for approval. An annual independent audit shall be conducted at the close of the fiscal year.

## **Article VI - Meetings**

### **Section 1: General Meetings**

General Meetings of the Club shall typically be held on the third Tuesday of each month from September through May. At each of these meetings, the Officers and Committee Chairs, when applicable, shall present a report to the Club members to ensure members are kept informed of all Club activities.

### **Section 2: Board of Directors Meetings**

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The Board of Directors shall meet on the second Tuesday, a week prior to the General Meeting unless otherwise stipulated.

## **ARTICLE VII - Standing Committee Chairs and their Duties**

### **Section 1: Standing Committee Chairs**

Standing Committee Chairs are appointed by the President with Executive Committee approval. The Standing Committees for the Club are set forth in Section 2 and special committees may be formed, as necessary, in the future.

- A.** All Standing Committee Chairs shall keep a record of their duties as Chairs to be passed on to their successors.
- B.** Standing Committee Chairs are appointed for one year but may serve successive terms with the approval of the Executive Committee.
- C.** Standing Committee Chairs shall consult with the Board of Directors so as to carry out their duties. They shall call committee meetings when necessary and shall report activities, as required, at regular Club meetings.

### **Section 2: Duties of Standing Committee Chairs**

- A. Civic/Community Outreach:** Promote interest in community welfare and coordinate volunteer service committees.
- B. Communication Committee:** Contact Club members by email and/or phone when necessary.
- C. Directory:** Prepare a yearly membership directory to be distributed at the October General Meeting. This Directory will contain membership contact information and such other information as the Board may, from time to time, deem appropriate.
- D. Facebook:** Serve as Administrator of Club Private Group; approve member requests for access; monitor posts and add information of interest to members; assign a general member to act as backup administrator.

- E. Historian:** Keep a scrapbook for publicity items relating to the Club and its functions and pictures taken during Club meetings, socials, and special occasions.
- F. Hospitality:** Greet all members and identify guests and new members to members present at each meeting; responsible for taking attendance at meetings; providing name tags for those attending; create and distribute new membership packets.
- G. Meeting Technology Coordinator:** Provide communication link when requested; assist members with log-in issues; provide recommendation(s) to the Club as to whether the need for continuation of membership in Zoom or another technology is warranted.
- H. Membership:** Keep the membership roster up to date; keep an accurate list of the members and dates of admittance into the Club; notify members if they become delinquent in their dues; and keep the President, Communication Chair, Hospitality Chair, and Newsletter editor advised of new members each month.
- I. Memorial:** Plan the Annual Memorial Service to be held in May of each year in conjunction with the Installation Ceremony.
- J. Newsletter:** Prepare a newsletter to be distributed to members periodically, listing Club activities and other information
- K. Parliamentarian:** Interpret parliamentary procedures at meetings whenever necessary. Chair By-laws Amendment Committee.
- L. Publicity:** Prepare publicity items regarding Club activities and programs for the press. Distribute printed materials as necessary.
- M. Refreshments:** Coordinate refreshments at meetings.
- N. Social:** Plan and organize social functions throughout the Club year, with a minimum of four each year.
- O. Sunshine:** Send cards to members as required.
- P. Webmaster:** Maintain the Club website and resolve computer issues.

### **ARTICLE VIII - Quorum**

Nine (9) members of the Board of Directors present and in good standing shall constitute a quorum necessary for a vote by the Board.

Eighteen (18) members of the Club Membership present and in good standing shall constitute a quorum necessary for a vote by the membership. In the event of unusual or extraordinary circumstances limiting the ability of members to vote in person, the Board, in its sole discretion, may authorize voting to be conducted solely via email and/or regular mail.

### **ARTICLE IX – Resolutions and Club Motions**

No resolution or motion to commit the Club on any matter shall be presented to Club membership unless it has first been submitted to and approved by the Board of Directors. If approved by the Board, and the resolution or motion is to be voted upon by the membership, notification shall be made to the general membership prior to the next General Meeting advising them of the pending motion and vote to be held at that meeting.

### **ARTICLE X -Amendment Procedures**

Any resolution or motion to amend these By-laws must be submitted in writing to the President, who will then submit it to the Board of Directors for consideration. Notice of proposed Amendments will be given to the general membership at the next General Meeting and a vote to approve will be held at the following month's General Meeting. Passage shall require a two-thirds vote of the votes cast.

### **ARTICLE XI - Disbursements of Funds**

At the end of each fiscal year, the financial records will be reviewed to determine if present funds are in excess of projected annual expenses. Should this occur, any excess monies may be given to a local charity selected by the

Board of Directors with approval by the general membership. In the event the Club should disband with money still in the treasury, after expenses, remaining monies shall go to a local charity chosen by the Board of Directors with the approval of the general membership.

#### **Article XII –Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-laws and/or any special rules of order which the Club may adopt.

#### **STANDING RULES**

1. **Solicitation:** No Club member will solicit items from local businesses for the purpose of giving gifts to members of the Club but donated items are permissible.
2. **Gift Giving:** The outgoing President and Second Vice President shall not give gifts to the outgoing Board members and/or Activity Chairs.
3. **Activity Groups:** Activity Groups (such as Bridge, Bunco, Green Thumbs, etc.) will be responsible for funding their own events. Activity Group monies will not be processed through the Club Treasurer.
4. **Outgoing Emails:** Any emails being sent to all members should only relate to Club matters and/or Club members.