

Downers Grove Area Newcomers Club

CONSTITUTION

Article I.

NAME

The name of this club shall be the Downers Grove Area Newcomers Club, hereafter referred to as the Club.

Article II.

OBJECT

Section 1. Social – the object of the Club shall be to promote fellowship and acquaint new residents through social activities.

Section 2. Civic – the Club shall foster interest in civic and charitable affairs.

Article III.

MEMBERSHIP

Section 1. Territory – Membership is open to all women living in Downers Grove and surrounding communities.

Section 2. Term of Membership – (a) Active membership is defined as a member paying annual dues and completing enrollment documentation Member Planet. (b) Members moving out of the area may finish their year.

Article IV.

OFFICERS AND THEIR ELECTION

Section 1.

The officers shall be:

- President
- 1st Vice President Membership/President Elect
- 2nd Vice President Charity
- Fundraising
- Secretary
- Treasurer
- Marketing
- Social
- Bridges

These officers shall be known as the Executive Board. With the consent of the Board and the two would-be board members, any position may be jointly undertaken by two or more members, e.g., Co-Social Chairs, Co-Marketing Chairs, etc.

Section 2. Officers shall be elected by the Board annually, with the exception of the President Elect. The Board may elect a Co-President provided one Co-President is the current 1st Vice President Membership and other Co-President served as a current or past Club board member.

BY-LAWS

Article I.

MEMBERSHIP

Section 1. Membership shall consist of all active and paid members.

Section 2. A woman must be a paid member in order for her or a family member to participate in any Club activity or group with the exception of potential

members. Potential members interested in joining may attend 1 event prior to joining. Space for some events may exclude potential members, at the sole discretion of the Board.

Section 3. Membership Term – (a) A membership year begins October 1st. (b) Women joining the Club on or after March 1st shall begin their first full year of Club membership the following October.

Section 4. As part of membership in the Club, all members shall have the option to participate in a Club Committee.

Article II.

DUES

Section 1. (a) Annual dues are required and will be used for event costs, administrative costs, and charity donations at the discretion of the Executive Board. (b) Increases to dues must be approved by the Executive Board and communicated to members two weeks prior to Annual Kick-Off Party. (c) All active members are required to pay dues with the exception of the current and past presidents, provided the President served a minimum of a 9-month term.

Section 2. (a) Women renewing membership shall pay full dues by October 1st or membership will be automatically terminated. (b) Members joining the Club on or after March 1st shall pay half of the annual dues for the remainder of the Club year. (c) Members joining on or after June 1st shall pay dues for the following membership year (beginning in October) but will become members during the preceding summer upon registration.

Section 3. (a) Members are responsible financially for their reservations made for any meeting or social function. (b) The Club reserves the right to require payment at the time of registration to reserve a space, and/or if a reservation is not cancelled within the time stated for the event. (c) Members are responsible for paying any established fees for an event that they attend, whether pre-payment is required or not. (d) Members who have outstanding event fees or other debts to the Club will not be permitted to renew membership until such balances are paid.

Article III.

BOARD MEETINGS

Section 1. All Board meetings shall be transacted by voice except for the voting for officers and committee positions, or as deemed necessary.

Section 2. The Executive Board shall meet monthly, and no fewer than 10 times per year, during its term. The term begins in June and ends the following May. The term includes the new Board transition meeting in June.

Section 3. Additional meetings or events will be held as follows:

- Annual Kick-Off Party in September
- Year End Event/Introduction of new board in May

Section 4. In order to vote on elections or motions, a quorum needs to be present. A quorum is defined as at least 60% of the Executive Board, including any additional members sharing responsibilities for a given office, as described in Art. IV, Sec. 1.

- Section 5. To pass elections or motions, a two-thirds vote is required. In the event of a tie, the President's vote will pass the election or motion.
- Section 6. Any active member who wants to bring a motion before the Board needs to submit it in writing to the President(s) or Secretary on or before 14 days prior to the monthly Board meeting.
- Section 7. If the active member bringing the motion desires a vote by the Club after presenting the motion to the Executive Board, then the Executive Board submits a recommendation to the Club and the Club votes within 30 days and takes action as the majority decides.

Article IV.

TECHNOLOGY

The Club shall use shall use various mediums as deemed appropriate by the Board, e.g., Member Planet, private Facebook group, or similar to communicate with members for various reasons including but not limited to:

- Event details (date, time, location, costs, attendee tracking, etc.)
- Member voting, surveys, intra-communication
- Member contact information
- Payment/tracking of dues
- Files for all members (By-Laws, survey results, fundraising information, etc.)
- Files for board/committee members (budget, planning sheets, etc.)

These various communication mediums may be used for solicitation of any business, personal or otherwise as follows:

- Members are allowed 1 free posting once per calendar-year quarter.
- Any additional postings during one calendar-year quarter will be deleted by the Club Administrator and may incur a cost to be decided on by the Executive Board.
- Members cannot use member contact information for promoting or communicating personal business.
- Any postings deemed offensive or controversial will be deleted subject to the Facebook Administrator's discretion.

Only current members will be permitted to be members of the various social media groups which the Club maintains.

Article V.

OFFICERS AND DUTIES

- Section 1. **President(s)** – (a) Shall preside at the Board meetings of the Club. (b) Shall appoint all committees in consultation with the Executive Board. (c) Shall serve as ex-officio member of all committees. (d) Shall have the right to sign checks for the Club in the absence of the Treasurer. (e) May appoint two members to review the Club's financial records. (f) Approve monthly newsletter to members. (g) Complete all Illinois Annual Report for General Not for Profit paperwork by October with treasurer. (h) Present written annual report to successor.
- Section 2. **1st Vice President/Membership** – (a) Shall perform all duties of the President(s) in her absence. (b) Shall be membership chairperson. (c) Welcome new members and plan & host New Member Socials.–(d) Shall work with the Social Events Committee to plan and host the yearly September "Annual Kick-Off Party," Spring Soiree and Summer Social Events.

(e) Manage membership renewal process. (f) Shall succeed the President the following Club year. (g) Present written annual report to successor.

- Section 3. **2nd Vice President Charity** – (a) Shall assist the 1st Vice President in her duties. (b) Organizes a survey to select annual charity if a new charity is desired. (c) Act as liaison between charity and Club. (d) Creates volunteer and donation opportunities for members. (e) Plans and executes charity fundraisers including Sipping for a Cause and Golf Outing. (f) Works with Marketing to publicize charity efforts. (g) Present written annual report to successor.
- Section 4. **Fundraising** – (a) Shall coordinate all fundraisers benefitting the Club and garner opportunities for sponsorship/fulfill contract obligations of active sponsorships. (b) Serves as head of the fundraising committee. (c) Creates communication plan for each event. (d) Works with Board to determine minimum funds required for annual budget. (e) Present written annual report to successor.
- Section 5. **Secretary** – (a) Shall keep and record the minutes of the Board meetings. (b) Shall create an agenda for all Board meetings and send the Agenda out to Board members prior to the Board meetings. (c) Shall post a copy of all Board meeting minutes on a shared file system so that Board members can view them. (d) Manage Member Planet to oversee event details and security permissions. (e) Track attendance from all events for all membership as deemed necessary. (f) Present written annual instructions on how to complete Secretary duties to successor.
- Section 6. **Treasurer** – (a) Shall be responsible for the collection of dues. (b) Shall deposit funds and pay bills within 30 days of receipt. (c) Shall make a written report of all receipts and expenditures to be presented at each Board meeting. (d) Shall submit member payment information to the Executive Board. (e) Shall assist with the review of the Club's financial records. (f) Shall compile and maintain Club inventory. (g) Shall manage the PO Box. (h) Shall manage Club checking account and bank relationship. (i) Shall file required IRS/State tax returns filings timely (j) Present written annual report to successor.
- Section 7. **Marketing** – (a) Create annual marketing plan and budget needs by August and update as required. (b) Manage publicity with local media. (c) Create flyers and other promotional media as needed. (d) Maintain the Club's external website and other social media sites, *e.g.*, Facebook and Instagram. (e) Adhere to membership photo privacy choices (f) Organize and publish monthly Club newsletter (g) Help all other committees with event marketing. (h) Present written annual report to successor.
- Section 8. **Social** – (a) Coordinate social committee planning efforts for Ladies, Family, Couples, Fitness, Mom & Tot events. (b) Submit social budget in July for Executive Board approval and manage adherence to budget. (c) Ensure all Event Planning Sheets are completed as appropriate and sent to Secretary for storage on Member Planet. (d) Monitor attendance at all events. (e) Communicate with President(s) and Treasurer on budget overages prior to event. (f) Present written annual report to successor.

- Section 9. **Bridges** – (a) Recognize member birthdays and other special occasions. (b) Coordinate meals for members in need of assistance (*e.g.*, following the birth or adoption of a child, when experiencing health challenges, related to a loss of a family member). (c) Coordinate the Club’s support of family members going through difficult times (*e.g.*, loss of a family member). (d) Oversee the “Dinner is Done” Facebook group. (e) Work with the Social Chairs to plan and execute Bridges events.

Article VI. ELECTION OF OFFICERS BY BOARD

- Section 1. The current Executive Board will hold an event for any member interested in future officer or committee positions by March 30th.
- Section 2. Any active member can be considered for an officer or committee position. An Executive Board or committee member may be considered for a current or another position on the Board in future years.
- Section 3. The 1st Vice President/Membership will succeed the President(s) the following year. If incumbent is unwilling to assume the President role, the Executive Board will decide on a suitable option, including but not limited to: Co-President roles with at least one member serving on the Board previously or electing a prior Board member not in the VP membership role.
- Section 4. The Executive Board will vote on new officers and committee positions by April 15th.
- Section 5. Each officer and committee position meets with successor prior to the June Board meeting (new Board is installed).
- Section 6. The Executive Board completes transition at the June Board meeting.
- Section 7. Generally, officers may be appointed to a given position for no more than two consecutive terms in order to allow new members to participate in the leadership of the Club. An officer may be appointed to third and subsequent terms only with a majority vote of other members of the incoming board.

Article VII. COMMITTEES

- Section 1. The Executive Board shall be the governing body of this Club.
- Section 2. In addition to the Executive Board, Committee Chairpersons shall oversee and manage Club activities specific to their respective committee.
- Section 3. The Club shall consist of the following Committees:
- (a) Charity
 - (b) Fundraising
 - (c) Marketing
 - (d) Social Events
 - (e) Bridges
 - (f) Membership

Section 4. Special committees shall be appointed by the Executive Board as necessary. Such special committees shall not have Executive Board voting privileges, but are required to attend Board meetings, as needed.

Article IX. EXPENSES

Section 1. A budget should be prepared by the Treasurer with input by the Executive Board and committee members by August 15th. Final approval will be given by the President(s) by September 1st.

Section 2. All receipts for expenses must be submitted to the Treasurer within 30 days of purchase in order to be honored.

Article X. AMENDMENTS

If an amendment to the By-laws is proposed: (a) Members will be invited to attend a Board meeting. Notice will be given 14 days prior to the Board meeting. (b) A written copy of any proposed amendments of the By-laws will be provided to all active members 14 days prior to the Board meeting at which they will be voted on. (c) The By-laws may be amended at the Board meeting by a two-thirds vote of the members present.

Article XI. RULES OF ORDER

Section 1. The President(s) shall be responsible for the Club conforming to its Constitution and By-laws. The collective agreement of the Executive Board may substitute for the President(s) when necessary.

Section 2. Roberts Rules of Order – Revised shall be the authority on all questions of procedure not specifically stated in the Constitution or the By-laws.

Revised, April __ 2022