

ESTES PARK NEWCOMERS CLUB
Founded 1965
BYLAWS and POLICY GUIDELINES

Revised April 2003, October 2009, May 2010, September 2014

Five Pages

BYLAWS

I. NAME - The name shall be Estes Park Newcomers Club.

II. PURPOSE - This is a nonprofit organization founded in 1965. The purpose of the group is to help residents of the Estes Park area learn about the community while developing new friendships.

III. MEMBERSHIP

1. Membership shall be open to residents living in the Estes Park area.
2. The membership year is from September 1 through August 31. The adults of a household may be members for five years. Membership fees are reduced to one-half on February 1st, and the five-year period will begin September 1st of the first full year of membership.
3. The Board of Directors shall determine the amount of the annual dues. The dues shall be collected at the beginning of each membership year and shall apply per household. Annual dues must be paid before members are eligible to participate in group activities, interest groups, and special events, unless by special exception.
4. The fiscal year begins June 1 and ends May 31.
5. A prospective member may attend no more than two regular monthly meetings before joining the Newcomers Club.
6. A leave of absence may be taken. If a member is absent for one or more years, he/she is eligible for the remainder of his/her five years upon returning.

IV. MEETINGS

1. The Club shall meet the third Thursday of each month from September through May, except for December. The meeting day and date may be changed at the discretion of the Board. Everyone with a confirmed reservation is responsible for payment, unless the reservation is cancelled by a date indicated by the Reservation Chairperson.
2. Board meetings shall be held at least one week in advance of each regular monthly Club meeting.

V. OFFICERS AND BOARD OF DIRECTORS

1. Elected officers shall consist of the President, 1st Vice President (Programs), 2nd Vice President (Venues), 3rd Vice President (Membership), Secretary, Treasurer, and Assistant Treasurer.

2. The President shall appoint the necessary chairpersons who along with the officers shall make up the Board of Directors. The Chairpersons are Community Outreach, , Historian, Hospitality, Interest Groups, Newsletter, Publicity, Trail Ridge Quilters, Reservations, Special Events and Website. At the discretion of the President, there may be co-chairpersons for each of the above named officers and chairpersons.
3. The Immediate Past President shall serve on the Board of Directors the year following his/her presidency, as an advisor to the President.
4. At the February regular monthly meeting, the President shall appoint five persons to serve on the Nominating Committee. Three shall be from the general membership and two from the existing Board. The Nominating Committee shall be responsible for presenting a slate of officers to be elected by the general membership and a slate of chairpersons to be approved and appointed by the President.
5. The slate of officers will be presented at the March regular monthly meeting of the Club. At the April regular monthly meeting, the President will ask for nominations from the floor, providing the nominee's consent has been obtained prior to such nomination. Following this, the election shall be held. If there is only one name presented for any office, the election shall be by acclamation.
6. Installation of the officers shall be at the May regular monthly meeting, with all officers assuming their duties June 1, except the Treasurer who receives the audited Treasurer's books by June 15.
7. If a vacancy occurs in the office of the President, the First Vice-President shall become President, and the vacancy shall be in the office of the First Vice-President, who will be appointed by the President.
8. If any officer or chairperson is unable to fulfill the duties of the office, the President shall appoint a replacement, making the appointment known to the full membership at the first official regular monthly meeting of the Club following the appointment.

VI. DUTIES OF OFFICERS

1. The **PRESIDENT** shall preside at all regular monthly meetings and serve as an ex-officio member of all committees. The President shall represent the Club throughout the community in a public relations capacity. The President shall appoint an auditing committee to make an internal audit of the Treasurer's and Trail Ridge Quilters' books on an annual basis.
2. The **FIRST VICE-PRESIDENT** shall perform the duties of the President in the absence of or inability of the President to act, and shall assist the President when called upon. The First Vice-President is responsible for contacting speakers and arranging monthly programs. The First and Second Vice-Presidents are responsible for having the yearly meeting programs posted on the Newcomers website at the beginning of the membership year. The First Vice-President shall be responsible for audiovisual equipment needed at monthly meetings and for storage of any audio equipment belonging to the Estes Park Newcomers Club.
3. The **SECOND VICE-PRESIDENT** is in charge of contacting venues and planning the regular monthly meeting sites. This officer is also responsible for reporting the

number of reservations to the venue each month and for coordinating all planning with the First Vice-President. The First and Second Vice-Presidents are responsible for having yearly meeting schedules posted on the Newcomers website at the beginning of the membership year.

4. The **THIRD VICE-PRESIDENT** shall serve as Membership Chairperson. This officer shall insure that all dues are paid, keep accurate membership records, and develop a membership and a prospectives list coordinated with that of the treasurer. This membership list is for Club-related matters only and should so state. The Third Vice-President shall distribute to the membership all event notices, the newsletter and the membership directory.
5. The **SECRETARY** shall record the proceedings of the monthly Board meetings, and shall perform such other duties as may be asked by the President. The minutes shall be available to the membership, upon request.
6. The **TREASURER** shall receive and deposit all monies and all dues from the Third Vice- President and be the custodian of all funds. This officer shall report the receipt of all paid dues immediately to the Membership Chairperson. The Treasurer shall keep an itemized account of all receipts and disbursements and shall make disbursements of money only upon the approval of the President or the First Vice President. The Treasurer shall provide a monthly report of income and expenses to the Board, which shall be available to the membership upon request. The present Treasurer shall make the audited books of the Club available to the new Treasurer by June 15.
7. The **ASSISTANT TREASURER** shall assist the Treasurer in carrying out the duties of the office and shall perform the duties of the Treasurer in the absence of the Treasurer.

VII. DUTIES OF COMMITTEE CHAIRPERSONS

1. **COMMUNITY OUTREACH:** Provides information about community outreach opportunities in the newsletter and at the regular general meeting.
2. **HISTORIAN:** Keeps an accurate history of the Club and its activities by maintaining a physical and/or electronic scrapbook of dated photographs, newspaper clippings, and other mementoes as appropriate; helps provide photos to Publicity Chairpersons; sees to the storage of the Club's yearly scrapbooks at the Estes Park Library.
3. **HOSPITALITY:** Greets attendees at regular monthly meetings; meets and introduces new members and guests at each regular monthly meeting; sends sympathy, get well, and encouragement cards as needed.
4. **INTEREST GROUPS:** Promotes ongoing interest groups and appoints a coordinator for each activity. Members can sign up with the group coordinator. The Group Coordinators then report to the Interest Groups Chairperson.
5. **NEWSLETTER:** Prepares a newsletter to be distributed to members from August/September through May. The newsletter may not be used for political, profit-making, or religious viewpoints and/or such activities.
6. **PUBLICITY:** Announces all events in the local newspapers in advance of the regular monthly meetings.

7. **TRAIL RIDGE QUILTERS:** Organizes an ongoing group which makes items for sale to benefit the Estes Park Medical Center and represents the Club at any related meetings. A written financial report shall be presented to the Board and audited at the end of the fiscal year.

8. **RESERVATIONS:** Notifies members and prospective members and receives reservations in advance of each regular monthly meeting in order to ensure an accurate reservation count for the venue. This count is to be reported to the Second Vice-President, and a list of attendees is to be provided to the Treasurer, Assistant Treasurer, President, Second Vice-Presidents, Membership Chairpersons and to the Hospitality Chairperson. This committee produces nametags for members and guests.

9. **SPECIAL EVENTS:** Plans and promotes special activities throughout the year.

VIII. PARLIAMENTARY AUTHORITY

1. Roberts Rules of Order shall govern the business of the Club.
2. Bylaws may be revised by a quorum (one-half total number of Board members plus one) of the Board of Directors and then submitted to the Club membership for acceptance in writing one month prior to the vote.
3. Proposed bylaw revisions shall be voted upon at the regular monthly meeting following their publication. A two-thirds vote of the members present shall be necessary for passage.
4. Bylaws may be revised at any regular monthly meeting of the Club by a two-thirds vote of those present, provided previous notice has been given, or – without notice – can be amended by a vote of a majority of the entire membership.

ESTES PARK NEWCOMERS CLUB POLICY GUIDELINES

1. **DOOR PRIZES:** Door prizes donated by local businesses can be accepted for regular monthly meeting giveaways. Members in attendance at the monthly meetings are eligible to receive the door prizes.
2. **CLUB & COMMUNITY INFORMATION:** Material displayed on the registration or meeting tables must have the prior approval of the President. Materials may not include political, religious, or racial views.
3. **NEW MEMBER RECOGNITION:** New members will be recognized at the next regular monthly meeting they attend after joining. They will be introduced by the Hospitality Chairperson who will present them with a welcome gift and an information packet.
4. **NO SMOKING:** No smoking is permitted at any Newcomer meeting.
5. **ADVANCE FUNDS:** Advance funds shall be provided as necessary to Newcomer committees with approval of the Board.

6. **SUPPORT OF TRAIL RIDGE QUILTERS:** An allocation from the General Fund will be provided to the Trail Ridge Quilters group each year, if needed. The money is used to purchase materials to make items to be sold to benefit the community.
7. **PAYMENT FOR SPEAKERS' MEALS:** The Newcomers Club will pay for the meals of the main program speaker, the community speaker, and – at the discretion of the President – speakers' guest(s).
8. **SALES OF ITEMS BY PROGRAM SPEAKERS:** Any individuals or groups who speak to the Newcomers Club will not be allowed to sell or solicit the sales of any of their products or services at the regular monthly meetings.
9. **SINGLES/COUPLES GROUPS:** It is the intention of Newcomers that all interest groups be open to all members, regardless of marital status. All singles are welcome and encouraged to participate in any of the interest groups, special events and activities of the Club.
10. **GUESTS:** Members of Newcomers are welcome to bring adult guests to our regular monthly meetings, but all must have prior reservations. Individual guests will be limited to attendance at two regular monthly meetings per year, after which they will be encouraged to consider membership.
11. **6th YEAR MEMBERSHIP FOR NEWCOMER PRESIDENTS:** Anyone who has served as President of Newcomers will be given the option of a 6th year of membership, dues-free.