

# BYLAWS OF THE TULSA NEWCOMERS CLUB

Revised, January 2018

## **ARTICLE I** **NAME**

This organization shall be known as the Tulsa Newcomers Club (“TNC”).

## **ARTICLE II** **OBJECTIVE**

The Tulsa Newcomers Club is a non-profit social organization promoting friendships and social groups to enable newcomers and/or women with life changes in the Tulsa metro area to become familiar with the business and social life of the community.

## **ARTICLE III** **MEMBERS**

### Section 1: Members

Membership is open to all women who have been residents of the Tulsa metro area less than three years, or residents who have lived in the Tulsa metro area more than three years with life changes.<sup>1</sup>

### Section 2: Prospective Members

A prospective member may attend three TNC functions before being required to pay dues. A prospective member must become a dues paying member, or cease attendance at TNC functions after this trial grace period.

### Section 3: Guest Policy

All guests shall not be considered prospective members. Members may bring guests to TNC events if the function is open to non-members and space is available. Non-members may be charged higher event fees than members. The TNC member who brings a guest is responsible for any unpaid fees incurred by the guest.

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<sup>1</sup> Associate Membership deleted; no further distinction between “regular” and “associate” membership.

#### Section 4: Dues<sup>2</sup>

The dues shall be \$25.00 per year payable January 1 of each year and delinquent after February 1 of the same year.

Failure to pay dues will result in the member's name being dropped from the membership roster, and will not be listed in the print or **online**<sup>3</sup> directory. Former members joining after February 1 will pay the full \$25.00 dues, plus a \$10.00 reinstatement fee, and will then be added to the **online** directory. New members joining between July 1 and November 30 shall pay dues of \$15.00. **New members joining in December will have the current year dues waived but will be responsible for paying dues on January 1.**<sup>4</sup>

## **ARTICLE IV** **OFFICERS AND DIRECTORS**

#### Section 1: Officers and Executive Committee of the Board of Directors

The officers for the TNC, effective January 1 of the current year, shall be President, Vice President-Programs, Vice President-Luncheons, Secretary, Treasurer, and Board Advisor. The officers of TNC compose the Executive Committee of the Board of Directors.

#### Section 2: Board of Directors<sup>5</sup>

The Board of Directors ("Board") for the TNC, effective January 1 of the current year, shall be the President, Vice President-Programs, Vice President-Luncheons, Secretary, Treasurer, Board Advisor, Membership Chair, Chatterbox Editor and **Social Media Chair.**<sup>6</sup>

#### Section 3: Election of Directors

The Board of Directors shall be elected from the general membership<sup>7</sup> and shall serve for a period of one year. A new term shall begin **on January 1.** A board member shall not serve more than two consecutive terms in the same office without board approval. A nominating committee consisting of two members appointed by the Board, two members from the general membership and the Board

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<sup>2</sup> Section 4 re: Associate Members eliminated and replaced by the Dues section, that was Section 5.

<sup>3</sup> "Online" is an addition, two references within this section.

<sup>4</sup> New addition to Section 4.

<sup>5</sup> Board positions/chairs eliminated or changed to Standing Committees include Brunch, Interest Groups, Publicity, Evening Socials, Communications, Ways & Means, Hospitality and Association Representative.

<sup>6</sup> New board position added in January, 2017.

<sup>7</sup> Deletes "including Regular and Associate Members". Changes "in January" to "on January 1".

Advisor, acting as chair, shall be formed in September. The nominating committee shall coordinate a slate of officers to be presented at the November general meeting. Nominations may be taken from the floor. Election of the new Board of Directors will take place in November and installation will be held at the December general meeting.

#### Section 4: Eligibility to Serve on Board of Directors

To be eligible to be elected to the Board of Directors, a candidate must be a member of the TNC.<sup>8</sup>

#### Section 5: Succession of Officers

The President moves automatically to the position of Board Advisor at the end of her term.

#### Section 6: Vacancies on the Board of Directors

The President may fill any vacancies occurring during her term by appointment. A past president shall fill the office of Board Advisor. A vacancy in the office of President shall be filled by Vice President-Programs, who shall assume the duties of the office of “Acting President” for the remainder of her term. The “Acting President” may appoint an “Acting Vice President-Programs” for the remainder of the term.

#### Section 7: Board of Directors and Executive Committee Meetings

A. All members of the Board of Directors are expected to attend all Board meetings, monthly general meetings/luncheons, and brunch socials. Prior notifications of absences are to be given to the President.

B. The Board of Directors shall meet prior to each monthly luncheon/general meeting. Any member<sup>9</sup> may attend Board meetings as a non-voting observer after prior notice to the President.

C. The Executive Committee may meet as often or as seldom as is necessary to facilitate the operation and management of the business of the TNC. The President may call meetings with short notice given to committee members personally, or via email or telephone. Decisions made by the Executive Committee do need subsequent Board of Directors approval. The quorum for a Board of Directors meeting will be a simple majority of the Directors present at the meeting.

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<sup>8</sup> Deleting “Regular or Associate Member”. Deleting “To be eligible for Associate Representative, a candidate must be an Associate Member by the time she assumes her position on the Board.”

<sup>9</sup> Delete “Regular or Associate Member”.

D. A quorum for an Executive Committee meeting will be a minimum of three (3) officers. An officer may participate in an Executive Committee meeting via an electronic conferencing method such as telephone conferencing.

## **ARTICLE V**

### **DUTIES OF THE BOARD OF DIRECTORS**

#### **Section 1: President**

The President shall preside at all meetings of the Executive Committee, Board of Directors and meetings of the general membership. The President is an ex-officio member of all committees. She shall appoint two non-board members to audit the books in January.

#### **Section 2: Vice President-Programs**

The Vice President-Programs shall preside at meetings in the absence of the President. The Vice President-Programs will arrange monthly programs and will assist the President with the management of the TNC. The Vice President-Programs shall notify the Chatterbox Editor and Social Media Chair<sup>10</sup> of the program for the monthly luncheon/general meeting.

#### **Section 3: Vice President-Luncheons**

The Vice President-Luncheons is responsible for arranging the monthly locations and menus, as necessary, for the general meetings of the membership. The Vice President-Luncheons shall notify the Chatterbox Editor and Social Media Chair<sup>11</sup> of the location, menu and cost of the monthly luncheons/general meeting. Also, she will take luncheon reservations and will provide a list of reservations to the President, Treasurer, Membership Chair and Gift Chair in a timely fashion.

#### **Section 4: Secretary**

The Secretary records and distributes minutes for all Executive Committee and Board of Directors meetings. Minutes are to be distributed to Board members within ten (10) days of the meeting.<sup>12</sup> The Secretary will handle all correspondence as necessary or as requested by the Board of Directors. The Secretary is responsible for sending sympathy and/or get-well cards when deemed necessary.<sup>13</sup>

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<sup>10</sup> Revised from "...is responsible to notify the Publicity Chair and Chatterbox Editor..." adds Social Media Chair.

<sup>11</sup> Changes "is responsible" to "shall, deletes Publicity Chair and adds Social Media Chair.

<sup>12</sup> Adds a time frame.

<sup>13</sup> Adds a duty to the position.

### Section 5: Treasurer

The Treasurer keeps an accurate accounting of all financial transactions and reports monthly to the Board of Directors. All books are to be audited at the end of each term. She will chair the Budget Committee.

### Section 6: Membership Chair

The Membership Chair is responsible for distributing new member packets. She will collect membership applications, and prepare and distribute the annual Membership Directory. **She is responsible for ordering nametags for members.**<sup>14</sup> An annual membership renewal drive should begin on November 1. The Directory will be distributed no later than mid-April.

### Section 7: Chatterbox Editor

The Chatterbox Editor is responsible for publishing the monthly Chatterbox newsletter in a timely manner.

### Section 8: Social Media Chair<sup>15</sup>

Social Media Chair is responsible for maintaining the TNC website, Facebook page and any other social media. She will send group email blasts, electronic birthday cards, input new membership information as received and maintain the membership database.

### Section 9: Board Advisor

The Board Advisor is the immediate Past President who serves as Parliamentarian and general advisor, and shall coordinate a committee presenting a slate of nominations for the Board of Directors. She serves as chair of the Bylaws Review Committee during her term and is also a member of the Budget Committee. **Should a vacancy occur in the position of Board Advisor, another past president must fill this position.**<sup>16</sup>

## **ARTICLE VI STANDING COMMITTEES<sup>17</sup>**

**Section 1: A Standing Committee is a permanent committee appointed to deal with a specific subject. The standing committee Chair shall be appointed by the Nominating Committee. Chair of the Standing Committee may attend board**

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<sup>14</sup> Adds a duty to the position of Secretary.

<sup>15</sup> New position and duties as described, effective January, 2017.

<sup>16</sup> Addition to clarify results of a vacancy of the position.

<sup>17</sup> New Article that describes duties of each committee that was formerly a board position.

meetings; however the chair is not required to attend board meetings, luncheons, or brunches, although they are encouraged to do so. Chair should report any pertinent information on an upcoming event to the President, and submit information for such event to the Chatterbox Editor and the Social Media Chair prior to the board meeting. Chair of each standing committee may vote on any issue while attending a board meeting.

### Section 2: Brunch Chair

The brunch chair is responsible for arranging a minimum of two (2) brunch socials per year by recruiting hostesses.

### Section 3: Interest Chair

The Interest Chair coordinates the interest groups and organizes the September Interest Group Sign-Up Luncheon program.

### Section 4: Ways and Means Chair

The Ways and Means Chair is responsible for all TNC fund raising projects with Board approval, and shall assist the Interest Chair with the September luncheon.

### Section 5: Gift Chair

The Gift Chair arranges for the donation of door prizes to be given at the luncheons and other TNC functions. She will notify the Chatterbox Editor and **Social Media Chair**<sup>18</sup> of any change in sponsors.

### Section 6: Evening Socials Chair

The Evening Social Chair is responsible for planning and coordinating **the Christmas Dinner and a minimum of one (1) other**<sup>19</sup> TNC social function during her term in office. All functions require Board approval.

**Article VI becomes Article VII, Article VII becomes Article VIII and Article VIII becomes Article IX with no change in the context.**

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<sup>18</sup> Adds Social Media Chair

<sup>19</sup> Specifies “Christmas Dinner” and reduces four (4) function per year to “a minimum of one (1) other”.