

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 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 paid per fiscal year. The club fiscal year shall be August 1 to July 31.

Dues are set by the Executive Board and approved by the membership at the June general meeting of the prior fiscal year. Dues for renewing members are payable no later than the October general meeting of the current fiscal 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 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 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 CONTACTED the nominating committee by Mid-March to state their interest in an open 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 candidates identified in bullets 1,2, and 3 above. 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. 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. There are no regularly scheduled Executive Board meetings. The board shall meet when deemed necessary by the president or at the request of a member in good standing. The President is to announce all Board meetings to membership by 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.

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 Boutique Disbursement Committee (or Grant Committee) will be chaired by the CN&N Holiday Boutique Chairperson, and will include members from the Boutique Committee and open to general CN&N members, not to exceed 9 total voting members.” 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 present it at a general meeting. 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 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

Conifer Newcomers and Neighbors Guidelines for Member Businesses Helping with Fundraising Projects

The following guidelines have been created for the Conifer Newcomers and Neighbors organization to provide opportunities for CN&N fundraising activities using member businesses and at the same time respect the rights of the at-large membership.

Member Rights

1. Each member of CN&N has the right to privacy of their personal information.
2. Member basic information is collected and updated as needed by CN&N.
3. Membership financial information (dues amounts and donations) is tracked by CN&N.
4. Membership information is not available to the public, i.e., on the CN&N website.
5. Membership basic information (not financial information) is distributed monthly to all CN&N members in good standing.
6. A continually updated list of members in good standing is available to the special interest group leaders as needed.
7. Membership information may not be used for any purpose except for official CN&N business and social events.
8. Each member has the right to use or ignore any information provided by CN&N about member businesses as describe in next section.
9. Any member in good standing is eligible to participate in or propose a fundraising effort for the benefit of CN&N.
10. Each member has the right to choose to purchase any item approved by the Executive Board as a CN&N fundraiser.

Member Businesses

1. Many members of CN&N own or operate their own business.
2. Member businesses may not use the CN&N membership information for business purposes.
3. CN&N will provide basic helpful information to the CN&N membership about member businesses.
4. CN&N will create/update a list of member businesses each year. This list will be distributed to the membership once per year and is open to any member in good standing at the time of the list creation/update.
5. CN&N will hold a '*Get to know CN&N Member Businesses*' event at a general meeting, once per year, where member businesses can bring marketing material (no physical products will be allowed) to leave for CN&N membership. This is NOT a sales event. It will provide basic marketing information that CN&N membership can pick up and use at their leisure. This event is open to any member businesses in good standing at the time of the event.
6. Any member business in good standing is eligible to participate in or propose a fundraising effort for the benefit of CN&N.

CN&N Fundraising using Member Businesses

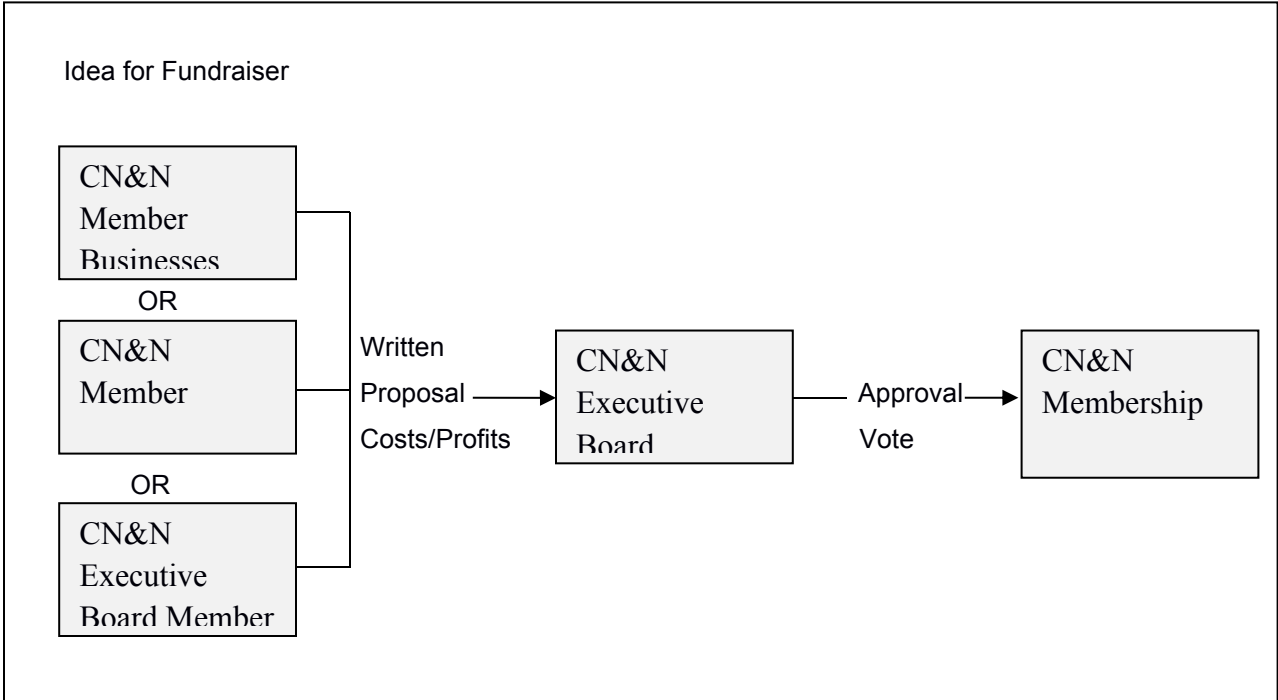
1. The CN&N Executive Board may choose to use a member business for fundraising purposes.
2. Member businesses must provide pricing for items to be sold for CN&N profit, detailing the profit breakdown between CN&N and the member business with payments made to CN&N not to the business.
3. The CN&N Executive Board has full control over the terms and conditions of a fundraiser using a member business.
4. The CN&N Executive Board must provide the terms and conditions of a fund raiser to the full membership for approval, prior to moving forward with the fundraising project.
5. Due to the IRS regulations, full time sales of items are prohibited, so fundraising schedules need to be set forth prior to approving a fundraiser.
6. Fundraising success depends on marketing and communications to the CN&N general membership. CN&N will allow marketing of an approved fundraiser in all forms of communications, including in-person meetings, website, newsletters, emails, and special

email blasts from CN&N. Information may include general description of fundraiser, how CN&N will benefit, how to purchase information and order forms if applicable.

Guideline Approval

1. These Guidelines must be reviewed and approved by the Executive Board.
2. These Guidelines must be presented and approved by the full membership at a general meeting.

Fundraising Approval Process



Article XI: Addendum
Conifer Newcomers and Neighbors
Agreement for Use of Logo

The Conifer Newcomers and Neighbors Organization (hereafter “CN&N”) and
_____ (hereafter “The Provider”)

hereby agree to the following:

The Provider is granted a nonexclusive right to use the CN&N’s logo and organization name in the following contexts: _____
(i.e., on products for sale, on website, in literature, in advertising, for specific services, etc.). The logo, and organization name may be used ONLY to refer to the CN&N organization.

The Provider agrees not to use the logo or organization name in any way to indicate that it has any ownership or control of CN&N or its members. The Provider further agrees not to use the logo or organization name in any way that would harm, diminish, or impair CN&N’s name or reputation.

This agreement does not allow The Provider to sublicense CN&N’s logo or organization name.

This agreement does not constitute an acquisition of a source trademark.

CN&N may cancel this agreement with The Provider at any time and will do so through certified letter. In such an event, The Provider is obligated discontinue the use of the logo or organization name no later than ____ (number of days) from the request date.

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

CN&N President, signature & date

The Provider, signature & date

Article XII: 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 September 2021

Kathie Snyders, President Date

Kelly Ryon, Secretary Date