

BY-LAWS
DUTIES OF OFFICERS
RULES AND REGULATIONS

As of July 2012

BY-LAWS

Article I **NAME:** This is a not for profit organization and shall be known as the:

CITRUS NEWCOMERS CLUB.

Article II **OBJECT:** The purpose of this organization is to encourage appreciation of and familiarization with Citrus County and to provide a means for newcomers to Citrus County to get together to socialize and meet other newcomers.

Article III **MEMBERS:** Membership is open to women who:

- A. are residents of Citrus County;
- B. are interested in the history, culture and appreciation of Citrus County;
- C. want to meet new friends, enjoy programs and visit places of local interest around the county and surrounding areas.

Admission shall be by application and shall include the dues for the fiscal year, which are set by the Executive Board.

Article IV **OFFICERS OF THE EXECUTIVE BOARD:** The Officers shall be:

- President
 - First Vice President
 - Vice President, Programs
 - Assistant Programs
 - Vice President, Luncheons
 - Assistant Luncheons
 - Vice President, Membership
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BY-LAWS (CONT.)

- Assistant Membership
- Vice President, Activities
- Assistant Activities
- Recording Secretary
- Assistant Recording Secretary
- Corresponding Secretary
- Assistant Corresponding Secretary
- Treasurer
- Assistant Treasurer
- Parliamentarian

The officers of the Executive Board shall be selected annually by membership vote.

Article V **VOTING:** Officers of the Executive Board shall be elected at the annual general membership meeting of the CITRUS NEWCOMERS CLUB in April. Each member in good standing shall be allowed one vote.

Article VI **EXECUTIVE BOARD:** The duties of the Executive Board shall be the supervision of all committees, confirmation of directors and committee chairpersons named by the President, and naming a nominating committee of five members, at least three months before the annual election of officers. The nominating committee will prepare a slate of officers for election and conduct the voting process. Nominations may also be made from the floor provided consent has been obtained from the nominee. The Executive Board and Appointed

BY-LAWS (CONT.)

Directors shall be the governing body of the organization and shall have the sole authority to enter into contracts and execute documents on behalf of the organization. No officer or director may authorize expenditures without the approval of the Executive Board.

Article VII **AMENDMENTS:** These By-Laws may be amended at any regular meeting of this organization by a two-thirds vote of those present if a quorum is declared, or by a majority vote if the amendment has been read at a previous meeting.

Article VIII **CONDUCT OF MEETING:** *Robert's Rules of Order*, as revised, when not in conflict with these By-Laws, shall govern the conduct of meetings of the organization.

STANDING RULES and REGULATIONS

1. DUTIES OF THE EXECUTIVE OFFICERS

Officers of the Executive Board shall:

- attend Board meetings and make reports;
- institute and appoint committees for special purposes, as needed;
- appoint Directors to organize committees in the areas of hospitality and publicity; such Directors will have voting privileges;
- invite committee chairpersons to attend Board meetings while their committees are functioning; however, they will not have voting privileges;
- perform other duties as assigned.

The President shall:

- preside at all meetings;
- appoint all Directors subject to the approval of the Executive Board;
- be ex-officio member of all committees;
- write a monthly news article for publication in the *Citrus County Chronicle* and *Newscomer*;
- appoint an auditor.

The First Vice President shall:

- assume the duties of the President in the absence of that officer;
 - become President at the conclusion of her term as Vice President;
 - perform other duties as assigned.
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STANDING RULES and REGULATIONS (CONT.)

The Vice President, Programs, shall:

- assume the duties of President in the absence of that officer and the First Vice President;
- serve as the Program Chairperson for all meetings; introduce speakers/programs.

The Vice President, Luncheons, shall:

- assume the duties of President in the absence of that officer and the First Vice President, and the Vice President of Programs;
- at her discretion, shall appoint a committee to help select locations and menus for monthly luncheons and special meetings;
- perform other duties as assigned.

The Vice President, Membership, shall:

- assume the duties of President in the absence of that officer, First Vice President, Vice President of Programs and Vice President of Luncheons;
 - be the custodian of members' applications and renewal applications;
 - serve as contact for prospective members;
 - send applications/information about the Club;
 - appoint a chairperson to compile and make revisions to the Directory;
 - maintain a list of mailing addresses, telephone numbers, and e-mail addresses of members;
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STANDING RULES and REGULATIONS (CONT.)

- assume responsibility for making, distributing, and maintaining up-to-date name tags;
- perform other duties as assigned.

The Recording Secretary shall:

- record the minutes of all meetings, give a copy to the President, and keep one copy on file; provide a copy of the minutes to the officers and directors within 10 days of the board meeting when possible;
- present minutes at Executive Board meetings;
- list those officers who are authorized to sign checks and make deposits in the May meeting minutes;
- provide a copy of such to out-going Treasurer for new bank's signature cards;
- perform other duties as assigned.

The Assistant Recording Secretary shall:

- assume the duties of the Recording Secretary in the absence of that officer.

The Corresponding Secretary and Assistant Corresponding Secretary shall:

- conduct correspondence for the Club;
- act as Sunshine Chairpersons by sending cards to ill or bereaved members;
- mail monthly *Newscomer* flyer to those members who don't have e-mail addresses;
- submit monthly reports at Executive Board meetings
- perform other duties as assigned.

STANDING RULES and REGULATIONS (CONT.)

The Treasurer and Assistant Treasurer shall:

- pay bills as authorized;
- collect yearly dues;
- be custodians of all funds;
- maintain all financial records including those for special events;
- prepare an annual budget for Board approval;
- be in charge of collecting reservation payments for monthly luncheons;
- ensure audit is completed and recorded annually;
- transfer all financial records and information to the incoming Treasurer upon completion of the audit;
- perform other duties as assigned.

The Vice President of Activities and Assistant Vice President of Activities shall:

- be responsible for planning and organizing activities for the Citrus Newcomers Club.

The Parliamentarian shall:

- advise presiding officer concerning questions of parliamentary procedures;
- perform other duties as assigned.

2. TERM OF OFFICE

The term of office for Executive Board members shall be one year beginning in June with the right of re-election. The term of office of appointed Directors

STANDING RULES and REGULATIONS (CONT.)

shall be one year beginning in June. Any appointed Director or elected Officer may be removed from office by a two-thirds vote of the Executive Board when, in its opinion, the Officer or Director has failed to fulfill the duties of the office, and/or failed to attend two consecutive Board meetings without a valid excuse. Any past President who is a member in good standing may attend Board meetings.

3. MEETINGS

The annual meeting shall be held in April. Regular luncheon meetings shall be held monthly September through May on the third Thursday of the month, but may be subject to change. Reservation deadline shall be by 1:00 pm one week prior to the luncheon meeting date unless filled prior to the deadline date. Refunds for cancelled luncheon reservations shall be given up to one week in advance of the luncheon meeting date. Regular luncheon meetings shall be announced at the monthly meetings, published in the *Newscomer* newsletter, and listed in local newspapers, when possible.

Meetings of the Executive Board shall be held monthly September through May on Monday of the week preceding the monthly meeting or at the call of the President or of any two members of the Executive Board. All members of the Executive Board shall be notified of meetings in advance.

4. DUES

Dues shall be for the fiscal year June 1 through May 31,

STANDING RULES and REGULATIONS (CONT.)

and shall be due by July 1st. A guest may attend two monthly luncheons prior to becoming a member. Members' names shall be included in the Directory which is for the exclusive use of the Citrus Newcomers Club. Members who join after April 1st shall be members through May 31st of the following year. The amount of dues shall be set each year by the Executive Board.

5. AMENDMENTS

Standing Rules and Regulations are in addition to the By-Laws and can be adopted by a majority vote at any board meeting. After they have been adopted, they cannot be modified at the same session, but can be suspended, modified, or rescinded by a majority vote at any future session if they do not conflict with either the By-Laws or *Robert's Rules of Order*.

Revised and Approved — August 2010

*Compiled by Jo Roskow
for the exclusive use of the CITRUS NEWCOMERS CLUB.
Proofread by Cathy Uvanni.*

***This directory is to be used for the sole purpose of membership –
no solicitation permitted.***