

## **WOLFVILLE AND AREA NEWCOMERS CLUB**

### **BY-LAWS**

Adopted May12, 2022

#### **ARTICLE I - NAME**

This organization shall be known as the Wolfville and Area Newcomers Club

#### **ARTICLE II – MANDATE**

The Wolfville and Area Newcomers Club is a Registered Non-Profit Society organized to provide an opportunity for newcomers and other interested residents to become acquainted with others in the community. As well, it serves as a useful tool to promote the area and to encourage its members to participate in community events.

The Wolfville and Area Newcomers Club is intended to be inclusive; not exclusive. Every effort should be made to accommodate each other's needs. This philosophy should be applied to all aspects of the organization.

#### **ARTICLE III – MEMBERSHIP and DUES**

##### **Section 1: Membership Period**

The full year membership period shall run from September 1 of one year to August 31 the following year. Summer membership shall be for the period May 1 to August 31.

##### **Section 2: Membership Eligibility**

To be eligible for membership a person must:

- Reside in either Kings or Hants Counties, Nova Scotia
- Complete a Club Membership registration form
- Submit membership dues upon registration

##### **Section 3: Membership Dues**

- Membership dues shall be approved by the membership in the annual budget.

**Section 4:** Only paid, registered members may attend interest group activities hosted by the Club.

**Section 5:** A person ceases to be a member when the Board has determined that:

- Annual dues are not paid as described in Section I
- S/he fails to comply with the by-laws of the organization
- S/he acts in a manner that is detrimental to the purpose of the Club

**Section 6:** No Member shall make the membership list available to anyone for any commercial purpose, nor use the list for any purpose other than to communicate with other members about the club's activities. Violation of this rule will result in the expulsion from membership. Publication of the membership list or any part thereof on the website is prohibited.

## **ARTICLE IV – MEETINGS**

- Section 1:** The fiscal year shall run from May 1st to April 30th of the following year.
- Section 2:** General meetings will be held once a month; except in June, July, and August, on a date set by the Executive Board. The Annual General meeting will be held in May.
- Section 3:** Special meetings of the membership may be called by the President or by five (5) regular club members. The general membership will be given written notice of such meetings at least two weeks before the meeting date.
- Section 4:** For regular monthly General meetings, and Annual General meetings, twenty percent (20%) of the paid members, including at least four (4) Executive Board members shall constitute a quorum.
- Section 5:** Meetings of the Executive Board shall be held at least twice a year. Additional meetings shall be held on the call of the President in consultation with the Executive Officers. Both the incoming and outgoing Executive Boards shall attend the first Executive Board meeting following the Annual General meeting. At this meeting all records shall be turned over to the incoming Board, and new signing officers shall be established. Signing officers shall be the following Executive Officers: the President, the First Vice-President, and the Treasurer. Any two (2) of these signing officers may sign Club cheques.
- Section 6:** For Executive Board meetings four (4) members of the Executive Board shall constitute a quorum.

## **ARTICLE V – EXECUTIVE BOARD**

The Executive Board shall consist of:

- Executive Officers: President
- First Vice-President
- Second Vice-President
- Treasurer
- Secretary
- Membership Chairperson.
- Chairpersons of Standing Committees
- Member at Large
- Social Convener
- Publicity Chairperson

The Executive Board shall govern all aspects of the Club.

Note: The Past-President (non-voting) may be invited, by the President, to attend Executive Board meetings.

## **ARTICLE VI – DUTIES of EXECUTIVE OFFICERS**

- President:** Shall preside at all meetings of the Club, and Executive Board. If necessary, the President may delegate this duty to either the First Vice-President, or Second Vice-President, in that order.
- 1st Vice-President:** Shall be responsible for organizing speakers for the monthly General Meetings, as well as someone to introduce and thank the speaker. Shall assist the President and assume the duties of the President when necessary.
- 2nd Vice-President:** Shall be responsible for the Chairpersons of the Interest Groups. Shall present regular reports to the Executive Board regarding the activities of the Interest Groups. Shall assist the President and assume the duties of the President when necessary.
- Secretary:** Shall maintain a written record of all meetings, the Standing Rules, and answer all Club correspondence. The Secretary will also monitor and maintain the Club e-mail account.
- Treasurer:** Shall be the custodian of all monies of the Club. All funds shall be deposited in a qualified financial institution approved by the Executive Board Officers. Shall collect all dues, and pay all bills authorized by the Executive Board. Shall present a written financial report at each Executive Board meeting.—Shall prepare an annual budget to be presented at the AGM. Shall prepare financial statement to be presented to the membership at the first General meeting in September
- The Treasurer shall register the Club with the Nova Scotia Registry of Joint Stock Companies within four (4) weeks of the Annual General Meeting.
- The Treasurer will, with the aid of the Executive Board, and a Finance Committee, establish an annual budget.
- Membership:** Membership Chairperson shall maintain the membership roster on the Club email account.
- The Membership Chairperson will endeavor to contact persons who have expressed an interest in the Newcomers Club to invite them to the next monthly meeting.
- Publicity:** Shall be responsible for posting notices for up-coming General meetings. Shall arrange all press releases, TV % radio publicity, and social media announcements. Shall be responsible for updating, printing, and distributing the Wolfville and Area Newcomers Brochure. May also act as backup for the Web Master.

**Social Convener:** Provide monthly refreshments and coordinate planning/facilitation of two annual special events, typically the December monthly meeting and May AGM. Maintain working committee of 3-4 members (non-executive) to provide backup and assistance at the meetings are requested.

**Web Master:** Shall be responsible for maintaining the Club website, in conjunction with the Publicity Chairperson, publishing details of the monthly General meetings on the Club Website and on social media.

**Member at Large:** Shall assist Executive Board and Committee members as needed.

## **ARTICLE VII – STANDING COMMITTEES**

### **Standing Committee Chairpersons:**

**Hospitality:** Shall arrange for refreshments for the monthly meetings

**Publicity:** Shall be responsible for posting notices for up-coming General meetings. Shall arrange all press releases, TV & radio publicity, and social media announcements. Shall be responsible for updating, printing, and distributing the Wolfville and Area Newcomers Brochure. May also act as backup for the Web Master.

**Web Master:** Shall be responsible for maintaining, the Club web site. In conjunction with the Publicity Chairperson, publishing details of the monthly General meetings on the Club Web site and on social media.

Member at Large: Assist on the nominating committee, greeter/ welcoming visitors at monthly meetings to enhance their initial experience at a General Meeting, and assist in special event planning, as required by the social convener.

**Greeter:** The Greeting Committee will consist of 4-6 members. There are to be 2 to 3 Greeters at each meeting who will alternate greeting new members, make them welcome, guide them to the Membership registration table, the Interest Group display table, and introduce them to members. The Chair will be appointed by the President.

## **ARTICLE VIII – ELECTIONS**

**Section 1:** A Nominating Committee consisting of three (3) members [may include two (2) members of the current Executive Board] shall be appointed by the President at the March Executive Board meeting. The Nominating Committee shall nominate one (1) candidate for each Elected Executive Officer, and the other positions on the Executive Board.

Additional candidates may be nominated from the floor at the Annual General meeting in May.

Nominations **must** have the express permission of the nominee.

The nominations for the Executive Board shall be voted upon at the Annual General meeting in May.

**Section 2:** In order to vote one must be a member in good standing

**Section 3:** A majority of votes shall be sufficient to elect members of the Executive Board. Voting shall be by secret ballot if more than one (1) person is nominated for a position. A majority of votes is necessary to confirm a position. In order to achieve a majority, a “run off” vote may be necessary. A “run off” procedure would have the candidate with the lowest number of votes dropped from the voting until a majority winner is determined.

**Section 4:** Executive Board members shall serve a one-year term, and hold office for the ensuing fiscal year.

**Section 5:** The Executive Board shall fill any vacancies that occur during the fiscal year.

#### **ARTICLE IX – INTEREST GROUPS**

**Section 1:** Members may form an Interest Group with the approval of the Executive Board.

**Section 2:** Interest Groups shall be in keeping with the mandate of the Wolfville and Area Newcomers Club, and shall conform to the By-Laws.

**Section 3:** Each Interest Group shall have a chairperson, and be self-supporting. If required, prepayment will be necessary from members in situations where reservations are made on their behalf.

**Section 4:** No Interest Group may exclude any member who wishes to join. However, certain restrictions, such as size of venue, may at times limit the number of participants.

#### **ARTICLE X – NOTICES**

The preferred method of delivering Notices, or other communications, to members will be by electronic means.

#### **ARTICLE XI – STANDING RULES**

A record of Standing Rules will be maintained to reflect operating procedures of the Club not specified in the BY-LAWS

## **ARTICLE XII – AMENDMENTS**

Section 1: A By-laws Committee consisting of (3) current members of the Executive Board shall be appointed by the President in March.

The Committee shall review the current By-Laws and:

- Propose any new By-Laws deemed necessary.
- Review the current By-Laws and propose any needed changes.

Section 2: The By-Laws may be amended at any Annual General Meeting by a three quarters (3/4) vote of the members that are present at the meeting. Notice of amendment must be given, in writing, to the membership at least two (2) weeks prior to the Annual General Meeting at which the voting will take place.

## **ARTICLE XIII – DISSOLUTION**

Upon dissolution, assets, which remain after discharging all liabilities, shall be donated to a registered charity or registered charities as determined by the Executive Board.