

White Rock and South Surrey Newcomers Club

Constitution

February 2024

1. NAME

This organization shall be known as the "White Rock and South Surrey Newcomers Club".

2. MISSION STATEMENT

Our mission is to welcome women to the White Rock/South Surrey area, acquaint them with their new community, and promote friendships among members.

3. DEFINITIONS

- a) Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and Committee Chairs as well as the Past President who shall be a non voting member and adviser to the Board of Directors.
- b) Fiscal year is from July 1 to June 30.
- c) General Meetings are meetings which all members and visitors may attend.
- d) Membership year is from September 1 to August 31.
- e) Special events include and are not limited to special dinners or celebrations in place of usual General Meeting formats.
- f) Standing Committees are the Activities Committee, Membership Committee, Newsletter Committee, Program Committee, Publicity Committee, and the Hospitality and Facilities Committee.
- g) Term of office is from July 1 to June 30.

4. ELIGIBILITY

- a) Those eligible for membership shall be newcomers to the area or those who have experienced a significant life change (i.e. death of a partner, divorce or retirement) within the past three (3) years. Requests for membership, which do not meet these criteria, shall be referred to the Board for approval.
- b) Membership shall be for five (5) years, and will expire on August 31 immediately following the fifth year anniversary of becoming a member.

5. GENERAL MEETINGS

General Meetings shall be held once a month, September to June inclusive, on a day set by the

Board of Directors. Special Meetings may be called by the President when deemed necessary by the Board of Directors.

6. NOMINATIONS AND ELECTIONS

A. Nomination Process:

- a) In January the President shall appoint the Nominating Committee of three to five (3-5) members, one of whom will be a Board member, all of whom must be approved by the Board of Directors.
- b) The President shall announce and introduce the nominating committee members at the January General Meeting.
- c) The Nominating Committee Chair shall arrange for the following information to be published in the February Newsletter.
 1. Names of the Nominating Committee Members and their contact information
 2. An outline of each of the positions and job descriptions for each position.
 3. Advise that anyone who is interested in serving or wants to put forward a name for a Board position shall contact a member of the Nominating Committee.
- d) The Nominating Committee Chair shall present the slate of nominees for the Board at the March Board of Directors meeting.
- e) The Nominating Committee Chair shall arrange to publish the Nominated Slate in the April newsletter.

B. Elections:

- a) The Nominating Committee Chair shall introduce the slate of candidates at the April General Meeting. During this meeting, the Nominating Committee chair shall call for nominations from the floor three (3) times. If there is more than one person wishing to stand for a position on the Board, a secret ballot shall be held with ballots to be counted by the President and a member not on the Board and not seeking a Board position. The Chair of the Nominating Committee will then prepare a new slate with the newly nominated and/or elected candidates.
- b) The Chair of the Nominating Committee shall present the new slate of nominees and ask the members to ratify the new Board of Directors by a show of hands.

C. Terms of Office:

- a) Officers shall be elected for a twelve (12) month term of office and shall take office from July 1 to June 30.
- b) Members of the Board may serve more than one term.
- c) During the year, should a vacancy occur in any office other than that of the President,

(which is automatically filled by the Vice President), the Board of Directors shall appoint a member to fill the position for the remainder of the term.

7. DISCIPLINE

- a) In any meeting, function or activity of the Club, disruptive behaviour is not acceptable.
- b) Censure shall be addressed by the Board of Directors at the next Board Meeting.

8. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given to a local charity.

9. AMENDMENTS

The Constitution and/or Bylaws may be rescinded, altered or added to at any General Meeting provided the changes are approved by a two-thirds (2/3) majority of the members present at the General Meeting at which constitutional revisions are presented. Notice of any amendments shall be given to the membership (in writing) at least two (2) weeks prior to the meeting at which a vote is to be taken.

THE CONSTITUTION WAS RATIFIED BY THE MEMBERSHIP OF THE WHITE ROCK AND SOUTH SURREY NEWCOMERS CLUB AT A GENERAL MEETING HELD ON:

September, 1992

March 2012

June 2007

March 2015

April 2010

April 2017

February 2024

White Rock and South Surrey Newcomers Club

Bylaws

The Bylaws of the White Rock and South Surrey Newcomers Club are intended to provide the framework under which the Club conducts its business and activities.

1. BOARD OF DIRECTORS MEETINGS

- a) The Board of Directors shall meet at the call of the President. The President may call Special Meetings when deemed necessary.
- b) A quorum shall consist of six (6) Board members and must include either the President, or Vice President .
- c) Prior to June 30 the final Board Meeting shall be held. It shall be attended by the incoming as well as the outgoing members of the Board. At this time all records and written reports shall be turned over to the new Board.

2. BUSINESS PROCEDURES

- a) The rules for all meetings shall be Robert's Rules of Order.
- b) All contracts must be approved by the Board of Directors and signed by two Board members.

3. MEMBERSHIP FEES

- a) The membership fee for returning and prospective members will be an amount agreed upon by a majority of the members at a General Meeting.
- b) Returning members are expected to pay their membership fees at the September General Meeting. Membership will be revoked if fees are not paid on or before the 31st October.
- c) Prospective members may attend one meeting and two coffee activities before fees become payable.
- d) Members joining between March 1 and August 31 are required to pay only half of the yearly fee.
- e) New members shall receive access to the members only side of the Website which includes access to the most recent newsletter, the constitution, membership lists, and activity lists.
- f) Membership contact information shall not be used for purposes other than Club use.

4. ACTIVITIES

- a) Each activity shall be headed by a Convener(s) who is recruited from the membership.
- b) A member may volunteer to convene special events or new activities developed throughout the year.

c) Conveners are required to ensure that the people participating in the activity for which they are responsible, are paid members.

d) Members are responsible for notifying the Convener if they are unable to attend an activity for which they have signed up.

5. BOARD OF DIRECTORS

The Board of Directors of the Club shall consist of the following:

President:

Responsibilities:

- The President is the Chief Executive Officer of the Club, spokesperson for the Club to the general public and is a non-voting member of all committees.
- Preside at all meetings of the Club and Board of Directors
- Ensure that the club is run in accordance with the club's constitution.
- Prepare the agenda for the monthly General Meetings and Board meetings.
- Arrange for payment of annual renewals of the members' and directors' liability insurance policies, and the National Newcomers of Canada membership fee.
- Update the club's profile on the National Newcomers of Canada website, liaise with National Newcomers and attend meetings as required.

Past President:

Responsibilities:

- The Past President shall act in an advisory capacity as a non-voting member of the Board.

Vice President

Responsibilities:

- the Vice President shall assist the President and discharge the duties of the President in her absence
- the Vice President shall audit or arrange to have audited the Treasurer's books before the new Treasurer takes over
- the Vice President shall negotiate the Lease/Rental Agreement with the Church or venue to host the general meetings
- Prepare for the monthly General Meeting:
 - Open the building, supervise the setup of tables and chairs undertaken by a third-party team.
 - Greet visitors and new members.
 - Organize the serving of refreshments
 - Assist the Programs Chair in the organization of special activities
- Sends cards to members who are ill, have suffered a loss, or are celebrating a special event.

Secretary

Responsibilities:

- Record and email minutes of the Board of Directors' and General Meetings to all the Board Members in a timely manner for approval.
- Ensure that the approved minutes of the General Meetings are forwarded to the Publicity and Website Director and are posted on the website for all members to read.
- Responsible for all correspondence and reports, when necessary.

Treasurer

Responsibilities:

- Maintain monthly cash/cheque deposits (including e-transfers)
- Issuing cheques for rent and other expenses throughout the year.
- Reconciling monthly bank statements and providing Treasurer's report
- Preparing a monthly Cheque and Deposit Report.
- Preparing an Annual Budget for approval by the Board and members.
- Annual reconciliation of Petty Cash.
- Preparing a yearly financial worksheet.

Activities Director

Responsibilities:

- Encourage members to convene a range of types of events at different time slots, offering members the opportunity to attend events each month.
- Gather event details from Conveners (club members who wish to convene an event) for the following month.
- Document event information and provide a pdf document to the Newsletter Director for distribution with the newsletter each month.
- Ensure the activity sign-up sheets are available at each General Meeting.
- Guide Conveners on effective event management.

Membership Director

Responsibilities:

- Respond to inquires from prospective members via e-mail or telephone call.
- Ensure that the Membership Application Form and the Membership Renewal Form are completed thoroughly and the membership fees are collected.
- Maintain records of all members.

Newsletter Director

Responsibilities:

- Prepare a monthly newsletter and distribute it to all members. Newsletters should include pertinent club information submitted by the Board. General information and photos submitted by any club member may also be included at the discretion of the Newsletter Director.

- Obtain Board approval for newsletter content as required.
- Forward pertinent files to the website for the Publicity and Website Director to publish.

Program Director

Responsibilities:

- Arrange speakers or activities for all General Meetings as well as special event programs in consultation with the Board of Directors
- Recruit, introduce and thank speakers making presentations at the General Meetings.
- Ensure that all required audio/visual equipment is set up and working for each meeting as required.

Publicity and Website Director

Responsibilities:

- Maintain and update content, design, and development of the website and information brochure, with Board approval.
- Arrange all publicity for the club through all channels. Key channels are placement of digital content in local publications and distribution of the information brochure at meetings and in local venues.

Privacy officer

Responsibilities:

- Develop and maintain privacy policy.
- Ensure that the Board upholds the privacy policy.

All Board members

All Board members will attend the monthly General Meetings and Board Meetings.

- If Board Members are unable to attend a Board Meeting, they should send a report to the President beforehand.
- If they are unable to attend a General Meeting, they should arrange for a backup to fulfill their duties, if any.
- At General Meetings, Board members are requested to assist with finding Ambassadors and making new members and visitors feel welcome.

Directors may need to obtain Board Member approval before acting or distributing material to club members or the public, depending on the circumstances.

THESE BYLAWS WERE RATIFIED BY THE MEMBERSHIP OF THE WHITE ROCK AND SOUTH SURREY NEWCOMERS CLUB AT A GENERAL MEETING HELD ON:

September 1992, June 2007, April 2010, March 2012, March 2015, April 4, 2017, February 6, 2024