

# MOTHER LODER NEWCOMERS AND FRIENDS CLUB BYLAWS

## ARTICLE I

### NAME

This organization will be known as the MOTHER LODER NEWCOMERS AND FRIENDS CLUB (herein referred to as "the Club.")

## ARTICLE II

### PURPOSE

The purpose of this organization will be to provide opportunities for friendships, to acquaint newcomers with the activities and resources available in the Mother Lode area, to encourage participation in community events, and to promote involvement in social, civic, and philanthropic affairs.

## ARTICLE III

### MEMBERSHIP

#### Section 1

Those eligible for membership will be women who currently reside in the Mother Lode area. Women residing outside the Mother Lode area may become eligible for membership with Board approval.

#### Section 2

All members will pay dues. Amount of dues is determined by the board.

#### Section 3

Prospective members may attend one (1) luncheon meeting before joining.

#### Section 4

Any member or guest who has not canceled her luncheon reservation by the time indicated in the newsletter prior to the luncheon is responsible for payment of that meal.

#### Section 5

No member will use her membership roster for other than personal use as it is confidential information.

#### Section 6

Only dues paying members in the Club will be able to vote for the charity the club supports. If absent from the luncheon where the vote is taken, a request in advance for an absentee ballot will be provided. This ballot must be sent to the Philanthropic Committee before the luncheon date vote and will be counted along with those votes by attending members. No vote will be counted if received after the voting luncheon date.

#### Section 7

Membership Networking. Any current member is eligible to list her business in the membership roster for an additional fee as determined by the Board.

## ARTICLE

### IV

## OFFICERS

### Section 1

The Executive Board will be made up of the following officers: President, First Vice President, Second Vice President, Treasurer, Assistant Treasurer, Recording Secretary, Corresponding Secretary, Reservationist, Membership and Parliamentarian. No member will serve on the Executive Board for more than two (2) consecutive years in the same position, except for the Parliamentarian. There will be regular meetings of the Executive Board during the Club year. Five (5) officers will constitute a quorum. Special meetings may be called by the President. All Club Board meetings are open to interested general members upon notification to the President.

### OFFICERS' DUTIES

#### Section 1

**PRESIDENT:** The President will preside at all meetings of the Club. She will appoint all standing committee chairpersons, all special committees as hereinafter described in the bylaws, and all chairpersons for special interest groups to be organized as the need arises. She will serve as an ex-officio member of all committees and interest groups. She will appoint replacements for any positions vacated during her term of office. These appointments will be submitted to the Executive Board for approval.

**FIRST VICE PRESIDENT:** The First Vice President will serve as Luncheon Chair for monthly general meetings. She will have responsibility for selecting the location of each luncheon. She will assist the President. She will assume the duties of the President in case of absence or illness or permanent inability to continue in the office.

**SECOND VICE PRESIDENT:** The Second Vice President will serve as the Program Chair and is responsible for providing various programs for the monthly luncheons, subject to the Executive Board's approval. She assumes the duties of the First Vice President temporarily in case of absence or illness.

**TREASURER:** The Treasurer will keep a current record of all money received and distributed. All bills must be approved by the Executive Board and paid by the Treasurer. A monthly Treasurer's report will be presented at each Executive Board meeting. Her books are subject to yearly audit.

**ASSISTANT TREASURER:** She will assist the Treasurer. She will assume the duties of the Treasurer in case of absence or illness or permanent inability to continue in the office.

**RECORDING SECRETARY:** The Recording Secretary will keep a complete record of all Executive Board meetings.

**CORRESPONDING SECRETARY:** The Corresponding Secretary will handle all correspondence, including the writing and timely distribution of the monthly bulletin, and invitations to past presidents for the May luncheon.

**MEMBERSHIP:** The Membership Chair will collect dues and membership forms and will maintain and distribute a current membership list. She will turn all dues receipts over to the Treasurer. She will inform the Corresponding Secretary of all changes in the membership list monthly. She will finalize and distribute the annual roster by the November general membership meeting. She will keep current records of the date when each member joined the Club.

**RESERVATIONS:** The Reservations Chair will select a committee to assist her in taking

reservations for monthly meetings. She is responsible for informing the First Vice President of the final reservation count. She and her committee will keep the name tags up to date. The Reservations Chair will mail a letter to anyone who has not paid for her lunch prior to the following luncheon, and will inform the President when a guest has attended a second luncheon without applying for membership.

**PARLIAMENTARIAN:** The Parliamentarian will be the immediate past President, provided she is eligible. She will serve as an advisor to the Executive Board. If the immediate past President is unavailable, the new President will select a Parliamentarian subject to approval by the Executive Board. The Parliamentarian will ensure that the by-laws are kept current on the Club website.

## **Section 2**

Each officer will keep a written record of information pertinent to her office which will be passed along to her successor at the end of the year.

## **ARTICLE V COMMITTEES**

### **Section 1**

There will be standing committees whose functions are ongoing throughout the year. They are: Philanthropic, Special Events, Publicity/Historian, Sunshine, Greeters, Ways and Means, Raffle, Volunteer Resources, Web Site, and any other committee as the Executive Board may designate.

## **COMMITTEE CHAIR DUTIES**

**PHILANTHROPIC:** A Philanthropic Chair will be responsible for recommending worthy causes which could benefit from the Club's surplus funds. After the Executive Board has reviewed these recommendations, they will be presented to the general membership for a vote. Distribution of funds will take place each May at the general meeting.

**SPECIAL EVENTS:** The Special Events Chair will be responsible for planning the Club's special functions. She will select a committee to assist her as necessary, and she will keep the Executive Board informed in a timely manner as plans develop.

**PUBLICITY/ HISTORIAN:** The Publicity/Historian will provide regular and adequate publicity for pending and past activities of the Club where appropriate. She will be responsible for taking photographs to commemorate Club events.

**SUNSHINE:** The Sunshine Chair will send appropriate remembrances to members.

**GREETERS:** The Greeter Chair will be responsible for greeting new members and guests at the luncheon meetings and introducing them to other members during the social hour. Their duties will include providing the welcome packet and a follow-up phone call the next week.

**WAYS AND MEANS:** The Ways and Means Chair will be responsible for all fundraising activities and will select a committee to assist her.

**RAFFLE COORDINATOR:** The Raffle Coordinator is responsible for selling raffle tickets and for conducting raffles at the luncheon meetings. Raffle items may come through donations or solicitations. There will be a monthly accounting to the Treasurer of raffle revenue generated.

**VOLUNTEER RESOURCES:** The Volunteer Resources Chair is responsible for maintaining and updating a list of volunteer opportunities available in the Mother Lode area. During the Club's session,

the Chair will report to the Board and the Club on a monthly basis the total number of hours volunteered by members of the Club.

**WEB SITE:** The Web Site Chair is responsible for maintaining and updating the Club's website & Facebook.

### **Section 2**

The President will convene two (2) committees once a year at a time commensurate with their function. They are as follows:

**AUDITING:** The auditing Chair will be appointed by the President to audit the Treasurer's books within 45 days after the May Board meeting.

**NOMINATING:** A committee of three (3) members will be appointed by the President no later than March 1. The consent of nominees must be obtained. Their names must be presented in writing to the full membership prior to the April meeting.

### **Section 3**

The President will be responsible for appointing chairs for standing committees to be convened as consensus suggests or the need arises.

### **Section 4**

Chairs of standing committees will provide brief written information to the Corresponding Secretary and the Publicity Chair with regards to their pending activities. Chairs may also be asked to provide a brief report at general meetings.

### **Section 5**

Chairs will record pertinent committee information regarding their committees to ensure a smooth transition at the end of their term of office.

### **Section 6**

No committee chair will be eligible for reappointment to the same position for a third year unless there is unanimous agreement by the Executive Board.

## **SPECIAL INTEREST GROUPS**

### **Section 1**

The President will be responsible for appointing Club contacts for special interest groups to be convened as consensus suggests or the need arises. Special Interest Group Chairs or the Contact person must be current Club members.

### **Section 2**

Chairs or the Contact Person of special interest groups will provide brief written information to the Corresponding Secretary and the Publicity Chair with regards to their pending activities. Chairs or the Contact person may also be asked to provide a brief report at general meetings.

## **ARTICLE VI**

### **ELECTION OF OFFICERS/ COMMITTEE CHAIRS**

### **Section 1**

The Nominating Committee will present its recommended slate of officers in writing to the Club prior

to the April general meeting. At the April general meeting nominations may be made from the floor

with prior consent of the nominee.

### **Section 2**

Officers will be elected at the general meeting in April. They will be installed at the May meeting and will assume their duties immediately after the installation ceremony.

### **Section 3**

In the event that more than one (1) candidate is nominated for an office, election of officers will be conducted by ballot. If there is only one candidate for each office, a ballot is deemed unnecessary, and the slate of officers will be elected as presented. All active members are eligible for the Executive and/or Committee Chair positions.

## **ARTICLE VII**

### **MEETINGS**

#### **Section 1**

A general meeting will be held on the first Thursday of each month, September through May, at the discretion of the President. General meetings will not be held in June, July, or August.

#### **Section 2**

The planning and coordination for summer activities will be the responsibility of the committee or special interest chairs.

#### **Section 3**

The outgoing and incoming Executive Boards will hold a joint Board meeting following the May installation. The President may invite selected members from the previous year's standing and special committees to attend the meeting to provide resource information to the new standing and special committees.

#### **Section 4**

The budget for the coming year will be prepared by the new Executive Board and must be approved by the August Executive Board meeting.

## **ARTICLE VIII**

### **FINANCES**

#### **Section 1**

Club dues will be set by the Club Board. The membership year is from May 1 to April 30 of the next year. Dues must be paid during the membership year. The October luncheon is the cutoff period for publication of the annual membership roster. If dues are not paid by this date, the name of the person still owing dues will not appear in the membership roster for that year. Members joining anytime January 1 through March 31 will be charged one-half the rate of the annual dues. A new member shall be identified as one who has been inactive for at least one Motherlode Newcomers and Friends Club fiscal year (September to May) prior to rejoining, or one who has never been a Motherlode Newcomers and Friends Club member.

#### **Section 2**

The budget for the new year will be prepared by members of the incoming Executive Board. The President may invite selected members from the previous year's Executive Board to attend the budget meeting to provide resource information. The budget will be approved at the August Executive Board

meeting. It will be presented to the general membership in writing prior to the general meeting in September. Approval by a majority of members attending the September general meeting is required for the adoption of the budget.

**Section 3**

Fundraising activities will be the responsibility of the Ways and Means Committee with the approval of the Executive Board.

**ARTICLE IX  
AMENDMENTS**

All proposed amendments must be submitted in writing to the Executive Board. If the Board votes to accept the proposed amendment, it will be published in the monthly club bulletin for review by all members and will then be presented at the next general meeting. It must receive an affirmative vote of the majority of members in attendance in order to be adopted.

**ARTICLE X  
PARLIAMENTARY AUTHORITY**

“Robert’s Rules of Order,” Ninth Edition, will govern the Club when applicable unless there is a conflict with the conditions set forth in these bylaws.

Revised March 8, 2018