

Bylaws revised and approved November 11, 2015

## **ARTICLE I – NAME**

This club shall be known as NAUSET NEWCOMERS, INC., a non-profit 501c(7) organization, which is federally tax exempt and not affiliated with any other organization.

## **ARTICLE II – PURPOSE**

The purpose of the club is to provide for new residents of the lower Cape an opportunity to become acquainted with other residents in the area; to inform members about Cape Cod, its history, facilities, and services by sponsoring speakers, meetings, and group activities; and to support other charitable non-profit groups by striving to contribute financially to and encouraging volunteer work in these groups. The club's activities will be determined by the members' interests and shall be from September 1st through the following August 31st inclusive (the “Activity Year”).

The fiscal year will be July 1st through June 30th.

## **ARTICLE III - MEMBERSHIP**

### **A. Eligibility**

Membership is open to persons who are residents of the towns of Brewster, Eastham, Orleans, Wellfleet and Truro. However, up to 15% of the membership is open to persons outside the aforementioned towns.

### **B. Dues**

Membership is based on the Activity Year and becomes effective with the payment of dues. All dues paying members are eligible for club activities. Dues shall be set periodically by the Board of Directors at an amount to cover anticipated expenses consistent with the non-profitability of the organization.

## **ARTICLE IV - BOARD OF DIRECTORS**

### **A. Board of Directors**

The Board of Directors shall be comprised of the Officers, the Chairperson of each Voting Committee, and, in an advisory capacity (non-voting), the previous year's President or a member from the previous Board of Directors. All directors must be members during their term and shall be elected for a term of one year and shall not be eligible for reelection, with the exception of the Vice President who may serve as President in the following year if so nominated and elected.

## **B. Duties**

Duties of the Board of Directors shall be to work with and guide committee members to coordinate plans and activities of the club and conduct general management of the club and its affairs. All officers, board members and committee members shall perform their work consistent with applicable law, the bylaws and board approved policies. Interim vacancies of officers and chairpersons shall be filled by appointment by the Board of Directors. Before June 30th each Officer and Committee Chair shall make an outline of the duties and responsibilities of the office or committee and, subject to review of the President and Vice President, provide it to their counterpart on the incoming board.

## **C. Charitable Donations**

The Board may make charitable donations of the accumulated excess proceeds from membership dues, raffle, and any other revenue sources to selected non-profits in such amounts as determined by the Directors. However, a minimum of 15% of the year-end, pre-donation balance of funds must be retained for the incoming Board.

## **ARTICLE V – OFFICERS**

### **A. Officers**

The elected officers shall be a President, Vice President, Secretary, and Treasurer.

### **B. Duties**

Duties of the Officers shall be as follows:

#### **President:**

The President shall be the executive officer of the club. The President shall preside over all meetings, shall be an ex-officio member of all committees and shall perform such other duties as are usually pertinent to the office. All presidential duties shall be conducted consistent with the By-Laws of the club.

#### **Vice President:**

The Vice President shall preside at meetings in the absence of the President and shall perform such other duties as may be assigned by the President. The Vice President shall also serve as an ex-officio member of the Dine-Out and Nominating Committees and will attend their meetings. The Vice President will present the Dine-Out report at the monthly meeting. The Vice President will also work with the Dine-Out Committee on recruiting new members of that committee.

#### **Secretary:**

The Secretary shall keep minutes of all club and Board of Directors meetings, and shall serve as Clerk. The Clerk must be a resident of the Commonwealth of Massachusetts and is responsible for the annual filings of the

Commonwealth of MA Annual Report and the Change of Officers and Directors, and any change of Articles of Organization or Certificate of Change of Principal Office if deemed necessary. If the Secretary is ineligible to fulfill the Clerk function the President will assign another Board Member to fulfill that function.

**Treasurer:**

The Treasurer shall collect all monies due, deposit such monies in a designated bank, pay all bills, and maintain a complete record of all transactions. The books shall be subject to examination by the President at any time, and shall be available for audit at times designated by the Board of Directors. The Treasurer's report shall be presented at monthly meetings. The Treasurer will also prepare a year-end P & L Statement to be posted on the web site as well as file State and Federal tax forms and all raffle documents.

**ARTICLE VI - CHAIRPERSONS AND COMMITTEE DUTIES**

**A. Chairperson(s)**

Chairpersons and/or Co-Chairpersons of the following Committees shall be elected, with each Committee having one Board vote: Group Activities, Hospitality, Membership, Program, Publicity, Social Events and Community Service/Raffle.

**B. Duties of the Committees**

**Voting Committees:**

- **Group Activities:**  
Group Activities shall make known and coordinate all group activities. Activities, such as daytrippers, singles, dine-in, book clubs, golf, skiing, bicycling, etc. shall be determined by the membership with each activity having its own group leader.
- **Hospitality**  
Hospitality shall be responsible for the setup of the Regular Meetings and arrange for refreshments.
- **Membership:**  
Membership shall be responsible for registering guests and new members at each Regular Meeting and shall maintain a record of the club membership to include the date that each member joins the club. This information shall be made available to other interested Chairpersons. The Membership Chairperson(s) shall be responsible for accepting membership dues, recording same in

membership files and turning these funds over to the Treasurer. This Chairperson(s) shall also be responsible for the preparation of membership lists.

- **Program:**  
Program shall arrange for programs for each of the Regular Meetings, to the greatest extent possible, selecting subject material appealing and attractive to the diverse interests of the membership. It shall be the responsibility of the Program Chairperson(s) to see that materials and equipment required by the person or persons presenting the program are made available.
- **Publicity:**  
Publicity shall transmit date, time, location and program for each monthly meeting and social event to selected newspapers, TV and radio stations, for publication as is practical. The committee will publish the organization's newsletter in collaboration with the Officers and respective committee chairs. All publicity concerning the club must be cleared through the Publicity Chairperson(s).
- **Community Service/Raffle:**  
Community Service/Raffle shall secure donations of gifts or services to be raffled off at the Regular Meetings. All monies received from the raffle shall be turned over to the Treasurer for subsequent donation to local charities as determined by the Directors.
- **Social Events:**  
Social Events shall, with the advice and agreement of the Board of Directors, arrange a schedule of activities (other than the Regular Meetings) such as dinners, entertainments, etc., chosen to appeal to the diverse interests of the membership and scheduled to not conflict with Dine-Out.

**Other Committees:**

- **Dine-Out:**  
Dine-Out shall secure a schedule of monthly dining out experiences, typically the third week of the month, coordinating with Social Events to avoid conflicts. Dine-Out will receive a advance copy of the agenda for each board meeting and will be encouraged to attend. It will be represented at Board Meetings by the Vice President for meetings that it does not attend in person.

The Dine-Out Committee shall consist of a minimum of 18 members in good standing. The Chairperson (s) and Co-

Chairperson(s), with input from the committee, shall select prospective new committee members. All Dine-Out Committee members must have been officers or served as members of a club committee. Dine-Out Committee members serve a three year term, with 6 members rotating off and 6 new members joining each year. The Chairperson(s), typically prior to entering their 3rd year of service, shall select their Co-Chairperson(s), typically prior to entering their 2nd year of service. The Co-Chairperson(s) become the Chairperson(s) in the following year. Any changes to the above or other aspects of Dine-Out will be reached by a majority vote of current Dine-Out Committee members, and approved by the Board of Directors.

**Technology:**

As determined by the Board, the Technology Group shall provide technical planning, guidance, and support in a variety of key areas as well as manage the club's web site. The Chairperson(usually designated the Webmaster) will attend Board Meetings in an advisory capacity.

**Ad-Hoc:**

From time to time the President may create one or more committees to carry out the business of the club.

## **ARTICLE VII - COMMITTEE MEMBERS**

Members of each of the Voting Committees will be recruited by the Nominating Committee. Incoming Committee Members will be presented to the membership at the Annual Club Meeting.

## **ARTICLE VIII – ELECTIONS**

### **A. Nominating Committee**

The President shall annually appoint a Nominating Committee whose purpose is to propose a slate of Officers and to recruit Committee Members, for the following year. Nominating will work with the Vice President and the Dine-Out Committee to help identify members for that committee.

Nominating will receive an advance copy of the agenda for each board meeting and is encouraged to attend. The slate of Officers and Committee Members shall be presented to the membership at the April Club Meeting.

### **B. Elections**

Election of Officers and members of Voting Committees will be at the May Annual General Meeting. Newly elected Officers will assume responsibilities of their offices

by the end of June. Election shall be by majority of the votes cast by members present. By the end of June, Committees will select Chairpersons to serve as voting members of the Board.

### **C. Quorum**

Ten percent of the membership shall constitute a quorum. The Membership Committee shall provide a count of members as of the day prior to the May meeting. In the absence of a quorum additional votes will be solicited via the web site until a quorum is reached.

### **ARTICLE IX - MEETINGS**

Regular Meetings of the club shall be held on the second Wednesday of each month from September through May. Meetings of the Board of Directors plus Committee Members and Web Master shall be held once a month during the club Activity Year prior to the Regular Meeting. Other meetings of the club or Board/Committees may be called by the President when deemed necessary by the President.

### **ARTICLE X - PARLIAMENTARY AUTHORITY**

The meetings of this club will be governed under "Roberts Rules of Order".

### **ARTICLE XI - AMENDMENTS**

Bylaws of Nauset Newcomers, Inc., may be amended by a two-thirds vote of votes cast by members present at a regular club meeting having a quorum, provided such amendments have been posted on the Club's web site and proposed at a previous Regular Meeting of the club.