

ByLaws of the

Newcomers/Longtimers

Club

**ARTICLE I - NAME**

The name of the Club shall be Newcomers/Longtimers Club.

**ARTICLE II - PURPOSE**

(A) The purpose of the Club shall be for women to promote and cultivate social relationships, community awareness, and support designated charities through fund raising in the Lake of the Ozarks area.

(B) The Club shall have no religious or political affiliations.

**ARTICLE III - MEETINGS**

(A) All luncheon meetings and Executive Board meetings shall be conducted according to “Robert’s Rules of Order Revised” on all points not specified in the

ByLaws.

(B) The Luncheon meeting shall be held on the third Thursday of each month from October through May.

(C) The Executive Board meeting shall be held on the second Thursday of each month. The Board will hold its first meeting in June each year, after the year’s accounting records have been audited.

(D) ALL Newcomers/Longtimers events will be cancelled when area schools are closed.

(E) Newcomers/Longtimers events and activities shall not be scheduled on the days of established Newcomers/Longtimers meeting dates for Executive Board Meetings and Luncheon Meetings without Executive Board approval.

**ARTICLE IV - ACTIVITIES**

(A) Cards/Games shall be held on the first Thursday of each month.

(B) Reservations and cancellations for Luncheon meetings, Dining Out, Special Activities and any other activities requiring a reservation will not be accepted after the Sunday prior to the event. Members who make reservations and do not attend will be assessed for the price of the reservation in writing. Members failing to pay the assessed amount within 30 days shall be taken off the notification list of all functions and not permitted to attend future events until all delinquent fees are paid.

(C) A calendar of activities, as approved by the Board, will be provided to Club members.

**ARTICLE V - MEMBERSHIP**

(A) All women living in the Lake of the Ozarks area, full or part-time are eligible for membership.

(B) There shall be two classes of membership: Active and Past President.

(C) An active member who has paid annual dues is eligible to vote, hold office, and participate in all activities of the Club.

(D) A President shall become a paid lifetime member of the Club on the completion of a full-term of office, and shall have the same privileges as an active member.

(E) Information contained in the Membership Roster is for Newcomers/Longtimers activities only. Misuse of this information could lead to disciplinary action by the Executive Board. Such action could include removal from membership in the organization.

(F) Solicitation of the membership in any form is not permitted. The Newcomers/Longtimers Charity of the Month and guest speakers may provide literature within the meeting room.

**ARTICLE VI - FINANCE**

(A) Annual dues must be paid to participate in any Newcomers/Longtimers activity, excluding invited guests, volunteers, and Past Presidents. The dues year is from June through May of the following year.

(B) Dues are due on or before the May luncheon meeting.

(C) The Membership Roster shall consist of all members whose dues are paid on or before the May Luncheon meeting. Members paying dues after the May Luncheon shall be included as updates are made.

(D) Eligible women may attend one function as a visitor. If a visitor decides to join, dues are payable at the next function attended.

(E) New members joining after February (March through May) shall be considered paid for the following year.

(F) In the event the Newcomers/Longtimers Club should be dissolved, monies in the treasury at the time, after all expenses are paid, will be dispersed to current Club charities.

**ARTICLE VII - OFFICERS**

(A) The Officers of the Club shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

(B) The Officers shall be elected from the membership at large by a majority vote of those present at the March Luncheon meeting. Election shall be by a show of hands.

(C) Installation of Officers shall be held in May. All Officers, Standing Committee Chairs, Parliamentarian and Past President(s) shall assume their duties on June 1st. (D) All officers shall be elected to serve a one-year term, from June 1st through May 31st of the following year. An option to serve a second year is available. Officers shall not hold the same office for more than two full consecutive terms.

(E) Vacancies in offices shall be filled by the President and approved by the Executive Board. These officers shall serve until the next regular election.

**ARTICLE VIII - EXECUTIVE BOARD**

(A) The Executive Board shall consist of Officers, Standing Committee Chairs, Parliamentarian, Special Committee Chairs and Past President(s). They shall be responsible for conducting the business of the Club and attending Executive Board meetings.

(B) Standing Committee Chairs shall not hold the same position for more than two full consecutive years. Should the President serve more than one term, the immediate two Past Presidents shall serve on the Board if available.

(C) Parliamentarian, Newsletter Editor and Website Manager may serve for more than two full terms at the President’s discretion.

(D) Those entitled to vote shall include all Officers (excluding the President), all Standing Committee Chairs (or their designee in their absence) and Past Presidents. The following Board Members shall not be entitled to vote: President (except in the event of a tie), Parliamentarian, Special Committee Chairs.

(E) Each person entitled to vote at the Board meetings shall be allowed only one vote per motion, regardless of how many offices she is holding or committees she is chairing.

(F) At the Executive Board meeting in July, the Executive Board shall determine the annual fundraising event(s) for that year.

**ARTICLE IX - DUTIES AND RESPONSIBILITIES OF OFFICERS**

(A) PRESIDENT

(1) It shall be the duty of the President to preside at all Luncheon meetings of the Club, at meetings of the Executive Board, and report the action and recommendations of the Executive Board to the Club membership.

(2) The newly elected President shall appoint Standing Committee Chairs, Activity Chairs, and a Parliamentarian. If the Standing Committee Chair or Activity Chair needs assistance, they may select a Vice Chair(s). Standing Committees and their duties are defined in the Standard Operating Procedures.

(3) The President shall appoint other Committees as follows and when needed: Nominating Committee, Auditing Committee and Budget Committee.

(4) The President may appoint Special Committees as required.

(5) The President may serve as an ex-officio member of all committees with the exception of the Nominating Committee.

(6) The President shall approve all announcements provided by members and/or guests prior to being added to the agenda.

(7) The President shall oversee the adequacy and soundness of the club’s financial structure.

(B) FIRST VICE PRESIDENT

It shall be the duty of the First Vice President to perform all the duties of the President in her absence. She shall be responsible for Luncheon meetings.

(C) SECOND VICE PRESIDENT

It shall be the duty of the Second Vice President to perform the duties of the First Vice President in her absence and the duties of the President in the absence of the President and First Vice President. She shall be responsible for all Cards and Games events.

(D) RECORDING SECRETARY

The Recording Secretary shall keep records of meetings as necessary and shall be responsible for providing the previous meeting’s minutes to members. She shall also maintain a Master Calendar of upcoming activities for publication in the Newsletter and on the Web Site.

(E) CORRESPONDING SECRETARY

The Corresponding Secretary shall read and respond to Club correspondence. She shall also send appropriate cards and notes to members as needed.

(F) TREASURER

The Treasurer shall maintain the club’s accounting records. She shall conduct a mid-year review of Club finances and provide a report to the Executive Board.

**ARTICLE X - QUORUM**

Quorum for active members shall be a majority of those present.

Quorum for the Executive Board members shall be a majority of the total voting

Board members, except for ByLaws amendments, which shall require a two-thirds majority vote of the total voting members of the Executive Board.

**ARTICLE XI - CHARITIES AND SCHOLARSHIPS**

The Club shall support charities and scholarships. The geographical area to be considered for scholarships as well as the criteria will be defined and approved annually by the Board under the guidance of the Scholarship Chairman.

**ARTICLE XII - BYLAWS AMENDMENTS**

Amendments may be made to the ByLaws with the requirement of two-thirds majority vote of the total voting members of the Executive Board and approved by a majority vote of the membership present when presented.