

CONIFER NEWCOMERS & NEIGHBORS
CONSTITUTION

Article I: Name

The name of this organization shall be Conifer Newcomers and Neighbors

Article II: Purpose

The purpose of this organization is to welcome residents, whether new or long standing, and To help introduce them to the civic and social life of the community, and to contribute to the Welfare of the community.

Article III: Membership and Dues

1. All residents of Conifer and the surrounding areas, whether new or long standing, who Have agreed to abide by the rules of this club, are eligible for membership.

2. Annual dues shall be \$ 20.00 per year, The club fiscal year shall be August 1 to July 31, And dues are payable no later than the October general meeting of the current year. Those who neglect payment of dues after that date shall be ineligible to participate in Social and special interest activities of the group, vote, or receive the monthly newsletter Until such time dues have been paid in full.

3. Members who move from the area, but wish to continue receiving the monthly newsletter, may do so by paying their annual dues.

Article IV: Meetings

1. General meetings shall be held on the first Friday of each month, from September Through June.
2. A quorum for conducting business at general or special meetings of the membership shall Require at least 30 members in good standing in attendance.

Article V: Officers

1. The elected officers shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer. One should be a member in good standing for the current year to be nominated for one of these positions. Only members in good standing for current year, and who been members for at least one (1) year are eligible to hold office.
2. All officer positions are volunteer and there is no remuneration for service in these positions.
3. Duties:
 - a. The President shall preside at all club meetings; call and preside at Executive Board meetings; uphold the policies and objectives of the club; vote only in case of a tie; and call and preside at an annual budget meeting. The President shall assemble a nominating committee to recommend officers for ensuing year. The President shall be ex-officio member of all committees; and shall be the official spokesperson for the club. The President shall have signature authority for bank accounts.

- b. The First Vice-President shall preside in the absence of the President. Should the office of President be vacated before completion of the year's term, the First Vice-President shall assume the duties of the President until such term is ended. The First Vice-President, together with the President, shall act as liaison between the Board, Committee Chair positions and special interest groups, assist in generating monthly meeting agendas, act as CN&N representative when the President is unavailable and other duties as necessary. The First Vice-President may also be called upon to assist the Second Vice-President with the Spring Luncheon.

- c. The Second Vice-President shall assume duties of the President should the First Vice-President be unable to do so. The Second Vice-President shall be in charge of, and responsible for, creating a committee to carry out the CN&N Spring Luncheon.

- d. The Secretary shall record and maintain minutes of the business conducted at all general club meetings and Executive Board meetings and shall have minutes available for membership. The Secretary shall be responsible for the club correspondence as directed by the Executive Board.

- e. The Treasurer shall collect all dues and issue checks on the CN&N bank account(s) for general club operations and expenditures; shall prepare a monthly financial report and have it available at general meetings; shall maintain financial records for the club and submit those records in January of each year for audit by a committee appointed by the Executive Board; shall maintain a list of all dues received and shall provide an annual list of paid members to the Membership Chairperson by October 31st of each year. The Treasurer shall have signature authority for bank accounts.

4. Election of Officers

- a. At the April meeting nominations for elected offices to serve during the following year shall be presented to CN&N membership by a nominating committee assembled by the President the preceding March. The committee shall be comprised of at least two Executive Board members and at least two members in good standing.

Nominations may be made up of:

1. Any member in good standing identified by the nominating committee and whose interest in office has been verified.
2. Any member in good standing who has been contacted by the nominating committee by mid-March to state their interest in an open office position.
3. A candidate recommendation by any member in good standing who has contacted the nominating committee by mid-March. The committee will then verify the candidates interest.

Voting shall take place at the June general meeting and ballots shall contain the names of all members in good standing placed on the slate by the nominating committee. Elections shall be by silent ballot and the majority vote of members in good standing in attendance at the June general meeting. Ballots shall be counted by available members of the Executive Board, and the results will be announced as soon as votes are counted. Installation of officers shall take place immediately following announcement of election results at the June general meeting. All job related materials (binders, notebooks, etc.) shall be turned over to the newly elected Board members by the previous officers at that time, or no later than the end of June.

- b. Should any elected officer not be able to serve the year's term, then a member in good standing may be nominated and elected by majority vote at the next general meeting to fill that vacancy. The only exception shall be a vacancy in the office of President, whose duties shall be assumed and completed by one of the Vice-Presidents.

- c. Officers shall be elected for a one-year term of office. No officer may serve for more than two consecutive terms in that office. An exception shall be the office of Treasurer, initially elected to a two year term, with no limit on the number of consecutive terms in that office. Individuals are eligible to serve in another office, or in a prior office, after absenting that office for at least one year.

Article VI: Executive Board

The governing body of the club shall be the Executive Board, consisting of all elected officers and the Boutique Chair. The Board shall meet when deemed necessary by the President, or at the request of any member in good standing. The President is to announce all Board meetings by membership email at least one week in advance, and any member in good standing may attend.

Article VII: Standing Committees and Chairpersons

Standing committees and Chairpersons shall be: Programs, Publicity, Membership, Hospitality, Historian, Newsletter, Website, Sunshine, and others deemed necessary by the club. Chairpersons of these committees shall be appointed by the President.

1. Committee/Chair Descriptions

- a. The Programs Chairperson shall be responsible for scheduling and introducing speakers/programs for the general meetings.
- b. The Program Chairperson shall be responsible for the release of all club news, articles, and press releases to the local media exclusive of Holiday Boutique announcements, upon the approval of The Executive Board. The Publicity Chair, with input from the Membership

Chair, shall also be responsible for the design and printing of any CN&N membership publications (brochures, flyers, etc.).

- c. The Membership Chairperson is responsible for greeting visitors and current members, sending a follow up letter to all visitors, furnishing name tags for the general meetings, and maintaining a roster of all members, submitting names of new members to the Treasurer and Newsletter and Website Chairpersons. In addition, the Membership Chair shall coordinate special Interest group "Greeters" at all general meetings, and calls made to all visitors by a member in good standing within ten days of their visit.

- d. The Hospitality Committee shall be responsible for the preparation of refreshments and the Set up of snacks, brought by assigned special interest groups, for the general CN&N meetings.

The Hostess shall be reimbursed for expenses related to those duties from club funds. The Hostess shall also direct set-up and clean-up activities for club meetings.

- e. The Historian shall be in charge of maintaining the club scrapbook, keeping a current Record of events, special occasions, and other information.

- f. The Newsletter Chairperson shall produce and distribute a newsletter to members on a regular basis to keep them informed of all club activities, news, and announcements.

- g. The Holiday Boutique Chairperson shall coordinate the CN&N "Holiday Boutique", and shall conduct a meeting of the Boutique disbursement committee, comprised of interested members in good standing, after the event to recommend allocation of the funds raised for the approval by the general membership.

- h. The Website Chairperson shall ensure that the group website is up to date. This includes posting the monthly newsletter, ensuring that all groups and appropriate contacts are listed on the website, and uploading seasonal information such as the Holiday Boutique application and items of special interest to the club. The Website Chair will also be responsible for checking the group's email account.

- i. The Sunshine Chairperson(s) shall be responsible for sending cards or gifts on behalf of the club as directed by the Executive Board or as advised by members. Chairperson(s) shall be reimbursed for their expenses by the club.

Article VIII: Financial Policy

- 1. Conifer Newcomers and Neighbors is a 501 (c) (4) non- profit organization.

- 2. Expenditures
 - a. Expenditures from club treasury less than \$75.00 shall be approved by the Treasurer and the President.

 - b. Expenditures of more than \$75.00 and less than \$251.00 may be approved by a majority vote of the Executive Board.

 - c. Expenditures greater than \$251.00 shall be submitted to the membership for approval before any such expenditure is made.

 - d. An undesignated portion of the money raised by the club shall be made available for use

in charitable or civic projects. Allocation and disbursement of these funds shall be determined by majority vote at the general meeting, upon recommendation of the Executive Board and Disbursement Committee.

Article IX: Method Of Amendment

The Constitution may be amended by a vote of the Executive Board and/or by the entire membership. Amendments to the Constitution may be submitted by any member, and upon approval of the Executive Board, shall be submitted to the membership for a vote to amend.

Article X: Addendum (separate pages to be attached)

1. Job Descriptions of Standing Committees and Special Chairpersons

This section shall contain job descriptions of all active committees and may be revised by the President or Committer Chairperson as needed. Date of revisions to Addendum section shall be noted whenever Addendum is revised. Addendum added: March 4, 2004

Amended February, 2000

Amended March, 2004

Amended March, 2010