

# Canton Newcomers and Neighbors Constitution

**Effective September 4, 2019**

## **ARTICLE I. NAME**

The name of the Club shall be the Canton Newcomers and/or Canton Newcomers and Neighbors Club. For the purpose of this constitution any reference to the Canton Newcomers and/or Canton Newcomers and Neighbors Club in this document will be referred to as the Club.

## **ARTICLE II. PURPOSE**

The purpose of the Club shall be to bring together the neighbors in the community where they can meet and make new friends and take an active social, charitable, and civic interest in their community.

## **ARTICLE III. MEMBERSHIP**

**Section A.** The primary member is any adult female living in Canton or surrounding communities for any length of time of residency.

**Section B.** Prospective members are eligible to join the Club if they agree to pay dues and abide by the rules of the Constitution.

**Section C.** A prospective member or guest may attend a total of two meetings including an interest group function, and receive one newsletter in a one year period (September – August) before being required to pay dues. Membership events for primary members only are not included.

**Section D.** Returning members may participate up to the October general meeting, after which they must pay annual dues before participating in any further Club function.

**Section E.** Members shall be responsible for fees charged by the bank for bounced checks and shall cover the amount of the check. Members shall reimburse the Club with cash or money orders.

## **ARTICLE IV. DUES**

**Section A.** Annual dues shall be determined by the Budget Committee. Dues are due each year September 1 and go through August 30. Any new member joining March 1 through August 30, the dues shall be half of the yearly fee.

**Section B.** Membership dues, along with sponsorship, and fund raising income will be used to fund general Club expenses, including but not exclusive to, meeting place rental, insurance, and hospitality.

**Section C.** In order to be listed in the directory, members must pay dues no later than the first Wednesday in October.

## **ARTICLE V. MEETINGS**

**Section A.** The Board shall meet a minimum of eight times from July through June.

**Section B.** The Executive Board will determine the location, dates and number of all full membership meetings.

## **ARTICLE VI. ELECTIONS**

**Section A.** The Nominating Committee shall be formed in March consisting of two members from the Board (one to serve as the chairperson) and at least one from the general membership.

**Section B.** At the April general meeting, the Nominating Committee will announce the potential Executive Board and General Board officers; there could be more than one person nominated for each office. Co-officers may share an office if desired. If there are open positions, nominations from the floor are welcome.

**Section C.** The privilege of voting shall be extended to paid members present at the meeting at which elections are held.

**Section D.** The Nominating Committee will run the election. Voting will be done by show of hands. In the event of a tie, a paper ballot will be used

**Section E.** The Board of Directors shall consist of the Executive Committee and General Board of Directors

## **Article VII. EXECUTIVE COMMITTEE**

**Section A.** The Executive Committee is the President, Vice President, Treasurer, and Secretary, who shall perform their duties as specified in the Constitution. Executive Committee members will also be responsible for all fundraising events and sponsorship agreements.

**Section B.** The Executive Committee and General Board of Directors shall be elected at the May meeting. They may be elected to the same office twice in succession. Two members may share one elective office. In the event no member seeks an Executive Board position, the current position's holder, may have the opportunity to renew the position for the following year upon Executive Board approval.

**Section C.** Executive Committee members shall assume office beginning at the new business session during the June Board meeting. The Treasurer's term will be July 1 through June 30 of the following year.

**Section D.** The office of President shall be filled by a member of the current Executive Board. If no member of the current Executive Board is willing to serve as President, nominations will be accepted from the general membership.

**Section E.** The Executive Committee can fill vacancies to the Board and promote General Board members to an Executive Committee position.

**Section F.**

\*The President shall call for and preside at Executive Committee and Board meetings and shall be an ex-officio member of each committee, but without the right to vote.

\*With the exception of Article X. Section O, all actions requiring a vote by the Budget Committee, Executive Committee and Board of Directors must be called for a vote by the President. This can be done electronically.

\*Upon termination of office the immediate past president shall be advisor to the Executive Board for the ensuing year as needed, but shall not have the right to vote on Board matters.

\*The immediate past president can remain co-signer of the bank account until June 30 without the right to make any new spending decisions.

**Section G.** The Vice President shall preside at all meetings in the absence of the President and shall be responsible for planning the program for all general meetings.

**Section H.** The Secretary shall keep the minutes of the transactions of the Club, give a copy of the monthly minutes to the Executive and General Board, and be responsible for all routine correspondence.

**Section I.**

\*The Treasurer shall maintain control of the Club's funds; collect all funds, issue receipts as needed and pay bills approved by the Executive Committee.

\*She shall maintain a current list of all paid members and shall check to be sure all Board members have paid by the October Board meeting.

\*She will maintain an itemized report of all receipts and expenditures to distribute to the Executive and General Board at Board meetings.

\*She shall be responsible for the preparation of a yearly budget and yearly financial report in conjunction with the Budget Committee, which shall consist of the past Treasurer, current Treasurer, current President, and Secretary. In the event that the President and Treasurer remain the same for two consecutive years, one member at large will reside on the committee.

\*The Treasurer's report shall be available for viewing to all members upon request.

\*The Treasurer shall be responsible for passing on and collecting a bounced check fee comparable to whatever the bank charges the Club.

**Section J.** If any Board position has not been filled by the May elections, the Executive Board shall be responsible for fulfilling the position's duties until the job has been filled.

**ARTICLE VIII. GENERAL BOARD GUIDELINES**

**Section A.** The General Board consists of Chairs of: Charity Coordinator, Hospitality, Membership, Newsletter, Public Relations, and three non-voting Chairs: Interest Groups, Sunshine and Welcoming.

**Section B.** The Board of Directors shall assume their duties at the beginning of the new business section during the June Board meeting.

**Section C.** General Board Chairpersons are expected to attend all General Board meetings. In case of absence, the Chairperson is expected to submit a report to an Executive Officer prior to the meeting. A person holding two Board positions shall have only one vote at Board meetings. Committees with more than one Chairperson need only have one representative at the Board meetings and only one vote is accepted regardless of number attending.

**Section D. The Charity Coordinator(s)** shall provide monthly fundraising activities and assist at all charitable fundraisers.

**Section E. The Hospitality Chairperson(s)** shall be responsible for securing and serving refreshments purchased with club funds or provided by sponsors according to the format of the design of each individual full membership meeting and help with seating arrangements before and after each meeting.

The individual Interest Group Leader shall have the responsibility to oversee the hosting of their activity and handle any problems that arise concerning their individual activity while adhering to the club's purpose as stated in Article II.

**Section F. The Membership Chairperson(s)** will collect addresses, phone numbers, birth month and email addresses of all members and maintain a current list that is also submitted with paid dues to the Treasurer.

Membership Chairman will be responsible creating and distributing the membership list in the form of a Directory. The frequency and timing of distributions are to be agreed upon between Communications and Membership.

Each month the Membership Chairman shall forward the list of members' birthdays to the Sunshine Chairman so birthday greetings can be sent, and to the Newsletter for inclusion in the newsletter.

**Section G. Newsletter Chairperson(s)** shall be responsible for the monthly Canton Connection E-Newsletter.

**Section H. The Public Relations Chairperson(s)** shall be responsible promoting the club via social media including newspapers, The Focus and the Club's websites.

**Section I. The Interest Group Chairperson(s)** shall be responsible for communicating with the Interest Group Leaders and coordinating the calendar of the interest groups. She shall relay this information to the Communication Chairperson for the newsletter.

**Section J. Sunshine Chairperson.** Send birthday greetings and cards of congratulations, get well and condolence to members when made aware of these events in acting members lives by other members. The Sunshine Chairperson is a non-voting member of the Board and therefore is not required to attend Monthly Board Meetings.

**Section K. The Welcoming Chairperson(s)** shall be responsible for welcoming and following up with visitors to our general meeting from a list of names provided by the Membership Chairman and answer any questions and provide membership information. The Welcoming Chairperson(s) will be responsible for planning at least one new member activity.

**Section L.** When there are multiple Voting Chairpersons for any function, only one is required to attend the Board Meeting and only one vote is accepted regardless of number attending.

Non-Voting Chairpersons and all members are invited to attend General Board meetings or visit with a Club officer to gather information or express an opinion to be shared at the meeting. Copies of the minutes are available by contacting the Secretary.

**Section M.** The Board members shall assume their positions at the beginning of the new business section during the June Board meeting.

**Section N.** General Board members with five absences from General and Board meetings can be removed from their positions pending an Executive Board vote.

**Section O.** Issues at a Board meeting requiring a vote pass by a majority of greater than 50% of those present at meeting.

## **ARTICLE IX. AMENDMENTS**

**Section A.** Amendments to this Constitution shall require two-thirds vote of the active members present at the September general meeting. A quorum will be the active members present.

**Section B. A Constitution Committee** shall be established during the New Business Section of the June Transition Board meeting each year to review the Constitution to see if it still fits the needs of the Club. It shall consist of three Board members, at least one Executive Board member and one to serve as chairperson, and two Club members. They shall present their changes in writing to the Board for approval at the August Board meeting.

## **ARTICLE X. POLICY**

**Section A.** The financial accounts of the club shall be submitted annually for audit by the Budget Committee, which should consist of the President, Treasurer, immediate past Treasurer, and Secretary. In the event that the President and Treasurer remain the same for two consecutive years, one member at large will reside on the committee. The fiscal year shall run from July 1 through June 30 of the following year.

**Section B.** A minimum of \$2,000 shall be left in the treasury in order for the new board to have a fund with which to start the club year.

**Section C.** No resolution or motion to commit the Club on any matter shall be considered by the Club until it has been submitted and approved by the Executive Committee.

**Section D.** All members are held responsible for reservations made for themselves and their guests for any functions.

**Section E.** The directory and electronic newsletters are for all members for the sole purpose of Newcomer business. The directory is not to be used for solicitation or to be distributed to anyone outside the membership for any reason. The email database is to be used exclusively by the Executive Board and Membership Director(s) for Club business only.

**Section F.** No business or charitable solicitation, including but not limited to flyers and invitations, is to be done at any club function or via email unless approved by the Executive Committee.

**Section G.** The Club shall maintain a post office box with keys going to the Membership Chairperson(s) and the Treasurer.

**Section H.** If the Club should dissolve, all assets will be dispersed to a charity determined by the Executive Board prior to dissolution.

**Section I.** Bank account authorization shall transfer from the former President and Treasurer to the new President and Treasurer on July 1.

**Section J. Sponsorship** - The Executive Committee, with the assistance of designees, shall obtain and negotiate all sponsorship agreements.

**Section K.** When a vote is required by any board or committee, the proposal will pass by majority of greater than 50% of those present at the meeting. The only exception is the two-thirds majority required for amendments to the Constitution, per Article IX, Section A.

#### **Section L. Liability Statement**

In no event, meeting or interest group activity shall the Club, the Club Board, the Club General Board, the Club Interest Group leaders, collectively or individually, be held responsible for any direct or indirect injury or damage incurred by members and visitors, or friends and relatives of members and visitors, despite location nor shall individual board members be personally liable for the club finances.

#### **Section M. Non-Discrimination Policy**

The Club does not and shall not discriminate on the basis of race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Our club is open to women as a primary member. Their significant other and immediate family members may attend specific designated events.

### **Section N. Membership is a privilege**

If it is determined to be in the best interest of the Club, after one verbal and one written warning, the current Executive Board may remove the membership privileges of any member including an Interest Group Leader, General Board member or Executive Committee member. A majority vote of the current Executive Board is required. If membership privileges are revoked, the member who is removed shall receive a full refund of the membership dues paid for that year. Once removed, the individual shall be ineligible for future membership for a minimum of one calendar year. Should the member in question be the President, any Executive Committee member can call for a special meeting of the full Board of Directors and call for a vote following a discussion. This special meeting is to include the President in question should she choose to attend.

### **Section O. Non-Political Policy**

The club shall not endorse any political candidate, any political party or take a position for or against any proposal or ballot issue. Petitioning and campaigning of any kind is not allowed in any club publications or at club events. Our club chooses to remain free of all political issues to maintain a relaxed atmosphere for all members and guests.