

Newcomers Welcome Club of Lake Oswego By-laws

Reviewed and approved by the Board and Members May 12, 2021 and effective July 1, 2021

NAME: The Newcomers Welcome Club of Lake Oswego (referred to in these by-laws as the Club). The club serves Lake Oswego and the surrounding communities. The name of the club shall not be used by any member for purposes other than those stipulated in the Purpose, consistent with the Objectives, and approved by the Board.

PURPOSE: The Newcomers Welcome Club is organized as a social network to ease the transition for newcomers moving into the area as well as others seeking new friends and experiences. The Club is also organized for charitable, educational, and social causes, including the making of contributions to charitable organizations and activities, and/or community, civic and service projects.

OBJECTIVES: a) To provide an immediate opportunity for members to become acquainted with others in the community and/or neighborhood, with multiple activity groups to foster new friendships; b) to provide an atmosphere of friendliness, goodwill and helpful information for club members in the local community; c) to promote charitable and civic causes, either locally or nationally.

Article I

POLICY OF NON-DISCRIMINATION: The Newcomers Welcome Club welcomes all people. The Club shall not hold regular meetings or special events in any establishment that discriminates in any way. The Club shall be nonpartisan, nonsectarian and sponsor no legislative activities.

Article II

Active membership in the Newcomers Welcome Club of Lake Oswego is not limited. Prospective members may attend two activities/events as guests before joining.

Membership is open to adults living in Lake Oswego and surrounding communities. All club members must agree to abide by the By-laws as well as the rules and regulations of the Newcomers Welcome Club of Lake Oswego and surrounding communities. Spouses of Active Members are welcome to participate in activities as Associate Members. Associate Members are not eligible to serve on the Board or have voting privileges.

Article III

ANY MEMBER may voluntarily resign from the club. However, in considering the expulsion of any member, the officers and members of the Club must not take any action that could bring about allegations of discrimination, slander or other actions that might be considered derogatory to the member, and such actions shall be handled on a confidential basis.

Article IV

THE ANNUAL DUES shall be established and approved by the Board and are due and payable on July 1st of each year and delinquent September 15. If these dues are not paid within this period, membership is cancelled. New member dues shall be due on the date of initial enrollment into the Club, and payable on a prorated basis from that date up until July 1st. Membership is required for participation in all club activities or interest groups.

Article V

THE BOARD shall consist of the Elected Officers, Directors, and Non-Elected Officers and shall be the governing body of this club. Officers may share their role.

ELECTED OFFICERS shall include: President, Vice-President, Secretary, Treasurer, Director(s) of Membership, Director(s) of Newsletter, and Director(s) of Philanthropy. Non-elected Officers shall include: Activities Chair, Database/Directory Manager, Programs Chair(s), Luncheons Chair(s), Publicity, and Webmaster.

The President and Vice President shall perform the duties of their office and shall hold office for one year. All other officers and directors shall hold office for two years. The two-year term will begin upon installation of officers in June of each year. Two-year terms of office shall be staggered for non-elected officers pursuant to the following: Activities Chair and Programs Chair(s) change on even years. Luncheons Chair(s), Webmaster and Database/Directory Manager will change on odd years. When an elected officer is unable to fulfill a term, a new officer may be nominated by the President and approved by the board. Board approval is required to remove any board member.

Article VI

STANDING COMMITTEE CHAIRPERSONS are appointed by the President and may be co-chaired. These shall include: Hospitality, Luncheon Reservations, E-Blast Coordinator and Mailing Coordinator. Each shall perform their duties for a year. When a Standing Committee Chairperson is unable to fulfill a term, a new chairperson may be appointed by the President.

Article VII

BOARD APPROVAL requires a two-step process. First a quorum (defined to be the presence of more than one-half (1/2) of the total voting members of the Board) must exist. Each office and standing committee position of the Board has one voting member. However, if an individual holds more than one position on the Board, he or she will be entitled to one vote only, and the total number of voting members so adjusted. Once a quorum is established, Board Approval will be constituted with a two thirds (2/3) vote of those present or voting electronically.

Article VIII

A NOMINATING COMMITTEE shall be appointed by the President and approved by the Board. It shall consist of the Vice President who shall serve as the Chair, the Secretary who shall assist in scheduling meetings, the Activities Chair and two (2) others. The Nominating Committee shall establish a slate of nominees to the Board at the April Board meeting for approval. The slate of elected office nominees will then be presented to the general club membership for a vote by simple majority at the May meeting or communicated by email by the first Friday of May. Nominations may also be made from the floor at the May meeting.

Installation of the new Board and Standing Committee Chairpersons will be held at the June meeting.

Article IX

REGULAR BOARD MEETINGS will be held on the first (1st) Thursday of each month, with exceptions approved by the Board. Special Board meetings may also be arranged at the discretion of the President.

Article X

INTEREST ACTIVITY GROUPS are available to all members. Membership in the activity group does not require additional dues or fees, unless the activity group has requested and received permission from the Board to collect additional funds. Members may elect to present a speaker or event; fees may be collected to support that event. In activities in which the number of participants is limited, a waiting list of new members shall be formed. The Activities Chair shall be responsible for aiding in the formation of a new group.

Article XI

REGULAR LUNCHEON/BRUNCH MEETINGS of the Club shall occur on the second (2nd) Thursday of each month, with exceptions approved by the Board. Each member shall be held responsible for his/her reservation made for any luncheon unless said reservation is cancelled at least five (5) days prior to said function. No further luncheon reservations by a Club member will be accepted until payment is received for the non-cancelled reservation.

Article XII

There shall be PHILANTHROPIC PROJECTS with annual recipient selection to be determined from a list of three (3) charities prepared by the Philanthropic Committee and suggestions from the general membership. The list shall be approved by the Board at or before the May Board meeting and presented to Club members. Members will have the opportunity to vote and results of chosen charity will be announced via newsletter, e-blast or other means.

A representative from the selected charity shall be introduced to membership at one of the fall luncheon meetings. Philanthropic Projects to benefit the charity shall take place from July 1st-through June 30th. Net proceeds of fundraising activities from July 1st through June 30th shall be presented to the charity as needed throughout the year.

Article XIII

A FINANCE COMMITTEE shall be appointed by the President and approved by the Board at the March Board Meeting. It shall consist of the Treasurer as chairperson and two (2) other Board Members appointed by the President. The committee shall present a proposed annual budget to the Board for approval at the June Board meeting. The Board shall approve any expenditure exceeding the budget and any donation or gift over \$100.00 made in the name of the Newcomers Welcome Club. The Treasurer manages the finances, including the checkbook. The Treasurer and the President have signature privileges. All funds received or paid for any service must be accounted for. All activity groups with ongoing income and expenses must report financial accounting to the Treasurer in December and June. A review committee comprised of the Outgoing and Incoming Treasurers plus one (1) other Board Member shall perform an annual review after the close of the fiscal year which will be submitted to the Board for approval at the September Board meeting. The close of the fiscal year will be June 30. In order

to close the fiscal year (defined as July 1 to June 30), all bills must be submitted to the Treasurer by June 15. The profits of the Club must be used for charitable projects and not for the benefit of any individual.

Article XIV

ALL FUNDS RECEIVED OR PAID for any service must be accounted for. All activity groups with ongoing income and expenses must report financial accounting to the Treasurer in December and June. A review committee comprised of the Outgoing and Incoming Treasurers plus one (1) Board Member shall perform an annual review after the close of the fiscal year which will be submitted to the Board for approval at the September Board Meeting.

The close of the fiscal year will be June 30. In order to close the fiscal year (defined as July 1 to June 30), all bills must be submitted to the Treasurer by June 15. The profits of the Club must be used for charitable projects and not for the benefit of any individual.

Article XV

DISSOLUTION OF THE CLUB is accomplished by the Board of Directors presenting to the general membership a proposal for dissolution. The proposal shall include a plan for the distribution of remaining assets. The general membership will be given one month to respond with comments, suggestions, or alternative actions. Based on membership input, the proposal may be adjusted. The updated proposal shall then be put to the general membership for a vote, with a majority of voting members needed for approval.

Article XVI

EVERY CONTRACT ENTERED INTO by the Club (for example, printing, restaurants for luncheons, hotel/golf clubs for annual auction, etc.) must be signed by an officer, including their title. No contract may be entered into without prior approval by the Board.

Article XVII

Newcomers Welcome Club of Lake Oswego By-laws shall be reviewed every five (5) years by a committee appointed by the President and any revisions are to be approved by the Board prior to the general membership May luncheon meeting. By-law revisions should be presented and voted on by the general membership at its annual May meeting.

Article XVIII

Newcomers Welcome Club of Lake Oswego By-laws shall be the governing authority.