

BYLAWS OF THE ESTES PARK NEWCOMERS CLUB

Founded 1965

Effective _____, 2024

1. **NAME** The name shall be the Estes Park Newcomers Club (hereafter referred to 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, 21 years of age or older, residing within the greater Estes Valley area.
- 3.2. The General Membership consists of Active Members, 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, except as addressed in Section 3.7.

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. Any eligible adult may be designated as a Prospective Member by the Membership Committee. Prospective Members pay no dues and will be allowed to participate in Club meetings, events or activities as designated by the Board of Directors (hereafter referred to as “Board”).
- 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.

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

- 3.7. Any Active Member or Active Member Household may request a leave of absence from the Club, in accordance with Board policy.
- 3.8. Any Active Member who chooses to not maintain active membership for five Membership Years will be classified as a Past Member. Past Members are eligible to attend Club events designated by the Board as open to participation by Past Members.
- 3.9. Any Active Member who maintains their membership for five Membership Years will be classified as a Graduate. Graduates are no longer part of the General Membership of the Club but are eligible to participate in Club events and activities designated by the Board as open to participation by Graduates.

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4. DUES & FEES

- 4.1. Membership dues may be assessed annually on each Active Member Household in the amount, and for the purposes, determined by the Board.
- 4.2. The Board may also establish the amount of partial-year dues, to be assessed on new Active Member Households who join the Club after January 1.
- 4.3. Any Active Member Household active during the previous Membership Year, and eligible for another year of membership, may renew their membership by paying the appropriate annual dues amount set by the Board within 60 days of the start of the following Membership Year, or as otherwise required by the Board. The Board shall establish a policy addressing the status of members who have not paid their dues within 60 days of the start of the 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, or as otherwise established by the Board.

5. MEETINGS OF THE GENERAL MEMBERSHIP

- 5.1. The Club shall hold at least seven 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.
- 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, if any, of the General Membership Meetings. The Secretary, or their designee, shall record the minutes of the business portion of any such meeting and publish the minutes at the next regularly scheduled Board meeting for approval by the Board.

A quorum necessary to conduct business at a General Membership Meeting will be equal to one-fourth of the total number of current Active Member Households at the time of the meeting. Any Active Member in attendance, or as otherwise allowed by Board policy, may cast a single vote on motions considered at the meeting.

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 the Bylaws, Club policies and any special rules of order the Club may adopt. The Secretary, or their designee, shall serve as the parliamentarian during the business portion of General Membership Meetings.

6. ELECTED OFFICERS

- 6.1. The Elected Officers of the Club are as follows: President; VP, Membership; VP, Activities; VP, Events; VP, Communications; VP, Technology; VP, Community Service; Secretary; Treasurer; and Assistant Treasurer. One person will serve in each office. All Elected Officers shall coordinate with other Club officers, committees, and Board members to ensure successful execution of their duties.

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- 6.2. The **PRESIDENT** shall preside over all meetings of the Board 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, non-voting member of all Standing Committees of the Board.
- The President, throughout the duration of their 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 such times as the President shall designate.
- 6.3. The **VP, MEMBERSHIP** chairs the Membership Committee and through that committee has primary responsibility for the overall administration and support of the General Membership.
- 6.4. The **VP, 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, and special activities.
- 6.5. The **VP, 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.
- 6.6. The **VP, 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.
- 6.7. The **VP, TECHNOLOGY** chairs the Technology Committee and through that committee has primary responsibility for operating and maintaining the technology infrastructure supporting Club operations.
- 6.8. The **VP, COMMUNITY SERVICE** chairs the Community Service committee and through that committee has primary responsibility for the development and administration of organized community service programs primarily focused on providing Club members with opportunities to volunteer their services and become engaged in the civic and social welfare of the community.
- 6.9. The **SECRETARY** is responsible for the overall administration and maintenance of Club records. This position will create and post on the Club's website an accurate record of the proceedings of all Board and business meetings of the General Membership, the bylaws, and Club policies adopted by the Board. The Secretary shall certify and record that a quorum is present prior to any vote before the Board or the General Membership.
- 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, in accordance with Board policy.

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The Treasurer will ensure that disbursements of Club funds shall be made consistent with the policies adopted by the Board. The Treasurer shall provide a monthly report of income and expenses to the Board, which shall be made available for review by any Active Member, upon written request. The current Treasurer shall convey the Club's financial records to the newly elected Treasurer on or before June 15 of each year, in accordance with Board policy.

- 6.11. The **ASSISTANT TREASURER** shall assist the Treasurer in performing the duties of that 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 (BOARD)

- 7.1. The Board shall consist of the Elected Officers plus eight additional members, appointed as follows:
 - 7.1.1. The Immediate Past President shall serve as an ex-officio, non-voting member of the Board during the year following their term as President. The Immediate Past President shall serve as an advisor to the Executive and Finance Committees.
 - 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 as Appointed Board Members.
 - 7.1.3. In the event that an Appointed Board Member is unable to, or fails to, fulfill their duties during the term, the Executive Committee shall appoint a replacement.
 - 7.1.4. In the event that an Elected Officer is unable to, or fails to, fulfill their duties during the term, the Board shall appoint a replacement.

Persons so appointed under Section 7.1.3 or Section 7.1.4 shall be recorded by the Secretary and announced at the next General Membership Meeting of the Club following their appointment.

- 7.2. The Board shall meet at least eight times per year. Regular meetings are to be scheduled in advance by the President, with at least 30 days' notice given to all Board Members. If the Executive Committee determines circumstances merit it, Board Members may participate remotely, in accordance with Board policy.
- 7.3. A special meeting of the Board may be called by the President at any time, with at least five days' notice provided to all Board Members.
- 7.4. A simple majority of Board Members must be present, or represented by proxy, in accordance with Board policy, at regular or special meetings of the Board to establish the quorum required to conduct official Club business.
- 7.5. Each Elected Officer and each Appointed Board Member in attendance, or represented by proxy, in accordance with Board policy, may cast a single vote on motions considered by the Board.
- 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 in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, Club

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policies, and any special rules of order the Club may adopt. The Secretary, or their designee, shall serve as the parliamentarian during meetings of the Board.

8. STANDING COMMITTEES OF THE BOARD

- 8.1. **EXECUTIVE COMMITTEE** – This committee is charged with strategic oversight of the Club, development, maintenance, and execution of Club policies, as well as appointment of individuals to serve on the Board. Additional duties include maintaining the Club non-profit association status with the Colorado Secretary of State, maintaining all Club insurance policies, and maintaining and establishing storage for Club property.

All Elected Officers serve on this committee. The Immediate Past President acts as an advisor to 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 and determining the appropriate use of Club funds.

The Club's fiscal year shall begin June 1 and end May 31. The Finance Committee shall submit a budget for the fiscal year at the June Board meeting, with a final budget being approved by the Board no later than July 31 of each year.

The Finance Committee will conduct a periodic review of Club funds to assess if the available funds are sufficient 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.

The 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 and onboarding new members, collection of dues, as well as related duties as designated by the Board.

In addition to the VP, Membership, at least two Appointed Board 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 audio-visual (A/V) equipment and/or entertainment, as well as related duties as designated by the Board.

In addition to the VP, Events, at least one Appointed Board Member 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,

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Graduates, and/or Past Members, as allowed by Club policy, as well as related duties as designated by the Board. 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.

In addition to the VP, Activities, at least one Appointed Board Member shall serve on this committee.

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

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.

In addition to the VP, Communications, at least one Appointed Board Member shall serve on this committee.

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

In addition to the VP, Technology, at least one Appointed Board Member shall serve on this committee.

- 8.8. **COMMUNITY SERVICE COMMITTEE** – This committee is responsible for identifying, promoting, and planning events which provide Club members with opportunities to volunteer for special causes and community activities, as well as related duties as designated by the Board. The committee will also identify fundraising opportunities as needed. The committee leadership will make recommendations to the Board for any Club distribution of funds to local non-profits or other organizations.

In addition to the VP, Community Service, at least one Appointed Board Member shall serve on this committee.

9. ELECTION OF OFFICERS

- 9.1. **NOMINATING COMMITTEE.** At the General Membership Meeting held in February of each year, the President shall appoint five Active Members in good standing to serve on a Nominating Committee. Three Active Members shall be from the General Membership, and two from the existing Board. One member of the Nominating

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Committee shall be designated as the Chair of the committee. The Chair shall report the status of the committee's work as requested by the Board.

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.

The Nominating Committee is further charged with submitting 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 will be presented to the Board and the newly elected officers.

- 9.2. **ELECTIONS.** At the General Membership Meeting held in April, the President will ask for nominations from the floor, in addition to the previously 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. Installation of the duly elected officers shall immediately follow, with each assuming their respective duties effective June 1 (Exception: Treasurer who assumes their duties upon receipt of the Club's financial records no later than June 15). Remote or online voting may be permitted, in accordance with Board policy.
- 9.3. **TRANSITION.** Outgoing officers shall conduct the transition process for new Board Members between the April and May Board meetings. The outgoing President shall present a status of the Club to the membership at the May General Membership Meeting.

10. AMENDMENT OR REVISION OF THE BYLAWS

- 10.1. Amendment or revision of the Bylaws may be proposed to the General Membership by a simple majority vote of the Board.
- 10.2. Notice of any proposed amendment or revision to the Bylaws is to be published through written or electronic correspondence to all Active Members at least 30 days prior to the General Membership Meeting at which any pertinent modification is to be considered.
- 10.3. Proposed Bylaw amendment(s) or revision(s) shall be voted upon at the first General Membership Meeting after the notice period, provided that a quorum is present at such meeting, as specified in Section 5.4 of the Bylaws. The proposed Bylaw amendment(s) or revision(s) may only be considered as presented in the notice; no changes may be made to the proposed modification(s) after notice has been given. A two-thirds vote of the Active Members present shall be necessary for passage.