

**CONSTITUTION OF  
THE FOX VALLEY NEWCOMERS & NEIGHBORS**  
As Revised January 1, 2022

**ARTICLE I. NAME**

The name of the Club shall be Fox Valley Newcomers and Neighbors.

**ARTICLE II. PURPOSE**

The purpose of Fox Valley Newcomers and Neighbors (hereinafter the "Club") is to provide members with an opportunity to become acquainted with others in the area through activities, to inform members about our area, and whenever possible, to contribute to our community through the gift of our time and energy with one or more charitable or service projects each year.

**ARTICLE III. MEMBERSHIP ELIGIBILITY**

Club membership is limited to residents of the Fox Valley and surrounding areas, eighteen or more years of age, who are new to the area, have had a lifestyle change, or are just looking for a friendly, social organization in which to become involved. All members shall hold equal standing in the organization.

**DUES:** The annual dues, as determined by the Board, shall be payable by September 30th, annually, or after the prospective member has attended two (2) Club functions. Guest attendance at Civic & Service or Social events do not accrue to the two (2) Club functions limit. Dues are non-refundable and non-transferable.

**CONFIDENTIALITY:** Members shall not divulge the contents of the Membership Directory to non-members, nor shall the Membership Directory be used for solicitation. Members shall not forward newsletters or eblasts with members' personal information to non-members.

**ARTICLE IV. MEETINGS**

Board meetings shall be held monthly, August through June, or as deemed necessary by the Board. A general membership meeting will be held annually at the May luncheon. Other general membership meetings will be held at other monthly luncheons, as deemed necessary by the Board.

The Club is for social purposes. The selling of wares and/or promotions of other organizations is inappropriate. Meetings must not become a marketplace to sell goods and services. Members or guests may be invited to display business services and products in the form of an education program/demonstration at specific Club functions as designated by the Board.

Members are held responsible for reservations they made for any meeting, luncheon or party. Payments are non-refundable.

**ARTICLE V. ELECTION OF BOARD MEMBERS**

At a Board meeting, at least two months prior to the May meeting, the presiding President shall appoint a Nominating Committee from the membership. The Nominating Committee shall be chaired by the current year's Vice President or another Board member as designated by the President. The Nominating Committee shall draw up a list of members interested in serving on the Board in the upcoming program year. Nominations from the general membership will also be solicited and considered. The election and installation of Board members shall take place at the May general meeting.

## **ARTICLE VI. BOARD MEMBERS AND THEIR DUTIES**

The governing body of this Club shall be the Board, consisting of the President, Vice President, Secretary, Treasurer, Chairpersons of all standing committees and the Past President who shall act as Advisor. They shall perform their duties as specified in Robert's Rules of Order. They shall be responsible for their elected positions for one (1) year. The Treasurer position is limited to three (3) consecutive terms. Each position on the Board, with the exception of President, Vice President, Secretary and Treasurer, may have one or more co-chairpersons, if desired. Co-chairperson(s) shall be nominated and elected; however, each committee has only one vote.

Duties of the Board shall be to coordinate plans and activities of the Club and conduct general management of the Club and its affairs. Interim vacancies in office shall be filled by the Board.

At or before the June Board meeting (or as otherwise decided by the Board), each Board member shall make an outline of the duties and responsibilities of the office and of the procedures followed and provide them, as well as any other related materials, to their counterpart on the incoming Board.

- A. **President:** The President shall be the chief officer of the Club. The President shall preside over all meetings, be an ex-officio member of all committees, be an authorized signatory for the Club's bank account, and perform such other duties as are usually pertinent to the office. Should the President be unable to perform the duties of the office at any time, the following order of succession shall be followed: Vice President, Secretary, and Treasurer.

The President shall appoint an Auditing Committee (not to include the Treasurer) to audit the books of the Club for the fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>, or as deemed necessary by the President. This action is to be completed annually prior to September 1<sup>st</sup>. The audit report shall be presented by the Auditing Committee to the Board for approval.

- B. **Vice President:** The Vice President shall serve as the Chairperson of the Nominating Committee, act as Special Liaison/Coordinator with the Special Interest Group Coordinators, and perform the duties of the President should the President be unable to do so.
- C. **Secretary:** The Secretary shall keep minutes of all Board meetings and handle correspondence as necessary. The Secretary shall post a record of previous Board minutes and correspondence on the Club's shared drive.
- D. **Treasurer:** The Treasurer shall collect all monies due, deposit such monies in a designated bank, pay bills, and maintain a complete record of all financial transactions. The Treasurer is an authorized signatory for the Club's bank account. All incoming monies shall be forwarded to the Treasurer for deposit into the Club's bank account.
- E. **Advisor:** The previous President shall serve on the Board in an advisory capacity.
- F. **Care and Concern Chairperson:** The Care and Concern Chairperson shall coordinate special services such as meals, errands, transportation, etc. in support of members who need practical help and send greeting cards or make phone calls to members who need support.

In the event of the death of a current Club member or spouse, it will be the responsibility of the Chairperson of the Care and Concern Committee to request the Treasurer send an amount, as designated in the guidelines established by the Board, to a charity or memorial fund of the family's choice. Should the family not have a preference, a donation will be made to the Club's designated charity. In the event of the death of a current member's immediate family (children or parents) a condolence card will be sent to the Club member.

- G. **Civic and Service Chairperson**: The Civic and Service Chairperson shall serve as chairperson/advisor for all fundraising, philanthropic and service activities for the Club. The Civic and Service Chairperson will see that these funds and energies are properly presented. All charitable funds shall be forwarded to the Treasurer for deposit into the Club bank account with a list of amounts. Amounts received electronically shall be properly accounted for and recorded.
- H. **Internal Communications Chairperson**: The Internal Communications Chairperson shall generate newsletters to be distributed to the entire membership and post such newsletters on the Club web site. Duties include sending group emails to the membership. Such emails will be sent to the membership for Club business only.
- I. **Luncheon Chairperson**: The Luncheon Chairperson shall plan, schedule and coordinate the monthly luncheons and notify the Treasurer, Internal Communications, Publicity and Technology Chairpersons with details of each event. All funds received shall be forwarded to the Treasurer for deposit into the Club bank account with a list of amounts. Amounts received electronically shall be properly accounted for and recorded.
- J. **Membership Chairperson**: The Membership Chairperson shall be responsible for collecting dues, and maintaining a record of the Club membership to be used as the basis for the Club directory. The Membership Chairperson shall also coordinate informal get-togethers to help prospective and new members learn about Club activities and meet other members. All dues money shall be forwarded to the Treasurer for deposit into the Club bank account with a list of amounts. Amounts received electronically shall be properly accounted for and recorded.
- K. **Publicity Chairperson**: The Publicity Chairperson shall prepare items regarding Club activities and programs for public distribution and place notice of Club events in local area media.
- L. **Social Chairperson**: The Social Chairperson shall plan, schedule and coordinate periodic social events and other activities for members, spouses and guests and notify the Treasurer, Internal Communications, Publicity and Technology Chairpersons with details of each event. All funds received shall be forwarded to the Treasurer for deposit into the Club bank account with a list of amounts. Amounts received electronically shall be properly accounted for and recorded.
- M. **Technology Chairperson**: The Technology Chairperson shall evaluate, recommend and implement technology to improve the effectiveness of Club operations and processes, including developing and maintaining a Club website.

**ARTICLE VII. SPECIAL INTEREST GROUPS:**

Special Interest Groups (i.e., games, clubs, etc.) may be formed at any time with the approval of the Board. All Special Interest Groups are required to be self-supporting and may elect their own Coordinator. The duties of the Coordinator are to advertise the group's activities in the newsletter, on the Club's website or by eblast. Special Interest Groups may disband at any time for any reason, such as lack of interest or lack of a Coordinator. In the event of disbandment, the Coordinator is responsible for notifying the Board.

**ARTICLE VIII. METHOD OF VOTING**

The business of this organization shall be transacted by voice or electronic vote, or manner agreed on by the Board.

**ARTICLE IX. QUORUM**

Fifteen percent (15%) of the Membership shall constitute a quorum. Six (6) members of the Board, including the President, shall constitute a quorum at Board meetings.

**ARTICLE X. RESOLUTIONS**

No resolution or motion to commit the Club on any matter shall be considered by the Club until it has been approved by the Board. Resolutions or motions, if offered at a Club meeting, shall be referred without discussion to the Board which, after having consideration to the matter, shall submit its recommendation to the Club. Having received the recommendation of the Board, the Club, providing a quorum is present, may then proceed to take such action as the majority of members present decide.

**ARTICLE XI. AMENDMENTS OR REVISION**

Proposed amendments or revisions of this Constitution may be presented in writing by any member of the Club. The proposed amendments or revisions shall be referred without discussion to the Board which, after having given consideration to the matter, shall vote on the proposed amendments or revisions. The amendments or revisions must be passed by the majority of Board members, provided a quorum is present.

The proposed amendments or revisions shall then be presented to the Membership at a General Meeting. Prior to the aforementioned General Meeting, the amendments or revisions will be published and members will be advised regarding the date of voting for the ratification of the amendments or revisions.

The proposed amendments or revisions shall be voted on by the general membership. In order for the amendments or revisions to be ratified, a majority of those present must approve, provided a quorum (including absentee and online ballots) of the membership vote.

The entire Constitution should be reviewed by the Board every five (5) years or sooner, if needed. Approval of revisions shall follow the rules described above.

**Approved:** Fox Valley Newcomers and Neighbors General Meeting on \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
President

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Secretary