

CONSTITUTION OF  
THE FOX VALLEY NEWCOMERS & NEIGHBORS  
As Revised May 2017

**ARTICLE I. NAME**

The name of the Club shall be Fox Valley Newcomers and Neighbors.

**ARTICLE II. PURPOSE**

The purpose of Fox Valley Newcomers and Neighbors (hereinafter the "Club") is to provide members with an opportunity to become acquainted with others in the area through activities, to inform members about our area, and whenever possible, to contribute to our community through the gift of our time and energy with one or more charitable or service projects each year.

**ARTICLE III. MEMBERSHIP ELIGIBILITY**

Club membership is limited to residents of the Fox Valley and surrounding areas, eighteen or more years of age, who are new to the area, have had a lifestyle change, or are just looking for a friendly, social organization to become involved in. All members, regardless of residence, shall hold equal standing in the organization.

**DUES:** The annual dues, as determined by the Executive Board shall be payable by September 30th, annually, or after the prospective member has attended two (2) Club functions. . Dues are non-refundable and non-transferable.

**DIRECTORY:** Members shall not divulge the contents of the Membership Directory to non-members, nor shall the Directory be used for solicitation.

**ARTICLE IV. MEETINGS**

A. Executive Board meetings shall be held monthly, September through June, or as deemed necessary by the Board. A general membership meeting will be held annually at the May luncheon, and will include the election of officers for the upcoming program year. Other general membership meetings will be held at other monthly luncheons, as deemed necessary by the Board.

B. Members are held responsible for reservations made for any meeting, luncheon or party. Reservations are not refundable.

C. The Club is for social purposes. The selling of wares and/or promotions of other organizations is inappropriate. Meetings must not become a marketplace to sell goods and services. Members or guests may be invited to display business services and products in the form of an education program/demonstration at specific Club functions as designated by the Board.

**ARTICLE V. ELECTION OF OFFICERS**

At a Board meeting, at least two months prior to the May meeting, the presiding officer shall appoint a Nominating Committee from the Membership. The Nominating Committee shall be chaired by the current year's Vice President. The Nominating Committee shall draw up a list of members interested in serving on the Board in the upcoming program year. Nominations from the general membership will also be solicited and considered. The election and installation of officers shall take place at the May general meeting.

**ARTICLE VI. OFFICERS AND EXECUTIVE BOARD**

The governing body of this Club shall be the Executive Board, consisting of the President, Vice President, Program Chairperson, Social Chairperson, Secretary, Treasurer, Chairpersons of all standing committees and the Past President who shall act as Advisor. Each position on the Board, with the exception of Treasurer, may have one or more co-officers/chairpersons, if desired. The co-officer(s)/chairperson(s) shall be nominated, elected and have equal voting rights.

- A. DUTIES:** Duties of the Executive Board shall be to coordinate plans and activities of the Club and conduct general management of the Club and its affairs. Interim vacancies in office shall be filled by the Executive Board.

At or before the June Board meeting (or as otherwise decided by the Board), each Board member shall make an outline of the duties and responsibilities of the office and of the procedures followed and provide them, as well as any other related materials, to their counterpart on the incoming Board.

- B. EXECUTIVE OFFICERS:** The Executive Officers of this Club shall be: President, Vice President, Program Chairperson, Social Chairperson, Secretary and Treasurer. They shall perform their duties as specified in Robert's Rules of Order. The Executive Officers shall be responsible for their elected positions for one (1) year.

Should the president be unable to perform the duties of the office at any time the following order of succession shall be followed: Vice President, Advisor, Program Chairperson, Social Chairperson, Secretary, and Treasurer.

### **C. DUTIES OF EXECUTIVE OFFICERS**

Duties of the Executive Officers shall be as follows:

1. **President:** The President shall be the chief officer of the Club. The President shall preside over all meetings, shall be an ex-officio member of all committees, shall be an authorized signatory for the Club's bank account, and shall perform such other duties as are usually pertinent to the office.
2. **Vice President:** The Vice President shall serve as the Chairperson of the Nominating Committee, shall act as Special Liaison/Coordinator with the Special Interest Group Coordinators, shall perform the duties of the President should the President be unable to do so, and shall succeed to the Presidency in the next program year.
3. **Program-Chairperson:** The Program Chairperson shall plan, schedule and coordinate the monthly luncheons and notify the Newsletter Chairperson, Publicity Chairperson and Webmaster (for inclusion on the Club's website), with details of each event.
4. **Social Chairperson:** The Social Chairperson shall plan, schedule and coordinate periodic social events and other activities for members, spouses and guests.
5. **Secretary:** The Secretary shall keep minutes of all Executive Board meetings and shall handle correspondence as necessary. The Secretary shall maintain a record of previous Executive Board minutes and correspondence for the Club records.
6. **Treasurer:** The Treasurer shall collect all monies due, deposit such monies in a designated bank, pay all bills, and maintain a complete record of all financial transactions. The Treasurer is an authorized signatory for the Club's bank account. All incoming monies shall be forwarded to the Treasurer for deposit into the Club's bank account. The President shall appoint an Auditing Committee to audit the books of the Club. This action is to take place before the Treasurer for the following term takes office. After said audit, the Treasurer's books are then presented to the new Treasurer, as approved by the Auditing Committee.

## D. DUTIES OF COMMITTEE CHAIRPERSONS

Chairpersons of the following committees shall be elected and serve as members of the Executive Board.

1. **Civic and Service**: The Civic and Service Chairperson shall serve as chairperson/advisor for all fundraising, philanthropic and service activities for the Club. These duties include accepting membership suggestions for allocating such funds and energies and presenting those suggestions for consideration and approval at the appropriate Executive Board meeting and General Meeting. The Civic and Service Chairperson will then see that these funds and energies are properly presented.
2. **Historian**: The Historian shall take photographs at Club events, collect newspaper articles and other items of interest connected to Club activities and compile them in an album to be presented to the Club President at the end of the year following the President's term (that is, it should be presented in May of the year the President served as "Advisor").
3. **Care and Concern**: The Care and Concern Chairperson shall coordinate special services such as meals, errands, transportation, etc. in support of members who need practical help and send greeting cards or make phone calls to members who need support.

In the event of the death of a current Club member or spouse, it will be the sole responsibility of the Chairperson of the Care and Concern Committee to request the treasurer to send a \$50.00 check to a charity or memorial fund of the family's choice, or if during the summer and the treasurer is not available, send a check and request reimbursement which shall be promptly made. Should the family not have a preference; the Care and Concern Committee will make the decision of the memorial and notify the family of the memorial recipient. In the event of the death of a current member's immediate family (children or parents) a condolence card will be sent to the Club member.

Should any deaths occur during interim boards (summer) months, appropriate action will be taken by (1) the incoming Care and Concern Chairperson, (2) if not available, or no chairperson has been selected yet, by a member from that incoming committee, or (3) if not available, by the incoming President.

4. **Membership**: The Membership Chairperson shall be responsible for collecting dues, maintaining a record of the Club membership and publishing and distributing an annual Membership Directory. The Membership Chairperson shall also coordinate membership coffees, which are informal get-togethers to help prospective and new members learn about Club activities and meet other members. All dues money shall be forwarded to the Treasurer for deposit into the Club bank account with a list of the names and amounts. Amounts received via PayPal will be properly recorded and accounted for.
5. **Newsletter**: The Newsletter Chairperson shall generate a monthly newsletter to be distributed to the entire membership and maintain a record of previous newsletters for the Club's records.
6. **Publicity**: The Publicity Chairperson shall prepare items regarding Club activities and programs for public distribution and place notice of Club events in local area newspapers.
7. **Advisor**: The previous year's President shall serve on the Executive Board in an advisory capacity.
8. **Webmaster**: The Webmaster shall maintain a Club web site, other social media sites, and a Club email address. Emails will be sent to the membership for club business only. The Webmaster will post newsletters and other items of general interest to the Web site on a regular basis.

- E. **SPECIAL INTEREST GROUPS**: Special Interest Groups may be formed at any time with the approval of the Executive Board. All Special Interest Groups are required to be self-supporting and may elect their own Coordinator. The duties of the Coordinator are to advertise the group's activities in the newsletter, on

the Club's web site or by eblast. Special Interest Groups may disband at any time for any reason, such as lack of interest or lack of a Coordinator. In the event of disbandment, the Coordinator is responsible for notifying the Executive Board.

#### **ARTICLE VII. RESOLUTIONS**

No resolution or motion to commit the Club on any matter shall be considered by the Club until it has been approved by the Executive Board. Resolutions or motions, if offered at a Club meeting, shall be referred without discussion to the Board which, after having given consideration to the matter, shall submit its recommendation to the Club. Having received the recommendation of the Board, the Club, providing a quorum is present, may then proceed to take such action as the majority of members present decide.

#### **ARTICLE VIII. METHOD OF VOTING**

The business of this organization shall be transacted by voice vote or manner agreed on by the Executive Board. Resolutions and constitutional amendments require the appropriate quorum. Online or absentee ballots may be submitted to the President.

#### **ARTICLE IX. QUORUM**

Fifteen percent of the Membership shall constitute a quorum. Six members of the Executive Board, including the President, shall constitute a quorum at Board meetings.

#### **ARTICLE X. AMENDMENTS**

1. Proposed amendments/revisions of this constitution may be presented in writing by any member of the Club. The proposed amendments/revisions shall be referred without discussion to the Board which, after having given consideration to the matter, shall vote on the proposed amendments/revisions. The amendments/revisions must be passed by the majority of Board members, provided a quorum is present.
2. The proposed amendments/revisions shall then be presented to the Membership at a General Meeting. Prior to the aforementioned General Meeting, the amendments/revisions will be published and members will be advised regarding the date of voting for the ratification of the amendments/revisions. Written and signed absentee and online ballots may also be submitted to the President prior to the voting for ratification.
3. The proposed amendments/revisions shall be voted on by the General Membership. In order for the amendments/revisions to be ratified, a majority of those present must approve, provided a quorum (including absentee and online ballots) is present.
4. The entire constitution should be reviewed by the Executive Board every five (5) years or sooner, if needed. Approval of revisions shall follow the rules described above.

**Approved: Fox Valley Newcomers and Neighbors General Meeting on \_\_\_\_\_.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Secretary