

**BRUNSWICK NEWCOMERS CLUB (BNC)**  
**BYLAWS September, 2011**

**Article 1: Name**

The name of this organization shall be the Brunswick Newcomers Club, hereinafter referred to as "the Club."

**Article 2: Purpose and Objectives**

The purpose of the Club shall be to assist in the social, cultural and service orientation of persons new to Brunswick County, North Carolina. It shall be a non-profit organization that shall not exert political or religious influence.

The objectives of the Club shall be to:

1. Stimulate new associations and friendships through shared social activities.
2. Help newcomers to Brunswick County, North Carolina identify with their community.
3. Promote interest in local civic, cultural, service and philanthropic programs.

**Article 3: Club Year**

The program and fiscal year of the Club commences on July 1 and closes on June 30.

**Article 4: Membership and Dues**

Section 1. Eligibility.

Eligibility for initial membership is open to adults who have moved into Brunswick County, North Carolina. All adult members of a household who meet the eligibility requirements, pay annual dues and agree to abide by the rules and regulations of the Club are eligible to join.

Section 2. Active Membership.

Active membership is limited to all dues paying members. Payment of yearly dues entitles a member to participate fully in club activities. Every active member is eligible to hold office and chair a committee.

Section 3. Dues and Financial Obligations.

A. Dues.

The annual dues shall be set by the board of directors and any changes thereto require approval of two-thirds of the board of directors.

- B. Dues cover membership in the Club from July 1 through June 30. Annual dues are payable July 1 and are non-refundable. Members whose dues remain unpaid as of October 31 shall be declared delinquent. The Membership Chairman shall notify each such delinquent member of his status. If the delinquent member's dues remain unpaid fifteen (15) days after being so notified, his/her membership shall be terminated in accordance with Article 4, Section 6 below and his/her name will be removed from the mailing list

C. Financial Obligations.

Members shall be responsible for payment for activities of their choosing. All payments for activities shall be non-refundable after the cut-off date set by the chairperson for the activity. However, after the cut-off date set by that chairperson may, if possible, assist a member seeking a replacement for such activity.

Section 4. Non-member Guests.

Active members have first priority to attend any and all Club functions. Subject to limitations of time and space, guests of a member may attend any Club function. However, permission and approval of the host/hostess or chairperson must be obtained prior to the event. Prospective members may attend one general meeting prior to becoming a Member and paying the required dues.

Section 5. Termination of Membership.

- A. Resignation. Any member may voluntarily resign from the Club.
- B. Removal. A Member's membership may be terminated for good and sufficient cause upon a two-thirds vote of the entire Board of Directors. Such notice must be communicated in writing or email to said member ten days prior to the vote of termination. However, in considering the removal of any member, the Board of Directors shall be very careful not to take any action which could bring about an allegation of discrimination, libel or slander or any other actions that might be considered derogatory to the member.

**Article 5: General Membership Meetings**

- Section 1. Regular monthly meetings of the general membership shall be held on the third Wednesday of each month or such other day as determined by the Executive Committee. There shall be no meetings during the months of June, July, August, and December. Any business deemed necessary shall be transacted at such meetings. Decisions made at such meetings shall be by majority vote of the members present.
- Section 2. Special meetings may be called by the President whenever necessary, with at least 10 days written or email notice to all persons on the membership list.
- Section 3. Any meeting may be cancelled if deemed appropriate by the Executive Committee. The membership shall be notified in advance, except in case of an emergency.
- Section 4. The April meeting shall be the Annual Meeting at which time officers shall be elected for the coming year. The officers elected shall be installed at the May meeting.

**Article 6: Board of Directors and Executive Committee**

- Section 1. Executive Committee.  
The Executive Committee shall be the governing body of the Club and shall be comprised of the elected officers. Duties of the Executive Committee shall be to:
  - 1. Transact necessary business in the intervals between Club meetings and such other business as may be referred to it.
  - 2. Oversee the finances of the Club and establish financial guidelines for the year.
  - 3. Determine the necessity of bonding for the officers with signatory power.
- Section 2. Board of Directors  
The Board of Directors shall consist of the Executive Committee (elected officers), the immediate past president and the standing committee chairpersons. Its purpose shall be to:
  - 1. Approve and coordinate the programs, plans and activities of the Club.
  - 2. Provide for the general management of the Club and its affairs.
  - 3. Review the bylaws, standing rules and job description handbook at the beginning of the term.
- Section 3. Meetings.  
The Board of Directors shall meet once a month unless otherwise directed by the President. The Executive Committee shall meet for approval of financial expenditures and for other pertinent business as often as deemed necessary by the President. The Board of Directors and the Executive Committee may hold joint meetings if deemed appropriate by the President

**Article 7: Elected Officers**

- Section 1: The elected officers shall be the President, First Vice-President, Second Vice President, Secretary and Treasurer.
- Section 2: Term of Office.  
The officers shall be elected for a term of one year and shall serve commencing with their installation at the May meeting. In the event that the new officers have not been elected prior to the May meeting, the present officers shall serve until their successors have been elected and installed. An elected officer can succeed himself or herself in the office currently held for one additional year, if all other requirements are met.

Section 3. Vacancies in Office.

A vacancy in the presidency shall automatically be filled by the 1st Vice-President. Vacancies in any other office shall be filled by appointment from the President with approval of the Executive Committee.

Section 4. Nominating Procedures.

- A. Nominating Committee. The Nominating Committee shall be comprised of three Club members appointed by the President.
1. The President shall select one member to be the Nominating Committee chairperson.
  2. The Nominating Committee shall not have more than one person from the Executive Committee.
  3. The Nominating Committee shall, if possible, be selected to represent the various localities comprising the membership of the Club.
  4. The President shall not be a member of the Nominating Committee.
  5. The proposed Nominating Committee shall be submitted to the Board of Directors in January for approval.
  6. Being a member of this committee shall not bar the person from being nominated for an office.
- B. Candidate Selection Procedure. The Nominating Committee shall select a nominee for each executive office. Active members in good standing who will be eligible for membership in the following year may be nominated.
1. Permission for candidacy shall be obtained from the nominee.
  2. The proposed slate of officers shall be presented to the Board of Directors for approval no later than the **March** Board meeting.
  3. If a vacancy occurs after nominations but before election, the Nominating Committee shall select a new candidate.

Section 5. Election Procedures

- A. The Nominating Committee shall present the slate of nominees to the general membership at a regular meeting held at least 30 days prior to the Annual Meeting.
- B. At least ten days prior to the Annual Meeting the slate of nominees shall be presented in writing **or email** to the general membership, with notice that nominations shall be accepted from the floor at the Annual Meeting, provided each nominee consents to his/her candidacy.
- C. The election of the officers shall be conducted by a majority vote of the membership present at the Annual Meeting in April ~~May~~.
- D. Installation. The new officers shall be installed by the outgoing President at the May ~~June~~ meeting of the general membership.

Section 6. Duties of Officers.

The duties of each officer are outlined in the Club's Job Description Handbook. A general description of each office follows.

- A. President.  
The President shall be the Chief Executive Officer of the Club, perform such duties as usually pertain to the office of president and be an ex-officio member of all standing and special committees except the Nominating Committee.
- B. First Vice-President.  
The First Vice-President shall assume the duties of the President when required or if the office becomes vacant and shall be responsible for the program arrangements related to the monthly general membership meetings.
- C. Second Vice-President  
The Second Vice-President shall be responsible for securing facilities for all meetings.
- D. Secretary.  
The Secretary shall perform such duties as usually pertain to the office of recording and corresponding secretary.
- F. Treasurer  
The Treasurer shall be responsible for the annual audit, budget and performing such duties as usually pertain to the office of treasurer.

**Article 8: Committees**

Section 1. Standing Committees.

The Standing Committees are: Hospitality, Lunch Bunch, Membership, Newsletter, Publicity, Social, Travel, Wine Tasting and Web Site.

- A. Each Standing Committee Chairperson shall be appointed or approved by the President for a one-year term. Only active members may serve as committee chairpersons. The Standing Committee Chairpersons shall serve on the Board of Directors. All projects recommended by Standing Committees must have Board of Directors' approval before implementation.
- B. The duties of each Standing Committee and its chairperson are as follows:
  - 1. The Social Committee shall be responsible for planning and implementing the social events involving all Club members.
  - 2. The Publicity Committee shall be responsible for designing and implementing a publicity program to attract new members and promoting community awareness of special events, programs and Club projects.
  - 3. The Newsletter Committee shall be responsible for the preparation of the monthly newsletter and any other publications required by the Board of Directors.
  - 4. The Membership Committee shall be responsible for maintaining all records pertaining to the Club's members.
  - 5. The Lunch Bunch Committee shall be responsible for arranging all lunch or dinner gatherings at various restaurants.
  - 6. The Hospitality Committee is responsible for coordinating the preparation of refreshments at General Membership Meetings.
  - 7. The Wine Tasting Committee shall be responsible for the planning and implementation of recreational wine tastings for the education and sensory examination of wine by participating members.
  - 8. The Travel Committee shall be responsible for the planning and implementation of sport, cultural, or recreational excursions external to Brunswick county.
  - 9. Web Site Committee shall be responsible for the development and maintenance of the BNC web site.

Section 2. Special Committees.

- A. Nominating Committee. The Nominating Committee is explained in detail under Article 7 Section 4: Nominating Procedures.
- B. Audit Committee.
  - 1. The Audit Committee shall consist of the incoming Treasurer, the incoming President, and at least one member-at-large chosen from the general membership by the Treasurer. In the event that the Treasurer is succeeding himself or herself for a second term, the Treasurer will not be a member of the Audit Committee and the members of the committee will be appointed by the President.
  - 2. The Club may employ such outside accounting assistance as deemed necessary. The expense of any such assistance shall be the responsibility of the Club.
  - 3. The Audit Committee shall serve at the beginning of each Club year and complete the audit by August 31. It shall report its findings to the Executive Committee at its next meeting. Information discussed at Audit Committee meetings shall be considered confidential.
  - 4. Should the Treasurer resign before the end of the term, all records shall be audited by the Audit Committee (as defined above) before the resignation becomes effective.
  - 5. The Audit Committee shall review the Club's status each year to comply with current tax regulations and ensure that profits from fundraising are used for charitable purposes and do not inure to the benefit of any individual.
- C. Sunshine Committee. The Sunshine Committee will be responsible for contacting and sending notes to members in the event of illness, misfortune or any other reason deemed appropriate.
- D. The President shall appoint any other special committee deemed necessary including a Bylaw Committee (Article 11, section 1).

**Article 9: Special Interest Groups**

- Section 1. Special interest groups **may** be established, subject to the approval of the Board of Directors, to meet the particular needs and interests of Club members. The members of any special interest group must be members in good standing of the Club.
- Section 2. Chairpersons shall be appointed **or approved** by the President
- Section 3. All special interest groups must be self-supporting.
- Section 4. The name Brunswick Newcomers Club shall be used in all publicity for all special interest groups.

**Article 10: Parliamentary Procedures**

The rules contained in “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 bylaws and any special rules of order the Club may adopt.

**Article 11: Amendments to the Bylaws**

- Section 1. Bylaws Committee.  
The President shall appoint a Bylaws Committee if the Board of Directors deems a major revision to the bylaws is necessary. The committee shall present recommended changes to the Board of Directors for approval.
- Section 2. After acceptance by the Board of Directors, the proposed amendment must be submitted in writing **or email** to the general membership at least ten days prior to a general membership meeting. The Club bylaws may be amended by a majority vote of the members present at said meeting.

**Article 12: Amendments to the Job Descriptions and Standing Rules**

- Section 1. Any change to the structure of the Board of Directors (Executive Committee and/or Standing Committees) is a bylaw change and shall be subject to the same conditions as amendments to the bylaws (Article 11).
- Section 2. Changes, deletions, and additions to the Club’s Standing Rules may be made by a majority vote of the Board of Directors. When such changes are made, they are to be published in the newsletter.

**Article 13: Club Resolutions and Commitments**

No resolutions or motions to commit the Club and/or the membership beyond normal operating procedures shall be considered by the Club until it has been submitted and approved by the Board of Directors. After the Board of Directors has approved such a resolution or motion, notification must be mailed to the general membership at least 10 days prior to a general meeting stating that said resolution or motion will be presented and put to a vote at that general meeting. The Club may then proceed to take such action as the majority present and in good standing determines.

**Article 14: Notification to Members**

Notification to Members required by these by-laws or directed by the Executive Committee shall be made by sending notices through the U. S. mail, by e-mail notification or both at the discretion of the Board of Directors.

**Article 15: Dissolution Procedures**

Should a Club resolution result in the dissolution of the Club, its assets remaining after payment of all liabilities shall be distributed to a non-profit fund, foundation, or other organization which is organized and operated exclusively for charitable and social welfare purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.