

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, either new or long standing, to introduce them to social/civic opportunities in 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 \$25.00 per year. The club fiscal year shall be August 1 to July 31 of the following year. To be considered a *member in good standing*, dues must be paid by the October general meeting. All further references to 'member in good standing' assumes the member has paid dues in full no later than the October general meeting for 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, September through June.
2. A quorum for conducting business at general or special meetings of the membership shall require at least 40 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 the current year, and who have been members for at least one year are eligible to hold office.
2. All officer positions are voluntary and there is no remuneration for service in these positions.
3. Duties:
  - a. The President shall set the agenda and 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 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. and preside at an annual budget meeting. The First Vice-President shall assemble a nominating committee to recommend officers for the ensuing year. The First Vice-President, together with the President, shall act as liaison between the Board, Committee Chair positions and special interest groups, 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 received by the Membership Chair and issue checks on the CN&N bank account(s) for general club operations and expenditures. The Treasurer shall prepare a quarterly financial report and have it available at general meetings; shall maintain financial records for the club and submit those records, at the request of the President, for a financial review by a committee appointed by the Executive Board. The Treasurer shall have signature authority for bank accounts.

#### 4. Election of Officers:

- a. At the April meeting nominations for elected officers to serve during the following year shall be presented to CN&N membership by a nominating committee assembled by the First Vice-President the preceding March. The committee shall be comprised of at least one Executive Board member 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 candidate's 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 two-year 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 the First Vice-President.
  
- c. Officers shall be elected for a two-year term of office with the President and Secretary positions elected on alternating years from First and Second Vice Presidents. No officer may serve for more than two 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. There are no regularly scheduled Executive Board meetings. The Board shall meet when deemed necessary by the President, or at the request of any member in good standing.

## **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.

### I. Committee /Chair Descriptions

- a. The Programs Chairperson shall be responsible for scheduling and introducing Speakers/programs for the general meetings.
- b. The Publicity 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 and annual dues of new members to the Treasurer, 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 any snacks, for the general CN&N meetings. Committee persons shall be reimbursed for expenses related to those duties from club funds. The committee shall also direct set-up and clean-up activities for club meetings.

- e. The Historian shall be in charge of maintaining the club scrapbook (physical or digital), 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 be in charge of and responsible for creating a committee to coordinate the CN&N Holiday Boutique. The Chairperson shall conduct a meeting of the Boutique disbursement committee (maximum 13) to determine grant awards. The committee shall be open to all interested CN&N members in good standing. Any person who is a member of or volunteers for an organization requesting a grant shall abstain from voting on that grant application. The committee shall present recommendations for the allocation of the funds raised at the Holiday Boutique for the approval by the general membership at the January meeting. The Boutique Treasurer is responsible for the collection and disbursement of all funds connected with the Holiday Boutique. The Boutique Treasurer shall prepare a financial report and budget and present it to the Executive Board. The Boutique Treasurer shall maintain all financial records for the Boutique and submit those records at the request of the Holiday Boutique Chairperson or President for fiscal review by a committee appointed by the Executive Board.
- 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 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 \$250.00 shall be approved by the Treasurer and the President.

b. Expenditures of \$251.00 - \$500.00 may be approved by a majority vote of the Executive Board.

c. Expenditures over \$500.00 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 social 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 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**

1A. Date of revisions to Addendum section shall be noted whenever Addendum is revised.

Addendum added: March 4, 2004

2A. Dues increase of \$5.00 was approved by general membership. The additional monies are earmarked for the spring luncheon.

Addendum added 2018

Amended February, 2000

Amended March, 2004

Amended March, 2010

Amended March 6, 2020

Amended October 31, 2022

Barbara Jolley  
Barbara Jolley, President

Colleen Jorgensen

Colleen Jorgensen, President Date 3/6/2020

Barbara Shackelford

Barbara Shackelford, Secretary Date 3/6/2020

By: CJ 11/11/2022