

NEWCOMERS AND NEIGHBORS OF MORRISTOWN, New Jersey
By-Laws – Revised **Fall 2019**

ARTICLE I: NAME

The name of this organization is NEWCOMERS AND NEIGHBORS OF MORRISTOWN, NJ.

ARTICLE II: PURPOSE

1. To provide an opportunity for new as well as current residents of our community to meet each other through various social and community service activities.
2. To support and fund our Signature Charity (Homeless Solutions) and an additional Charity in our community through volunteerism and donations. The amounts to be given will be determined at the March Board meeting, based on what is available in the budget and on additional donations.

ARTICLE III: MEMBERSHIP

Members must subscribe to the By-Laws of the Newcomers and Neighbors Club.

Membership is not limited to geographic location.

The Membership Year is June 1 to May 31.

Dues must be paid each year to maintain one's membership.

ARTICLE IV: DUES

1. Dues for the coming year are payable June 1.
2. The Dues level is determined by a majority vote of the Board of Directors at a Board meeting prior to the Spring Luncheon and announced to the membership in the April Newsletter.
3. Potential members may attend up to two (2) Newcomers and Neighbors Club events without paying dues.
4. Members who join after April 1 are considered paid in full up to June 1st of the following year.
5. The Treasurer shall notify members who are delinquent on their dues by July 31 of each year.
6. Dues must be paid before participation in any committee activity or interest group. Exceptions to this rule can be made by a majority vote according to the voting guidelines in Article VIII, Voting Rights at Board Meetings.

ARTICLE V: OFFICERS

1. The Officers shall be the President or Co-Presidents, Vice-President or Co-Vice Presidents, Secretary and Treasurer.
2. Officers shall be elected and hold office for one year. It is the general practice of the Newcomers and Neighbors Club that an Officer may not serve more than two (2) consecutive terms in the same position.
3. A vacancy in any office shall be filled by a majority vote of the Board of Directors with the exception of the office of President, which shall be filled by the Co-President or the Vice-President, or a Co-Vice President.
4. New officers shall be elected and installed at the Spring Business meeting and will assume their duties immediately thereafter.

ARTICLE VI: BOARD OF DIRECTORS

The Board of Directors shall consist of all elected Officers, the immediate Past President (or Co-Presidents) and the Chairs/Co-Chairs of the following Standing Committees:

- Adventures, Charitable Activities, Communications, Directory, Homeless Solutions, Interest Groups, Membership, Public Relations, Socials/Supper Club

It shall be the duty of the Board of Directors to coordinate plans and activities of the Club and to be responsible for the general management of the Club and its affairs.

ARTICLE VII: BOARD OF DIRECTORS MEETINGS

The Board of Directors is responsible for overseeing the schedule of all Board and Business Meetings.

The Board of Directors shall meet as often as necessary, but not less than every other month between August of one year and May of the next.

In addition to the Board meetings, there shall be a minimum of two (2) general membership Business meetings per year. These may be held in conjunction with luncheons or other Newcomers and Neighbors Club activities to which the entire membership is invited. Robert's Rules of Order shall generally be the parliamentary authority of all Board and Business meetings.

All Board and Business meetings will be announced in the monthly Newsletter.

Board meetings are always open to the entire Club membership.

New Officers will be elected and installed at the Spring general membership meeting and will assume their duties immediately thereafter.

ARTICLE VIII: VOTING RIGHTS AT BOARD MEETINGS

At a given Board meeting any Officer, Standing Committee Chair/Co-Chair and Interest Group Chair/Co-Chair who is present will have a vote. A simple majority shall prevail.

Article IX: DUTIES OF THE OFFICERS

1. The **President(s)** shall preside over all Board and Business meetings. The President(s) shall be an ex-officio member of all Standing Committees. The President(s) shall perform other duties as usually pertain to the office of President. The President(s), with the concurrence of the Board of Directors, may appoint such Committees as are deemed necessary to meet the goals and objectives of the Newcomers and Neighbors Club. Prior to May 1 the President(s) will arrange for a review of the Club's financial records in anticipation of the close of the fiscal year.
2. The **Vice President(s)** shall preside in the absence of the President(s). The Vice President(s) is responsible to gather year-end reports from all Committee and Interest Group Chairs and provide them to the Secretary. Should the office of President become vacant, the Co-President or Vice President/Co-Vice President shall automatically fill it. The Vice President(s) oversees the two annual membership luncheons/general business meetings and the annual Fall Social.
3. The **Secretary** shall take minutes at all Board and Business meetings and distribute them to the Board of Directors and other attendees within ten (10) days of the meeting. The Secretary shall write all business letters that bear the Club's signature, except those pertaining to finance. The Secretary shall maintain a file consisting of meeting minutes, committee and interest group annual reports and any other communications regarding Club activities and business.
4. The **Treasurer** shall collect all dues and fees for the Newcomers and Neighbors Club. The Treasurer shall provide a written Revenue/Expense report for each Board meeting. At the March meeting the Treasurer will provide an Operating Statement showing the bank balance and all revenues and expenses in the fiscal year to date--that is to say, from June 1 of the previous year. This will be the basis the Board will use to decide the contribution amounts to be given to the selected charities. At the June planning meeting the Treasurer will present a preliminary budget to the new Board. As part of the Treasurer's responsibility, a finalized budget would be set via discussions at the September board meeting and sent out with the minutes of the October meeting.

ARTICLE X: STANDING COMMITTEES AND INTEREST GROUPS

The Board of Directors may create Standing Committees and designate Interest Groups to further advance the purpose and objectives of the Newcomers and Neighbors Club. The Board of Directors may also determine the extent of the Club's support for these activities.

All Committees and Interest Groups shall submit written reports to the **Vice President(s)** before the Spring Luncheon of each Club year.

Related to event planning by Committees and Interest Groups:

- A member's check/cash is a commitment and is only refundable if expenses for a given event are met.
- The organizer of a given event shall provide receipts for the event, complete a Request for Reimbursement form (on Club Web site), and submit both to the Club Treasurer.

ARTICLE XI: STANDING COMMITTEE RESPONSIBILITIES

All Standing Committee Chair(s) shall coordinate with the Communications Chair's "Events Calendar" before scheduling an event.

ADVENTURES:

- Oversee trips—both single and extended day.
- Trips may include local community celebrations, museums, gardens and international.

CHARITABLE ACTIVITIES:

- Submit two eligible Charities for consideration to the March Board meeting. Selection of one Charity and amount to be given will be determined at this meeting, and posted in the April Newsletter.
- Maintain contact list of members involved in not-for-profit and/or civic organizations, to be included in the Newsletter and Directory.
- Oversee two 50/50 raffles—at the Holiday and Spring Luncheons. Fifty per cent of the proceeds to benefit charitable activities.
- Any additional monies over expenses from a given event will generally be applied to charitable activities, based on Board approval.

COMMUNICATIONS:

- Gather information from all the other Standing Committee Chairs, as well as information on local happenings that may be of interest to members.
- Publish the monthly Club Newsletter.
- Update and maintain the Club Web site.
- Regularly publish in an e-mail 'blast' the Club's Events Calendar.

DIRECTORY:

- Maintain a master Directory for the Club in order to publish the annual update in September.

HOMELESS SOLUTIONS:

- Coordinate sourcing the food to the Homeless Solutions site.
- Oversee and participate in cooking the food.
- Help serve five dinners at the Homeless Solutions location every year.
- Summarize expenses and present receipts to the Club Treasurer.

INTEREST GROUP CHAIR

- Oversee the activities of all the Club Interest Groups.
- Regularly present reports on them at Board meetings.
- Recruit a new Chair(s) when an open position occurs at one of the Interest Groups.

MEMBERSHIP:

- Manage all new member communications.
- Regularly participate in the Meet and Greet events to welcome new members.
- Ensure that new member/revised member information is published in the Club Newsletter and Directory.

PUBLIC RELATIONS:

- Look for opportunities to gain new members.
- Publicize Club events.
- Oversee outreach through all media outlets.

SOCIALS/SUPPER CLUB:

- Plan and coordinate monthly Supper Club events.
- Oversee all aspects of the annual Holiday Social.

ARTICLE XII: NOMINATIONS AND NOMINATING COMMITTEE

1. The President(s) shall appoint a Nominating Committee in January of each Club year. The committee shall consist of three (3) people: One (1) member of the Board of Directors, Two (2) members-at-large.
2. The President(s) does not serve on the Nominating Committee nor is the President(s) an ex-officio member of the Nominating Committee.
3. The Nominating Committee shall prepare a slate of officers for the coming year, which will be published in the March Newsletter.
4. Elections will be held at the Spring Business meeting. If there are any open positions nominations will be taken from the floor.

5. New officers will be installed at the Spring Business Meeting and will assume their duties immediately.

6. The President(s), at the January Board meeting, shall appoint the Chairperson of the Nominating Committee. All nominees must have expressed a willingness to serve.

ARTICLE XIII: RESOLUTIONS AND SUBSCRIPTIONS

The “Club” shall consider no resolution or motion to commit the Club on any matter until the Board of Directors has considered it. Such resolutions or motions, if offered at a Club meeting, shall be referred to in writing, without discussion, to the Board. The Board, after considering the matter, shall submit its recommendations to the Club. The Club may then proceed to take such action as may seem proper to the majority.

ARTICLE XIV: BY-LAW REVISIONS AND AMENDMENTS

The Board of Directors must approve any By-Law revisions and amendments by a 2/3 vote of the Board members present at a scheduled Board Meeting.

Once the Board has approved them, the revisions and/or amendments shall be presented to the membership for their consideration via the Newsletter or, if the Board deems it necessary, a special meeting.

The membership must approve revisions and/or amendments by a 2/3 vote of members present at the next Business Meeting.