

# Newcomers & Neighbors of Short Hills & Millburn

## By-Laws

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### Article I - Name and Object

1. The name of this club will be the Newcomers & Neighbors of Short Hills & Millburn.
2. The objective is to provide a club where newly arrived and established residents of Short Hills & Millburn are offered the opportunity to make friends and discover the community by participating in a wide variety of Club activities.

### Article II - Membership Rights

1. Eligibility for membership will be limited to residents of Short Hills and Millburn.
2. Prospective Club members may attend two (2) activities prior to becoming a member.
3. Membership begins with payment of dues.
4. Membership may be terminated voluntarily or by dues being delinquent two (2) months
5. Membership may also be terminated if the Listserv rules\* are violated – in such a case termination will be at the discretion of the Executive Board.
6. Members will be reimbursed for authorized expenses incurred for Club activities if receipts are given to the Treasurer within 3 months of the activity.
7. Members must prepay to hold a reservation for certain events. Reservation fees are refundable only if no cost is incurred by the Club, as a result of the cancellation. If a member does not prepay, then the Club is under no requirement to guarantee a spot.
8. The newsletter will be delivered to every member family.
9. All members are eligible to attend any activity or to create and lead any activity. Activities must be coordinated with the Vice President of Activities.
10. All members are eligible to participate in any ad hoc committees.

### Article III - Meetings

1. Membership meetings will be held monthly or at the call of the President(s) with approval of the Board. Any business to be presented will be announced with the meeting notice.
2. A majority vote of the members present is required to adopt a motion or resolution.
3. A member who cannot attend a monthly meeting and wishes to participate in the vote, may do so via proxy submitted to the President(s), by regular mail or by any currently acceptable means of electronic communication.

### Article IV - Dues

1. The Club fiscal year is July 1 to June 30.
2. Membership dues are \$35.00 (thirty five dollars) payable on June 30.
3. New members joining between January 1 and March 31 will pay \$20.00 (twenty dollars) which will cover membership until the end of the current fiscal year. Those joining between April 1 and June 30 will pay the annual rate which will cover membership through the following fiscal year.
4. Dues are not refundable in whole or in part.

### Article V - Fiscal Policy

1. At the beginning of the fiscal year, the Treasurer and President(s) will establish an annual budget for the Club, with a breakdown of expected spending per committee.
2. For major Social, Programs, and New Member events, a detailed budget must be presented to the Executive Committee and must be regularly reviewed by that committee.
3. The Treasurer and Co-Chairs of the Social, New Member Events, and Programs Committees shall be responsible for ensuring that expenses keep within budget for all of their events.
4. Membership dues are used to support the activities of the club and its administrative costs. All major activities and events are broadly expected to fund themselves.

### Article VI - Officers and Eligibility

1. The governing body of the Club will be called the Executive Committee consisting of the elected officers: namely the President(s), Vice President(s) of Programs, Vice President of

Membership, Vice President of Activities, Secretary, Treasurer, Vice President(s) of Adult Social Events, Vice President(s) of Kids Social Events, Newsletter Editor, Vice President(s) of New Member Events and Past President(s).

2. The Standing Committee will be the Chairpersons of Publicity, Directory, Community Outreach, Newsletter Assembly, Listserv Coordinator and any other committee required by the current Board.
3. The Board of Directors will consist of the elected Executive Committee and the Standing Committee Chairpersons.
4. Each Board member will have one vote.
5. Members of the Board of Directors may appoint Sub-Committee Members to help them fulfill their duties.
6. Board members will hold office for one (1) year and, with the exception of the President(s), Board members may be re-elected to the same position; however, Board members may not serve more than three (3) consecutive years in the same position. The President(s) will hold office for one (1) year and may not be re-elected to the same office in a consecutive year. Past Presidents may be re-elected to the position of President provided that they have not served in that capacity during the previous year.
7. The Board will meet monthly at the discretion of the President(s).
8. Any Board member absent from two (2) consecutive Board meetings without an excuse from the President(s) may be replaced, subject to a majority vote of the Board.
9. A vacancy in any office except the Presidency will be filled by appointment made by the President(s).
10. A vacancy in the office of President will result in a nominating committee of three (3) selected by the outgoing President(s). This Committee will propose a member name from the present Board or Sub-Committees to complete the term of office. A 2/3 vote of the entire Board of Directors is required to elect the replacement in accordance with Article III - 2 & 3

#### **Article VII - Duties of Officers**

1. The President(s) will preside at all Board meetings and general membership meetings, represent the Club at external functions, sign checks in the absence of the Treasurer, and execute the By-Laws.
2. The Vice President(s) of Programs will plan and organize programs for the general membership, and in the absence of the President(s), preside at meetings or functions.
3. The Vice President(s) of Membership will maintain a current membership list which includes the month and year a member first joined the Club, report on a monthly basis to the Board, provide membership data to the Directory Chairperson, and collect dues, when applicable.
4. The Vice President of Activities coordinates the scheduling of monthly activities submitted by Committees.
5. The Secretary will record accurate minutes of all Board meetings, present these for acceptance by the Board at the following meeting, be responsible for all correspondence and records of the Club.
6. The Treasurer will collect and disburse all money and present a financial report at the Board meetings. At the beginning of each fiscal year, the Treasurer will take part in the review of accounts with the President(s) and their outgoing counterparts.
7. The Vice President(s) of Adult Social Events and Kid Social Events will plan and carry out all social functions approved by the Executive Committee.
8. The Newsletter Editor will produce the monthly newsletter by consolidating the articles provided by the Vice President of Activities and Board members. The Editor will have discretion over allocation of space and deadline for articles.
9. The Past President(s) may attend all Board meetings in an advisory capacity, with voice but no vote.
10. It is the responsibility of outgoing Board members to transition their duties to the incoming Board members during the month of June.

#### **Article VIII - Election of Officers**

1. A Nominating Committee of five (5) members will be appointed by the President(s) no later than the March Board meeting.

- a. Of these five (5) members, three (3) will be selected from the current Board. The remaining two (2) members will be selected from the entire membership.
- b. Of these five (5) members, two (2) will be designated Co-Chairpersons by the President(s): one, a member of three (3) years or less, one, a member of more than three (3) years.
2. If any member of the Nominating Committee is selected as a candidate for President, that person will resign from this committee and an appropriate replacement will be made by the President(s).
3. In the March Newsletter, the President(s) will provide the opportunity for members to submit their own names as candidates for office. These names will be given to the Nominating Committee for consideration. This self-nomination option is available until the May Board meeting.
4. The nominating procedure:
  - a. The Nominating Committee will select a nominee for each office of the Board of Directors with the approval of the nominee and with respect to the length of prior Board service where appropriate.
  - b. The nominees will be announced at the May Board meeting and made known to the membership in the June Newsletter.
5. A joint Board meeting will be held in June to help prepare the incoming Board for the transition into their upcoming positions. The election of new officers will take place at this meeting by a majority vote of the current Board members who are present. Additional nominations from the floor will be in order. Responsibilities of office will be transferred at the start of the new fiscal year.
6. The President(s)-elect will fill any remaining Board positions.

#### **Article IX - Parliamentary Procedure**

1. Roberts Rules of Order, Revised will govern the Club in cases where applicable and when not inconsistent with the By-Laws or Policies of this Club.
2. New By-Laws necessary for the proper conduct of business of the Club will be introduced at any Board meeting. A 2/3 vote of the total membership of the Board of Directors is necessary for adoption in accordance with Article III – 2&3. This action will be announced in the next Newsletter for the approval of the membership at the meeting of that month. A majority vote of the membership present is required for approval.
3. Existing By-Laws may be amended at any Board meeting. A 2/3 vote of the total membership of the Board of Directors is required in accordance with Article III – 2&3. This action will be announced in the next newsletter for the approval of the membership at the meeting of that month. A majority vote of the membership present is required for approval.
4. Policies to reflect tradition and practice of the Club will be determined by each new Board of Directors by reviewing, approving or revising the existing Policy List at any Board meeting. The Secretary will be responsible for accurate copies of the current Policies and provide this to each Board member, or general member if requested. The Policy List will include descriptions of the responsibilities of the Executive Committee and Standing Committee.

\* Listserv rules are posted on the website at [www.newcomersneighbors.org](http://www.newcomersneighbors.org)