



Nauset Newcomers, Inc.

By-Laws

(Approved Oct. 9, 2002)

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of the club is to provide residents an opportunity through activities to become acquainted with others in the area through activities, to inform members about our area, and whenever possible, to contribute to worthy causes in our area. The club's activity year shall be from September 1st through the following August 31st. inclusive.

ARTICLE III - MEMBERSHIP

A. Eligibility

Membership is open to persons who are residents of the towns of Brewster, Eastham, Orleans, and Wellfleet; however up to 10% of the membership is open to persons outside of the aforementioned towns.

B. Active Membership

New members shall be considered Active Members for a period of four consecutive activity years (September 1 – August 31), regardless of the month they joined, during which they may participate in all activities, vote in elections, hold office and be appointed to serve on committees. New members signing up after the March meeting will be considered full members from the date of their sign-up, but with their four consecutive years starting on the following September 1st.

C. Associate Membership

After participation as an Active Member, those members shall become Associate Members, and may attend all meetings and participate in activities and vote in elections but may not be elected to office.

D. Dues

Membership is based on the activity year and becomes effective with the payment of dues. 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. Dues will be waived for individuals joining after the March meeting permitting these new members an opportunity to participate in the club activities. Full active membership status will begin with the payment of dues in the following activity year.



Nauset Newcomers, Inc.

By-Laws

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ARTICLE IV - 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

Secretary: The Secretary shall keep minutes of all club and Board of Directors meetings, shall be custodian of all club records, and shall handle all correspondence.

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.

ARTICLE V - CHAIRPERSONS

A. Chairperson(s)

Chairpersons and/or co-chairpersons of the following committees shall be elected: Group Activities, Hospitality, Membership, Program, Publicity, Social Events and Raffle.

B. Duties

Group Activities: The Group Activities Chairperson(s) shall make known and coordinate all group activities wherein lie the interests of the members, such as bridge, gourmet cooking, golf, skiing, bicycling, etc. Each activity shall have its own group leader chosen by the outgoing leader.

Hospitality: The Hospitality Chairperson(s) shall arrange for refreshments at club meetings.



Nauset Newcomers, Inc.

By-Laws

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Membership: The Membership Chairperson(s) shall be responsible for registering guests and new members at each 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: The Program Chairperson(s) shall arrange for programs for each of the regular monthly meetings, to the greatest extent possible selecting subject material appealing and attractive to the diverse interest of the membership. It shall be the responsibility of the Program Chairperson to see that all materials and equipment required by the person or persons presenting the program are made available.

Publicity: The Publicity Chairperson(s) 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. All publicity concerning the club must be cleared through the Publicity Chairperson(s).

Social Events: The Social Events Chairperson (s) shall, with the advice and agreement of the Board of Directors, arrange a schedule of activities (other than the regular monthly meetings) such as dinners, entertainments, etc., chosen to appeal to the diverse interests of the membership.

Raffle: The Raffle Chairperson shall secure donations of gifts or services to be raffled off at the general meetings. Monies received from the raffle shall be turned over to the Treasurer for subsequent donation to local charities as determined by the officers.

ARTICLE VI - BOARD OF DIRECTORS

A. Board of Directors

The Board of Directors shall be comprised of the Officers, the Chairpersons, listed above, and, in an advisory capacity (non-voting), the previous year's President or a member from the previous Board of Directors.

B. Duties

Duties of the Board of Directors shall be to coordinate plans and activities of the club and conduct general management of the club and its affairs.

Interim vacancies in club offices shall be filled by appointment by the Board of



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Directors.

Before June 30th each Board member shall make an outline of the duties and responsibilities of the office and of the procedures followed provide them to their counterpart on the incoming board.

ARTICLE V - ELECTIONS

A. Nominating Committee

The President shall annually appoint a nominating committee whose purpose it is to propose a slate of Officers and Directors for the following year. The slate shall be presented to the membership at the April club meeting.

B. Elections

Officers and Directors shall be elected for a term of one year and shall not be eligible for re-election, excepting the Vice President who may serve as President in the following year if so nominated and elected. The election will be held at the annual club meeting in May. New officers will assume responsibilities of their offices by the end of June. Election shall be by majority vote of the members present, provided there is a quorum

C. Quorum

Fifteen percent of the MEMBERSHIP shall constitute a quorum. A majority of the Board members shall constitute a quorum for the Board of Directors meetings.

ARTICLE VIII - 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 shall be held once a month during the club activity year prior to the regular meeting. Other meetings of the club or Board may be called by the President when deemed necessary by the President.

ARTICLE IX - PARLIAMENTARY AUTHORITY

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

ARTICLE X - ACTIVITIES

Members' interests shall determine the activities of the club. All dues paying members are eligible for club activities.

ARTICLE XI - CONTRIBUTIONS



Nauset Newcomers, Inc.

By-Laws

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Consistent with our stated purposes, this organization shall strive to contribute financially to and to encourage volunteer work in local Community non-profit services.

ARTICLE XII - AMENDMENTS

By-laws of the Nauset Newcomers, Inc., may be amended by a two-thirds vote of members present at a regular club meeting having a quorum provided such amendments have been proposed at a previous regular meeting of the club.