

BYLAWS

GREATER LEWISVILLE NEWCOMERS CLUB

DBA NORTH TEXAS WOMEN'S CLUB

ARTICLE I NAME

The organization shall be known as Greater Lewisville Newcomer's Club, DBA North Texas Women's Club (NTWC), known as "The Club".

ARTICLE II OBJECT

The object of this Club shall be to promote friendships, provide opportunities for social contacts and promote programs and activities that meet the varied needs of all residents of the Greater Lewisville area: Lewisville, Flower Mound, Highland Village, and surrounding communities.

ARTICLE III MEMBERSHIP

Section 1. Composition

The membership of the Club is open to all residents of the area who shall pay dues to participate in Club functions.

Section 2. Prospective Members

Prospective members may attend one Club function before dues are payable. Only members may participate in Club functions.

Section 3. Nonpayment of Dues

Participation in Club functions by non-paying members shall not be permitted and shall result in immediate non-sponsorship of that Club function.

Section 4. Resignation

A member resigning from the Club will automatically be dropped from all Club functions. Dues shall not be refunded.

Section 5. Hospitality

Any member may be asked by the chair of hospitality to serve as hostess during the Club year.

Section 6. Yearbook

The phone directory shall be known as the Yearbook to prevent public use of member's name, address, phone number or e-mail. Yearbooks will be sent as a PDF file by the November meeting, and printed yearbooks will be available upon request for an amount that covers printing. Both of these options are only for paid members. The yearbook shall be used exclusively within the Club and shall not be available to other individuals or organizations for any purpose.

Section 7. Termination

Members shall not use Club functions to promote, self-advertise, or solicit any goods, services, political agenda or business to benefit themselves or others. Violation of this bylaw will result in immediate termination of membership. Dues shall not be refunded.

Section 8. Door Prizes

It shall be permissible to receive donations from businesses; said donations shall be used as door prizes.

ARTICLE IV FINANCING

Section 1. Dues

Dues shall be as designated by the Board and payable by October 15. Members whose dues are not paid by this date will be dropped from the mailing list and their names will not appear in the yearbook and they shall not be permitted to participate in any Club functions. After February 1, membership dues for the current year shall be reduced by one-half for first time members. The Membership Chairman will determine appropriate dues for members joining in May.

Section 2. Expenses

Expenses, accompanied by receipts, as contained in the budget, shall be paid by the Treasurer after authorized approval or by vote of the Board.

Section 3. Activities

All activities shall be self-supporting or determined by the budget.

ARTICLE V ELECTION AND DUTIES OF OFFICERS

Section 1. Composition

The elected Officers of the Club shall be a President, Vice President, Secretary, Treasurer, and chairpersons of standing committees who shall be elected by the membership.

Section 2. Elections

The officers shall be elected at the April Club meeting and installed at the May meeting. A majority vote cast shall constitute an election.

Section 3. Term

Board members shall take office at the installation meeting and serve for one (1) year or until their successors are elected. In the event of a regional disaster, that term can be extended. No Board member shall serve more than three (3) consecutive years on the Board in the same position, however, may continue on the Board in another position.

Section 4. Nominating Committee

Nominations shall be made by a three (3) member committee. The President shall appoint the chair of the committee. The appointed chair shall select members from the Club membership.

Section 5. Nominations

The nominating committee shall submit a slate of officers and standing committee chair at the March meeting. A nominee for President shall have served on the Board. No nomination shall be made without prior consent of the nominee. Following the report of the nominating committee, further nominations may be made from the floor.

Section 6. Vacancies

A vacancy shall be filled by the President, with approval from the Board.

Section 7. Duties of the President

- A. To preside at all meetings of the Club and the Board.
- B. To be an ex-officio member of all committees.
- C. To appoint an auditor, and the chair of the nominating committee.
- D. The President will be the Parliamentarian/Advisor for the next year's Board, subject to her availability.

Section 8. Duties of the Vice President

- A. To perform the duties of the President in her absence.
- B. To plan the programs for the monthly meetings.

Section 9. Duties of the Secretary

- A. To record and preserve the minutes of the Board meetings.
- B. To answer correspondence.

Section 10. Duties of the Treasurer

- A. To be custodian of all funds of the Club.
- B. Plan the budget with the incoming President, a past Treasurer and a past Board member.

ARTICLE VI DUTIES OF THE PARLIAMENTARIAN AND AUDITOR

Section 1. Duties of the Parliamentarian

- A. To advise the Club on parliamentary law.
- B. To serve as chair of the bylaws review committee.

Section 2. Duties of the Auditor

The Auditor shall be appointed by the outgoing President and shall audit the books before August 31, and submit a report to the incoming Board.

ARTICLE VII MEETINGS AND QUORUM

Section 1. Date

The meetings of the Club shall be held each month from September through May unless otherwise specified by the Board.

Section 2. Place

The place of the meeting shall be designated by the Board.

Section 3. Reservations

Reservations must be accompanied by check or money order for meetings when applicable.

Section 4. Quorum

One-fifth (1/5) of the membership shall constitute a quorum. After a quorum has been established, a diminishing number of voting members shall not affect the quorum.

ARTICLE VIII THE BOARD

Section 1. Composition

The Board shall consist of the elected officers, standing committee chairmen and the parliamentarian.

Section 2. Meetings

The meetings of the Board shall be held during the first week of each month from August to May, unless otherwise specified by the Board. Any member may attend.

Section 3. Quorum

Most voting Board members shall constitute a quorum. After quorum has been established, a diminishing number of voting members shall not affect the quorum.

Section 4. Duties

- A. To be the governing body of the Club.
- B. To approve the President's appointments to vacancies.
- C. To approve the budget.

ARTICLE IX STANDING COMMITTEES

Section 1. Activities (1-2 Members)

Coordinate volunteer chairpersons for activity groups and to encourage participation.

Section 2. Database/Yearbook

Enter all data and distribute communications for the Club. Prepare an electronic yearbook listing the Board and a tentative schedule of events for the Club year to distribute to the membership. Make printed copies of the yearbook available upon request.

Section 3. Hospitality (1-3 Members)

Coordinate volunteers for refreshments, set up and clean up at Club functions, and make purchases for needed supplies.

Section 4. Membership

Recruit new members. Welcome visitors.

Section 5. Newsletter

Publishes and preserves the monthly newsletter and memory book. Distributes schedules of Newsletter deadlines for each year to the Board and coordinates the distribution of the Newsletter monthly.

Section 6. Trips (1-2 Members)

Plan, coordinate and collect fees for trips throughout the region.

Section 7. Sunshine

Upon notification by Club members, shall be responsible for sending cards on appropriate occasions.

Section 8. Webmaster

Create and update Club website. Due to the expertise necessary for this position, it is a continuing position without term limits.

Section 9. Publicity

Create and coordinate all media publicity for the Club.

ARTICLE X OTHER COMMITTEES

The President shall appoint other ad hoc committees as required and develop duties according to the needs of the Club.

ARTICLE XI PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised shall apply to all questions of procedure not covered in these bylaws.

ARTICLE XII AMENDMENT

Section 1.

These bylaws shall be amended at any Board meeting a quorum being present, provided notice has been given at a previous meeting.

Section 2.

These bylaws shall be reviewed at least every three years beginning in 1988, and approved by the membership.

