

ESTES PARK NEWCOMERS CLUB

Founded 1965

BYLAWS

*Revised April 2003, October 2009, May 2010, September 2014, March 2019, **March 2021***

1. **NAME** - The name shall be the Estes Park Newcomers Club (referred to hereafter as "Club").
2. **PURPOSE** - This Club is a nonprofit organization founded in 1965, the purpose of which is to help residents of the Estes Park area develop new friendships, learn about the community **and provide community service opportunities.**

3. MEMBERSHIP

- 3.1. Membership in the Club is open to all adults within the greater Estes Valley area.
- 3.2. The General Membership consists of Active Members who are the adults of Active Member Households, each being individually eligible to participate in Club meetings, events and activities.
- 3.3. The Membership Year is from July 1 through June 30.
- 3.4. An Active Member Household is eligible to remain active for a total of five consecutive Membership Years.

The household of any Active Member who has served as President of the Club will be given the option of remaining active for a sixth Membership Year, dues-free.

- 3.5. Adults in eligible households may be designated as Prospective Members by the Membership Committee. Prospective Members pay no dues and will be allowed to participate only in Club meetings, events or activities so designated by the Board of Directors.
- 3.6. An eligible household may join the Club at any point of the Membership Year by paying the annual dues amount set by the Board of Directors.

Any new household that joins the Club after February 1 of the Membership Year shall pay the part-year dues rate established by the Board of Directors, and have their five-year eligibility begin the following Membership Year.

- 3.7. Any Active Member Household may request a leave of absence from the Club by submitting a written request to the Executive Committee. Any household so designated by the Executive Committee remains eligible for the balance of their five Membership Years upon renewing their membership.
- 3.8. Any Active Members who choose to not maintain active membership for five Membership Years will be classified as Alumni. Alumni are eligible to attend Club events designated by the Board of Directors as open to participation by Alumni.
- 3.9. All Active Members who maintain their membership for five Membership Years will be classified as a Graduate. Graduates are no longer part of the General Membership of the

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Club, but are eligible to participate in Club events and activities designated by the Board of Directors as open to participation by Graduates or Alumni.

4. DUES & FEES

- 4.1. Membership dues may be assessed on each Active Member Household in the amount, and for the purposes, determined by the Board of Directors.
- 4.2. The Board of Directors may also establish the amount of part-year dues, to be assessed on new Active Member Households who join the Club after February 1.
- 4.3. Active Member Households who were active during the previous Membership Year may renew their membership by paying the annual dues amount set by the Board of Directors within 90 days of the start of each Membership Year.
- 4.4. In addition to dues, the Club may assess fees to participants for meetings, events and activities for the purpose of recovering the expenses incurred in offering those activities.

5. MEETINGS OF THE GENERAL MEMBERSHIP

- 5.1. The Club shall hold at least eight General Membership Meetings per Membership Year.
- 5.2. The agenda, venue, meeting date and time of General Membership Meetings will be established by the Board of Directors.
- 5.3. Notice of General Membership Meetings will be provided to the General Membership at least seven days in advance.
- 5.4. The President shall preside over the business portion of the General Membership Meetings. The Secretary shall record minutes of the business portion of the meeting.

A quorum to conduct business at a General Membership Meeting will be those Active Members who are present, provided that number is at least one fourth of the number of Active Member Households at the time.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the business conducted at a General Membership Meeting in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt. The Immediate Past President, or their designee, shall serve as the parliamentarian during the business portion of General Membership Meetings.

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6. ELECTED OFFICERS

- 6.1. The Elected Officers of the Club are the President, Vice-President - Membership, Vice-President - Activities, Vice-President - Events, Vice-President - Communications, Vice-President - Technology, **Vice-President – Community Service**, Secretary, Treasurer, and Assistant Treasurer. One person will serve in each office.
- 6.2. The **PRESIDENT** shall preside over all meetings of the Board of Directors and business meetings of the General Membership, as well as representing the Club throughout the community in a public relations capacity. The President shall address the membership as appropriate at major Club activities and General Membership Meetings. The President serves as an ex-officio member of all Standing Committees of the Board.

The President also serves as the Immediate Past President on the Board of Directors during the term following his or her elected term as an advisor to the Executive Committee.

The President, throughout the duration of his or her term, shall by written notice to the Executive Committee, ensure that one of the Elected Officers is designated to also serve in the role of President Pro Tem. The officer designated as such may be changed at any time at the discretion of the President. The President Pro Tem is to assume the duties of the President at the direction of the Executive Committee.

- 6.3. The **VICE-PRESIDENT - MEMBERSHIP** chairs the Membership Committee and through that committee has primary responsibility for the overall administration and support of the General Membership. This officer shall coordinate with other officers, committees and board members to provide effective support to the General Membership.
- 6.4. The **VICE-PRESIDENT - ACTIVITIES** chairs the Activities Committee and through that committee has primary responsibility for the development and administration of Club programming, including interest groups, social activities, special activities, and community outreach activities. This officer shall coordinate with other officers, committees and board members to conduct successful Club activities.
- 6.5. The **VICE-PRESIDENT - EVENTS** chairs the Events Committee and through that committee has primary responsibility for the overall planning and implementation of the Club's General Membership meetings and other organized Club events. This officer shall coordinate with other officers, committees and board members to insure successful meetings and events.
- 6.6. The **VICE-PRESIDENT - COMMUNICATIONS** chairs the Communications Committee and through that committee has primary responsibility for communications to the membership and the general public concerning Club business, meetings and activities. This officer shall coordinate with other officers, committees and board positions to produce accurate and effective communications.
- 6.7. The **VICE-PRESIDENT - TECHNOLOGY** chairs the Technology Committee and through that committee has primary responsibility for operating and maintaining the technology infrastructure supporting Club operations. This officer shall coordinate with other officers, committees and board positions to insure effective use of technology by the Club.

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- 6.8. The **VICE-PRESIDENT – COMMUNITY SERVICE** chairs the Community Service committee and through that committee has primary responsibility for the development and administration of organized community outreach programs primarily focused on providing Club members the opportunity to volunteer their services and become engaged in the civic and social welfare of our community. This officer shall coordinate with other officers, committees, and board members to insure successful meetings and events.
- 6.9. The **SECRETARY** is responsible for the overall administration and maintenance of Club records. This position will create and store an accurate record of the proceedings of all Board of Directors and business meetings of the General Membership, as well as maintaining a concise record of Club policies adopted by the Board of Directors. The Secretary shall certify and record that a quorum is present prior to any vote before the Board of Directors or the General Membership. The Secretary shall make the records of the Club available to anyone from the General Membership, upon request.
- 6.10. The **TREASURER** is the custodian of all funds, chairs the Finance Committee and has primary responsibility for all aspects of the financial operations of the Club. Duties of this position include maintaining all Club financial records, establishing and maintaining bank accounts, reconciling online payments and refunds, receiving and depositing offline payments received, and filing required reports to governmental agencies.
- The Treasurer will ensure that disbursements of money shall be made consistent with the policies adopted by the Board of Directors. The Treasurer shall provide a monthly report of income and expenses to the Board of Directors, which shall be made available to the General Membership upon request. The current Treasurer shall convey the audited books of the Club to the newly elected Treasurer on or before June 15 of each year.
- 6.11. The **ASSISTANT TREASURER** shall assist the Treasurer in carrying out the duties of the office, is a member of the Finance Committee, and shall perform all required duties in the absence of the Treasurer.

7. THE BOARD OF DIRECTORS

- 7.1. The Board of Directors shall consist of the Elected Officers plus eight additional members, appointed as follows:
- 7.1.1. The Immediate Past President shall serve as a member of the Board of Directors during the year following his/her term as President. The Immediate Past President shall serve as an advisor to the Executive Committee and as the parliamentarian in meetings of the Board of Directors and business meetings of the General Membership.
- 7.1.2. The Executive Committee shall appoint seven at-large members serving on the Standing Committees of the Board to also serve on the Board of Directors as Appointed Board Members.
- 7.1.3. In the event that an Appointed Board Member is unable or fails to fulfill their duties during the term, the Executive Committee shall appoint a replacement.

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- 7.1.4. In the event that an Elected Officer is unable to fulfill their duties during the term, the President shall appoint a replacement.

Persons so appointed or designated under this section shall be recorded by the Secretary and announced at the next General Membership Meeting of the Club following their appointment.

- 7.2. The Board of Directors shall meet at least eight times per year. Meetings are to be scheduled in advance by the President, with at least 30 days notice given to all Board Members.
- 7.3. A special meeting of the Board of Directors may be called by the President at any time, with at least two days notice provided to all Board Members.
- 7.4. A majority of Board Members must be present at regular or special meetings of the Board of Directors to establish the quorum required to conduct official Club business.
- 7.5. Each Elected Officer and each Appointed Board Member may cast a single vote on motions considered by the Board of Directors.
- 7.6. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the business conducted at all meetings of the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt. The Immediate Past President, or their designee, shall serve as the parliamentarian during meetings of the Board of Directors.

8. STANDING COMMITTEES OF THE BOARD

- 8.1. **EXECUTIVE COMMITTEE** – This committee is charged with strategic oversight of the Club, development and maintenance of Club policies, as well as appointment of individuals to serve on the Board of Directors.

All Elected Officers, plus the Immediate Past President, serve on this committee.

- 8.2. **FINANCE COMMITTEE** – This committee is charged with oversight of the financial operations and matters of the Club, including establishing a budget, appointing an auditor, and determining appropriate use of funds.

The Club's fiscal year shall begin June 1 and end May 31.

The Finance Committee will conduct a periodic review of Club funds to assess if the available funds fail to meet, or are in excess of, the amount reasonably needed for working capital and contingency funding. The Finance Committee shall report this determination, along with any recommendation as to the retention, or use of, surplus funds to the Board of Directors.

The President, the Immediate Past President, the President Pro Tem, the Treasurer, and the Assistant Treasurer shall serve on this committee.

- 8.3. **MEMBERSHIP COMMITTEE** – This committee is responsible for the overall administration and support of the Club membership. Functions and duties include maintenance of member records, disseminating membership information, recruiting new members, collection of dues, care of Active Members, and alumni relations.

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A representative of the Technology Committee, plus at least two other at-large members, shall serve on this committee.

- 8.4. **EVENTS COMMITTEE** – This committee is responsible for the planning and implementation of General Membership meetings and any other gatherings where a commitment of Club funds is required. Specific duties and functions of this committee include contracting for services, coordinating with venues and other suppliers, development of meeting agendas, and arranging for programs, speakers, needed A/V equipment and/or entertainment.

At least two at-large members shall serve on this committee.

- 8.5. **ACTIVITIES COMMITTEE** – This committee is responsible for the planning and implementation of activities offered to Active Members, Prospective Members, Graduates and/or Alumni as allowed by Club policy. These responsibilities include:

INTEREST GROUPS – Small groups formed to host activities and interactions following a specific theme or shared interest.

SOCIAL ACTIVITIES – Social gatherings of the Club, including member-hosted wine & cheese gatherings and other Club-promoted social gatherings.

SPECIAL ACTIVITIES – Organizing and promoting participation by Club members in activities hosted by other organizations.

At least **two** at-large members shall serve on this committee.

- 8.6. **COMMUNICATIONS COMMITTEE** – This committee is responsible for developing and disseminating communications to the General Membership, parties of interest and the general public. Specific duties and functions of this committee include the crafting and distribution of information utilizing appropriate channels, such as website, email, social media, newsletters, public postings, and notifications to external media outlets.

This committee is also responsible for gathering memorabilia throughout the year, as necessary to document Club activities and to create a printed yearbook showcasing the events and activities of the preceding year.

The Activities, Events, Membership and Technology committees shall designate representatives to coordinate with this committee.

- 8.7. **TECHNOLOGY COMMITTEE** – This committee is responsible for the provisioning, administration, and operation of the technology infrastructure utilized by the Club (such as website host, membership database systems, record keeping systems, audio-visual equipment, and e-communications systems), as well as related duties as designated by the Board of Directors.

At least one at-large member shall serve on this committee.

- 8.8. **COMMUNITY SERVICE COMMITTEE** – This committee is responsible for identifying, promoting and planning events, providing Newcomer members opportunities to volunteer for special causes and community activities. The committee will also identify fundraising opportunities as needed. The committee leadership will make

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recommendations to the board for any distributions of funds to local non-profits or other organizations.

At least 2 at-large members shall serve on this committee.

9. ELECTION OF OFFICERS

- 9.1. At the General Membership Meeting held in February of each year, the President shall appoint five persons to serve on a Nominating Committee. Three shall be from the General Membership, and two from the existing Board of Directors.
- 9.2. The Nominating Committee will present a slate of candidates for the Elected Officer positions to the General Membership at the General Membership Meeting held in March.
- 9.3. At the General Membership Meeting held in April, the President will ask for nominations from the floor, in addition to the presented slate of candidates, providing the nominee's consent has been obtained prior to such nomination. Following this procedure, the election shall be held. If there is only one name presented for any office, the election for that office shall be by acclamation.
- 9.4. The Nominating Committee is further charged with developing a report that identifies the Active Members exhibiting interests and capabilities warranting consideration for service during the succeeding term on the Standing Committees of the Board.

Following the annual election of officers as called for herein, this report shall be submitted to the Board of Directors and to the officers-elect.
- 9.5. Installation of the duly Elected Officers shall be during the General Membership Meeting held in May, with all Elected Officers assuming their duties June 1, with the exception of the Treasurer, who receives the audited Treasurer's books by June 15.

10. AMENDMENT OF THE BYLAWS

- 10.1. Amendment to these Bylaws may be proposed to the General Membership by a majority vote of the Board of Directors.
- 10.2. Notice of the proposed Bylaws revision is to be published through written correspondence to all identified Active Members at least 30 days prior to the General Membership Meeting where the revision will be considered.
- 10.3. Proposed Bylaw revisions shall be voted upon at the first General Membership Meeting after the notice period. The proposed Bylaws revision may only be considered as presented in the notice; no amendments or modifications can be made to the proposal after notice has been given. A two-thirds vote of the Active Members present shall be necessary for passage.