

Bylaws

Neighbors and Newcomers of Cumberland County

Update Approved: September 22, 2022

ARTICLE I. MEMBERSHIP

1. All Members in good standing will be considered as having active Membership status for the current fiscal year. The fiscal year shall be July 1 to June 30.
2. Each Member will have the privilege of one vote.
3. Annual dues for the following fiscal year will be determined by the Board of Directors.
4. Dues for the current year must be paid by the October meeting or the month that you join. Dues will not be prorated.
5. One meeting may be attended as a guest. At the second meeting attended, the person is expected to join and pay dues. Past members will not be eligible for guest status when they return.
6. Members understand that luncheons bear a fiscal responsibility. Therefore, once reservations are made, the Member is responsible for cancelling on time OR paying for the luncheon if they did not cancel their reservation prior to the cut-off date, noted in the reservation announcement. If a missed luncheon payment has not been received prior to the next scheduled meeting, then said Member will be expected to pay all money due at check-in.

ARTICLE II. MEETINGS

1. The regular meetings of the Club shall be on the fourth (4th) Thursday of each month, EXCEPT the November and December meetings, which will be combined and held on the first available Thursday in December.
2. There will be no regular Club meetings in June, July or August.
3. Meetings of the Executive Committee may be called at the discretion of the President, or Vice President.
4. A Board of Directors special meeting may be called by the President or Vice President, as necessary.
5. A majority approval of dues paid members is required at a meeting when voting is taking place.

ARTICLE III. ELECTIONS AND RESIGNATIONS

A. ELECTIONS

1. All Executive Committee members, Standing Committee Chairs, and their assistants shall be elected by the Membership in April before installation at the Annual Meeting in May. It is the duty of the outgoing officers to train the new officers so that the Club will continue to function smoothly.
2. In the event there is an unfilled position on the Board, the out-going Board may elect and install that person at the Year End Board Meeting.

B. RESIGNATIONS

1. In the event there is a mid-year resignation, the Executive Committee shall appoint a person to fulfill the remainder of the year.
2. Resignation of any officer shall become effective upon written notice to the President.

ARTICLE IV. BOARD OF DIRECTORS

The Board of Directors shall consist of the Executive Committee and Standing Committee Chairs.

A. EXECUTIVE COMMITTEE

1. The Executive Committee of the Club shall be President, Vice President, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary.
2. President and Vice President will serve a term of one year each. Ascension from Vice President to President is expected.
3. Treasurer and Assistant Treasurer; Secretary and Assistant Secretary will serve a term of one year each. Ascension from Assistant to Treasurer and/or Secretary is expected.

B. STANDING COMMITTEE CHAIRS

1. Standing committee chairs shall be: Reservations, Program, Publicity, Webmaster, Nominating, Hospitality, and Fundraising. Each of the Standing Committee Chairs will have an assistant.
2. The term of office shall be one year. Each year will begin with a Chair and Assistant Chair. Ascension from Assistant to Chair is expected.

ARTICLE V. DUTIES OF OFFICERS

1. 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's affairs.
2. The Board of Directors shall meet twice annually, once in August prior to the beginning of the year to coordinate activities. The second meeting following the May general meeting to select non-profit organizations to receive monetary support before the end of the fiscal year. They shall also determine the amount each non-profit organization shall receive.

A. PRESIDENT (Executive Committee member)

The President is the Chief Executive of the Club, and presides over all meetings of the Club, Executive Committee, and Board of Directors.

The President shall:

1. be the ex-officio Member of all standing committees except the Nominating Committee.
2. be an authorized signer for the bank account and shall retain, along with the Treasurer, the Club's debit card.
3. be responsible for development and distribution of the Calendar of Meetings at the September meeting.
4. organize locations and caterers for monthly meetings and be responsible for confirming the number of reservations to the caterer each month.
5. be responsible for determining which organizations shall receive donations at monthly meetings. She will then present this list to the Board of Directors for confirmation.
6. procure and/or appoint a person to obtain door prizes for monthly meetings.
7. coordinate the purchase and distribution for the Thanksgiving and/or Christmas Giving from the donated funds collected at the October and December meetings. Volunteers from the Board and Membership may be asked to assist.
8. appoint a person to research families to be recipients of Christmas gifts. A description of these families and lists of their needs will be presented to the Membership prior to the December meeting. The President will enlist support from the Club in this endeavor by calling for donations of funds and items from the needs list.
9. make an agenda for each regular meeting and give copies to the Secretaries and Publicity Chairs for the purpose of facilitating their written reports.
10. be responsible for obtaining a qualified, independent person to do an annual Review and Report of the Club's fiscal records, in the period after July 1 to be completed by July 31.

11. be responsible for adding or deleting names from the bank account. The President must have a copy of the minutes of the Annual May Meeting to prove installation of said officers.
12. be responsible for appointing a Club Member to install new officers at the annual May meeting.
13. in collaboration with the Treasurer, retain keys to the P.O. Box and monitor its contents regularly.
14. upon recommendation of the Cumberland County Sheriff's department, cancel luncheon meetings due to hazardous conditions.
15. review the By-Laws every other year following the end of the year board meeting.
16. be responsible for taking the President's, Secretary's, and Treasurer's records to the County Archives.

B. VICE PRESIDENT (Executive Committee Member)

The Vice President shall:

1. serve a term of office learning the duties of the President in preparation to ascend to the Presidency.
2. assist the President as necessary.
3. assume the duties of the President in the event of absence, illness, incapacity, or resignation of the President.
4. be an authorized signer on the Club bank account.

C. TREASURER (Executive Committee Member)

The Treasurer shall:

1. create, in collaboration with the President, an annual operational line-item budget for the forthcoming year. This budget will then be presented to the Board of Directors for vote of approval at the August meeting.
2. collect all dues and fees and maintain an up-to-date list of Club Members.
3. be charged with maintaining the Club's bank account and keep accurate records of the Club's finances.
4. be an authorized signer of the check book and shall retain, along with the President, the Club's the debit card.
5. disburse funds for purchases made when the reimbursement form is submitted, with original vendor receipts attached.
6. be responsible for notification to Members who did not cancel their reservations and owe money for the luncheon.
7. collect all special yearly and monthly donations, as designated by the President, and disburse funds to the appropriate organizations, as approved by the Board of Directors.
8. create a monthly report that includes all receipts, expenditures, and bills outstanding to be sent to the President for approval prior to submitting to the Webmaster for posting to the website.

9. accept all monetary donations. Checks accepted must be made payable to Neighbors and Newcomers.
10. maintain passwords for access to Neighbors and Newcomers bank account and debit card.
11. close the books on June 30 of each year and render an annual Review and Report to the Club at the September meeting.
12. ensure that the 990N and Annual Report with the State of Tennessee is filed by the due date.

D. ASSISTANT TREASURER (Executive Committee Member)

The Assistant Treasurer shall:

1. assist the Treasurer in collection and counting of monies for each monthly meeting.
2. assume the duties of the Treasurer temporarily in her absence or following her resignation.
3. serve a term of office learning the duties of the Treasurer in preparation to ascend to that position.
4. be an authorized signer on the bank account.

E. SECRETARY (Executive Committee Member)

The Secretary shall:

1. keep an accurate record of the proceedings of all regular meetings of the Club, the Executive Committee, and the Board of Directors.
2. write all letters that bear the Club signature, except those pertaining to finance
3. write letters to accompany the annual disbursement of funds to organizations approved by the Board of Directors.
4. send a copy of all minutes to the Executive Board for approval by the President prior to making the final copy for the record book and submitting to the Webmaster for posting to the website.
5. forward the minutes to the Webmaster after approval by the President.
6. provide a copy of the Annual Meeting minutes with a list of all installed Executive Committee Officers so names can be added to update the names for the checking account.

F. ASSISTANT SECRETARY (Executive Committee Member)

The Assistant Secretary shall:

1. assist the Secretary in her official duties
2. assume the duties of the Secretary temporarily in her absence or following her resignation.

3. serve a term of office learning the duties of the Secretary in preparation to ascend to that position.

G. IMMEDIATE PAST PRESIDENT (Board of Directors)

The Immediate Past President shall:

1. serve in an advisory and non-voting capacity to help ensure smooth transition of officers.
2. This position does not preclude other contributions to the Club should the Past President wish to volunteer.

H. STANDING COMMITTEE CHAIRS (Board of Directors)

- **RESERVATIONS CHAIR (Board of Directors)**

There will be a Reservation Chair and an Assistant Reservations Chair. The Reservation Chairs shall be responsible for:

1. sending out the monthly meeting invitations and taking and compiling reservations from Members, including the Callers List.
2. making changes to the email account.
3. checking in each Member and collecting fees for each luncheon.
4. counting the reservations money collected at each meeting and presenting such to the Treasurer.
5. informing the President and the Decorating Chairs as to the number of reservations for each upcoming regular meeting including: Members, guests, speakers, and vendors so that the appropriate number of tables will be available.
6. letting the Guest Committee know the names of each Guest attending the meeting.
7. obtaining volunteers to become Callers for those who do not have email.

- **PROGRAM CHAIR * (Board of Directors)**

There will be a Program Chair and an Assistant Program Chair. The Program Chairs shall:

1. plan and conduct the programs of the regular meetings with the approval of the President.
2. introduce the presenter at the monthly meeting.
3. send thank-you cards to all speakers.

- **PUBLICITY CHAIR** (Board of Directors)

There will be a Publicity Chair and an Assistant Publicity Chair. The Publicity Chairs shall be responsible for:

1. promoting and advertising club meetings, activities, and fundraisers to the community.
2. preparing articles, accompanied by photos, if applicable, and submitting them in accordance with the publication deadlines of local media.
3. submitting copy to the Webmaster for posting to the Club website.

- **WEBMASTER *** (Board of Directors)

There will be a Webmaster and an Assistant Webmaster. The Webmasters shall:

1. obtain input on design changes for the website.
2. implement design changes approved by the Executive Committee.
3. post the Minutes, the Treasurer's report, and Publicity report.
4. post any other pertinent material approved by the Executive Committee to the website.
5. maintain password for Neighbors and Newcomers website, email, and any other internet web-sites utilized by Neighbors and Newcomers, and provide passwords/access to others, as necessary.

- **NOMINATIONS CHAIR** (Board of Directors)

There will be a Nominations Chair and an Assistant Nominations Chair. The Nominations Chairs shall:

1. be responsible for obtaining volunteers from the Membership to fill positions for Committee Chairs for the upcoming year. They will inform the nominees that their commitment is two years as defined in the By Laws.
2. provide a slate of officers and chairs to be elected and installed at the regular May meeting of the Club.

- **HOSPITALITY CHAIR** * (Board of Directors)

There will be a Hospitality Chair and an Assistant Hospitality Chair. The Hospitality Chair shall monitor the info@neighborsandnewcomers.org email box and follow up on all inquiries. The Hospitality Chairs shall oversee the following Committees and assist Committees where needed:

- a. **Caring Committee***

- The Caring Committee shall be responsible for sending get well, thinking of you and condolence cards to any Member and/or surviving spouse.

- b. **Decorating Committee***

- The Decorating Committee shall be responsible for the table decorations, which will be coordinated with the seasons and holidays. They will be responsible for supplying the table covers if the facility does not provide them

- c. **Guest Committee***

- The Guest Committee shall make name tags for each guest attending a first meeting, and they will introduce the guests at each meeting.

- d. **Greeters**

- The Greeters shall be responsible for greeting and welcoming attendees as they arrive and helping them find a seat.

- e. **Invocation Committee**

- The Invocation Committee shall provide a brief non-denominational prayer prior to each meal.

- **FUNDRAISING CHAIR** * (Board of Directors)

There will be a Fundraising Chair and an Assistant Fundraising Chair who shall, in accordance with all regulatory agencies:

1. present possible fundraising ideas, with projected costs, annually to the Board of Directors.
2. manage agreed-to fundraising activities.
3. solicit ideas from the membership.
4. oversee any fundraising, including the following areas: Crafts, Travel, Door Prizes, etc. Books deleted.

**The Club acknowledges that there may be expenses incurred in the performance of the above duties. These expenses should meet the operational line items within the yearly budget.*

ARTICLE VI. POLICY

1. The Club shall not promote any civic, political, commercial, individual business, or organizations.
2. The Membership list belongs to the Club and shall not be made available to the general public and cannot be used for personal use.
3. Contracts, except for lunch venues and caterers, needed for the operation of the Club may only be approved and executed by the Executive Committee.
4. Emergency Voting: In an emergency situation the Executive Committee, the Board of Directors or the Membership may vote by mail, email, phone or other electronic means if authorized by the Executive Committee. Members shall have seven (7) days from the date of notification to cast their vote. A majority approval is required for items voted on. This vote shall be recorded in the minutes of the next regularly scheduled meeting.

ARTICLE VII. AMENDMENTS OF THE BY-LAWS:

1. Amendments to the By-laws may be presented in writing by any Member. The Board of Directors will review and submit to the membership for a vote.
2. Approval will be a majority vote of all Members present at the meeting.
3. By-Laws will be reviewed every other year by the Board of Directors for possible amendments.

Rewrite Adopted: Adopted June 9, 2020

Approved Updates: Sept. 22, 2022