

# **BYLAWS OF THE DUNWOODY NEWCOMERS CLUB**

## **ARTICLE I: NAME**

The name of this organization shall be the Dunwoody Newcomers Club of Dunwoody, GA.

## **ARTICLE II: OBJECTIVE**

The objective of this organization, organized as secular, nonprofit and non-political, shall be to foster friendship among members of the organization and newcomers to our community; to create a civic interest in our community; and to acquaint newcomers with the advantages of Dunwoody.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 1**

The membership of this organization shall consist of active members. The founder of the Dunwoody Newcomers Club, Jean Ann Miller, and all past Presidents shall retain honorary lifetime memberships.

### **SECTION 2**

Any resident of Dunwoody, as defined by the club's boundaries listed under Standing Rules, shall be eligible for membership, provided she shall not have been established for more than three years. Any prospective member who seeks exemption to these rules must submit her request in writing to the Board for its review. The Board will show flexibility in reviewing written requests. The Board shall have the authority to offer a special membership opportunity during the first quarter (July, August and September) of the club's fiscal year for any resident within the club's boundaries, regardless of the number of years of residency in Dunwoody, to join the club. This opportunity shall be available annually at the Board's discretion.

### **SECTION 3**

All members will be eligible to serve on the Board as elected officers or directors, or to serve as chairpersons of any special interest group or event/activity.

### **SECTION 4**

The fiscal year shall be from June 1 to May 31.

### **SECTION 5**

The annual dues shall be payable after June 1 of each year and shall be delinquent after the September opening meeting. The Membership Director shall be responsible for the collection of dues and shall maintain a complete and current file of the membership.

Members whose dues are delinquent shall be dropped from the rolls of the organization.

### **SECTION 6**

Members joining before January 1 shall be considered to have been members for the full fiscal year and shall pay full annual dues. During January, February, March and April new members shall be admitted for the remainder of the fiscal year by paying one-half the annual dues. After May 1, new members shall pay full annual dues which will include membership for the following fiscal year.

### **SECTION 7**

Prospective members may attend no more than two regular meetings before being required to pay dues.

### **SECTION 8**

Members who have moved to adjoining suburbs may retain their membership for the remainder of that fiscal year.

## **SECTION 9**

Members who have moved to adjoining suburbs who wish to continue an active membership beyond the current fiscal year must write a letter of petition to the Board of Directors requesting continued membership. The Board shall have the authority to approve or disapprove the petition.

## **ARTICLE IV: ELECTED OFFICERS/EXECUTIVE COMMITTEE**

### **SECTION 1**

The elected officers, referred to as the Executive Committee, shall be President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. As the parliamentary authority adopted by the organization, they shall be the organization's administrators and perform the duties prescribed by these bylaws.

Any elected office may be held by more than one person serving as co-officers.

### **SECTION 2**

Meetings of the Executive Committee shall be held at the discretion of the President. A majority of the Executive Committee members shall constitute a quorum.

### **SECTION 3**

The President shall preside at all meetings of the membership, the Board of Directors and the Executive Committee. She shall appoint the Directors of the Standing Committees as specified in these bylaws and special committees as deemed necessary. The President shall be an ex-officio member of all committees except the Nominating Committee. She shall have the authority to sign checks in the absence of the Treasurer. The President shall appoint a member other than the Treasurer to audit the books at the end of the fiscal year.

### **SECTION 4**

The 1st Vice-President shall be responsible for organizing coffees and board meetings. She shall preside in the absence of the President.

### **SECTION 5**

The 2nd Vice-President shall be responsible for all the special interest groups in the club and for organizing new groups as needed. She shall preside in the absence of the President and 1st Vice-President.

### **SECTION 6**

The Secretary shall keep the minutes of all meetings, including those of the Board and the Executive Committee and shall conduct the correspondence of the organization as needed.

### **SECTION 7**

The Treasurer shall be responsible for the collection and disbursement of club funds. She shall disburse funds under the direction of the President. She shall prepare a monthly statement, balance bank account statements, prepare an annual financial report and file the appropriate return(s) with the IRS.

### **SECTION 8**

Officers shall be elected at the regular meeting in April and shall assume office June 1. The term of office shall be for one fiscal year.

### **SECTION 9**

A vacancy in any elected office shall be filled by presidential appointment with approval by the Board of Directors. Any member unable to fulfill the duties of her position will be replaced at the discretion of the Board.

## **SECTION 10**

No elected officer shall hold more than one elected office at a time, nor be eligible to serve more than two years in a row in the same office. The office of President shall be limited to one year.

## **ARTICLE V: NOMINATING COMMITTEE**

### **SECTION 1**

The Nominating Committee shall be appointed by the President and approved by the Executive Committee by the February Board meeting. The committee shall consist of three members of the Board and two members of the general membership. No member may serve two years in a row. No member shall be eligible to serve on the Executive Committee for the upcoming fiscal year.

### **SECTION 2**

It shall be the duty of this committee to nominate a candidate for each elected office to be filled. The search for the next year's President should begin with any Board members that the Nominating Committee feels are qualified, stressing the value of previous Board experience. The committee's report shall be read at the regular meeting in March at which time further nominations may be made from the floor. The consent of the nominee shall have been obtained.

### **SECTION 3**

Further nominations from the floor may be offered at the election meeting in April, the consent of the nominee having been secured. The method of voting for a single ticket shall be via voice. In the event that there is more than one candidate for a single office, voting for that office shall be by ballot. A majority shall elect, except when voting shall be by ballot, when the President shall appoint two tellers to certify the election results and plurality shall elect.

## **ARTICLE VI: THE BOARD OF DIRECTORS**

### **SECTION 1**

The Board of Directors shall consist of the elected officers and appointed members. The Board may authorize the Executive Committee to perform between the meetings of the Board such duties as the Board may deem expedient.

### **SECTION 2**

Appointed Board directors include, but are not limited to the following Standing Committees: Socials; Lunch/Brunch/Dinner Arrangements; Membership, Newsletter/Communications; Publicity; Special Event; Parliamentarian and Web Site. Any Board position may be held by more than one person serving as co-chairs.

### **SECTION 3**

The Board of Directors shall have general supervision over the affairs of the organization between its meetings. The Board shall have the power to fill vacancies.

### **SECTION 4**

Board meetings shall be scheduled regularly, publicized and open to the membership.

### **SECTION 5**

No member of the Board shall hold more than one Board position at a time except as deemed necessary. No member of the Board shall be eligible to serve more than two years in a row in the same in position. (ref. Article IV, sec.10)

### **SECTION 6**

Each member of the Board of Directors is entitled to only one vote, regardless of the number of Board positions she may hold. A majority of the members of the Board present shall constitute a quorum.

## **ARTICLE VII: MEETINGS**

### **SECTION 1**

The regular meetings of the organization shall be held monthly from September through May unless otherwise decided by the Board.

### **SECTION 2**

Regular meetings shall be in the form of a lunch, brunch, dinner or coffee. Reservations are required. Any cancellations of reservations for paid meetings must be made before the reservation deadline. There will be no refunds made for cancellations after that date.

### **SECTION 3**

The election of officers shall take place at the regular meeting in April.

### **SECTION 4**

The regular meeting in May shall be for the purpose of installing elected officers and for any other business that may arise.

### **SECTION 5**

Special meetings may be called by the President or by the Board or shall be called upon the written request of ten members of the organization. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least ten days notice shall be given.

### **SECTION 6**

Ten percent of the members shall constitute a quorum for any regular or special meeting.

## **ARTICLE VIII: SPECIAL INTEREST GROUPS**

### **SECTION 1**

The club will provide various special interest groups to accommodate its membership.

### **SECTION 2**

The special interest groups shall be financially self-sustaining.

### **SECTION 3**

Membership in the club is required for participation in any special interest group.

### **SECTION 4**

No chairperson of any special interest group shall chair more than two groups at a time or shall be eligible to serve more than two years in a row in the same position.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

### **SECTION 1**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any other special rules of order the organization may adopt.

### **SECTION 2**

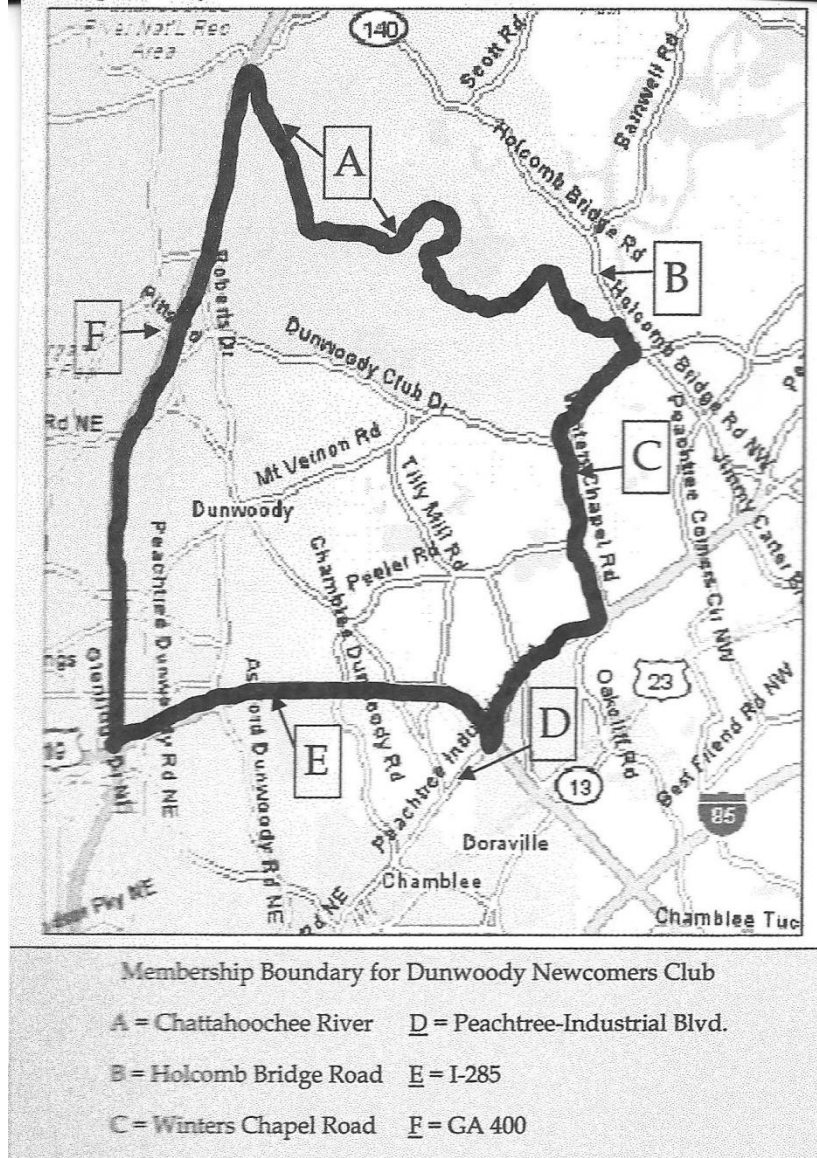
The position of Parliamentarian shall be filled by the previous year's President.

## **ARTICLE X: BYLAWS**

The Bylaws Committee shall meet at the discretion of the President. The committee shall be comprised of the President, past President, and three other members of the President's choice. These bylaws may be amended at a special meeting of the organization called for that purpose by two-thirds of the votes cast, provided notice of the amendment is submitted in writing to each member in the call for a meeting.

## STANDING RULES

1. The boundaries of the Dunwoody Newcomers Club shall encompass all residents north of 1-285 (between Rt. 400 and Rt. 141), and east of Rt. 400, south of the Chattahoochee River, and in Fulton County, west of Holcomb Bridge Road, north of Spalding Drive; and in DeKalb County, west of Winter's Chapel Road to Rt. 141. The boundaries are shown in bold on the map below. A prospective member who resides outside the boundaries may apply in writing to the Board for membership. The Board shall show flexibility in reviewing their written requests.



2. An amount not less than \$1,000 shall be left in the treasury at the end of each fiscal year as an operating fund.

3. Equal time shall be offered to both sides of any controversial issue pertinent to the membership.

revised and approved August 29, 2011

