

Newcomers Welcome Club of Lake Oswego Bylaws

Reviewed and approved by the Board and Members April 24th, 2024 and effective July 1st, 2024

The organization shall be called the Newcomers' Welcome Club of Lake Oswego, referred to as the Club in these bylaws. The Club serves Lake Oswego and the surrounding communities. The name of the Club shall not be used by members for purposes other than those stipulated in the Purpose consistent with the Objectives and approved by the Board.

The Club is registered with the State of Oregon as a 501 (c) 7 non-profit.

PURPOSE: The Newcomers Welcome Club is organized to ease the transition for newcomers moving to the area as well as others seeking new friends and experiences. It is a social organization which includes annual philanthropic activities.

OBJECTIVES: The objectives are threefold: To facilitate friendship through participation in activities, to introduce members to our local communities and to promote charitable causes either locally or nationally.

ARTICLE I

NON-DISCRIMINATION POLICY: The Newcomers Welcome Club shall not discriminate against any member or prospective members. The Club shall not hold regular meetings in any establishment that discriminates in any way. The Club shall be nonpartisan, nonsectarian, and non-commercial.

ARTICLE II MEMBERSHIP

- **ELIGIBILITY:** We welcome any person or couple willing to abide by the bylaws and rules and regulations of the Club.
- **ONE MEMBERSHIP** is defined as any person or couple living in the same household wishing to subscribe to the objectives and policies of the Club. One paid membership equals one vote. All members are eligible to participate in a Board position.
- **A PROSPECTIVE Member** is one who is interested in obtaining membership. Prospective members may attend two activities/events as guests before joining, providing space is available at the activity.

DUES

- The Annual dues shall be established and approved by the Board and are due and payable on July 1st of each year and delinquent September 15. If dues are not paid within this period, membership is cancelled. New membership dues shall be due on the date of initial enrollment into the Club, and payable on a prorated basis from the date up until July 1st. Membership is required for participation in all club activities or interest groups. Dues will be reviewed at the discretion of the Board.

ARTICLE III

ANY MEMBER may voluntarily resign from the club at any time. The Board has the right to remove any member who does not abide by the bylaws and will do so in a confidential and respectful manner. In considering the removal of any member the club must not take any action that would bring about allegations of discrimination, slander, or other actions that might be considered derogatory to the member.

ARTICLE IV

- A.** The Club shall not be liable for any damages or injury resulting from Club functions. All venues, including private residences, must carry appropriate coverage to insure against any damage or injury resulting from Club functions.
- B.** Membership names appearing in the Membership Directory or newsletter may only be used for Club functions and activities. Members' names, addresses, or phone numbers shall not be furnished to any business, charitable or civic organizations for any purpose other than Club business.
- C.** Soliciting of business at Club functions is strictly prohibited.
- D.** Violations will be reviewed by the Board and can result in membership forfeiture.

ARTICLE V THE BOARD

The BOARD is the governing body of the Club. Terms of office will begin in **July** upon installation of Directors and Officers in June of each year. Terms of office are staggered when possible.

A. COMPOSITION

The governing board of the Club shall consist of these elected Officers: President, Vice President, Secretary, and Treasurer. These positions constitute the Executive Board. Directors constitute all other positions on the Board. These positions include: Directors of Activities, Membership, Philanthropy, Programs, Luncheons, Reservations, Webmaster, Directory, Publicity, Newsletter, Eblast Coordinator, Mailing Coordinator. All positions may be shared.

B. TERM

ALL board members hold office for a term of two years. An Officer may serve two consecutive terms in the same position if re-elected by the membership. All Directors may remain on the Board in the same or another position at the end of their term if renominated by the Nominating Committee.

C. ELECTION OF BOARD MEMBERS

Directors are chosen by the Nominating Committee and approved by the Board; not by general election. The slate of elected Officers is voted on by the membership.

D. TERMS OF OFFICE

Terms of office will begin upon installation of Directors and Officers in June of each year. Terms of office are staggered when possible.

E. VACANCIES

When a vacancy occurs because an Officer or Director is unable to fulfill a term, a new Officer or Director may be nominated by the President and approved by the Board. Board approval is required to remove any Director or Officer.

F. BOARD VOTES

Each Board position has one vote. The vote may be cast by either Director.

ARTICLE VI

BOARD APPROVAL requires a two-step process. First a quorum (defined as the presence of more than one half (1/2) of the total voting members of the Board) must exist. Each Board position has one voting member. However, if an individual has more than one position on the Board, he or she will be entitled to one vote only, and the total number of voting members so adjusted. Once a quorum is established, Board Approval will be constituted with a majority of those present.

ARTICLE VII NOMINATING COMMITTEE

A Nominating Committee shall be appointed by the President and approved by the Board. It shall consist of the Vice President(s) who shall serve as the Chair(s), the Secretary, who shall assist in scheduling meetings, the Activity Director, and two others. The Nominating Committee shall present a slate of nominated Officers and appointees to the Board for approval on or before the April Board meeting. The Board approved slate of nominees will be electronically sent to the membership along with a stated opportunity at that time to write in a candidate. One week is given and then a complete ballot is sent to the membership including any write-in names. After one week the voting will conclude and the final slate of newly elected officers will be electronically announced to the membership.

Installation of the newly elected Board members and appointed Directors will be held at the June meeting and presented to those attending the June luncheon.

ARTICLE VIII REGULAR BOARD MEETINGS

REGULAR BOARD MEETINGS will be held on the first (1st) Thursday of each month, with exceptions approved by the Board. Special Board meetings may also be arranged at the discretion of the President.

ARTICLE IX

Participation in the Interest Activity Groups is available to all members and a new Group may be formed upon the Activity Director's recommendation. The Activity Director shall inform the Board of any new Activity and no activity shall violate the Clubs nondiscrimination policy. Joining an activity group does not require additional dues or fees, but a group may elect to have a speaker or special event that would require collection of a fee from participants to cover costs. The Activity Group leader must request Board approval for any activity fees. If sign-ups for an activity exceed the capacity for the group, a waiting list shall be formed. Activity Directors assist Activity Leaders as needed and are the point of contact for the formation of new groups or disbanding existing groups. They also assist in recruiting new Activity Leaders and members as needed.

ARTICLE X

REGULAR LUNCHEON/BRUNCH MEETINGS of the Club shall occur on the second (2nd) Thursday of each month, with exceptions approved by the Board. Each member shall be held responsible for his/her reservation made for any luncheon unless said reservation is cancelled before the deadline stipulated in the monthly newsletter. No further luncheon reservations by a Club member will be accepted until payment is received for the non-cancelled reservation.

ARTICLE XI PHILANTHROPY

There shall be PHILANTHROPIC PROJECTS with the annual recipient selection to be determined from a list of three (3) charities prepared by the Philanthropy Committee and suggestions from the general membership. The list shall be approved at or before the April Board meeting and presented to Club members. Members will have the opportunity to vote online, and the selected charity will be announced via newsletter, E-Blast or other means before the June Board Meeting.

A representative from the selected charity shall be introduced to the membership at one of the fall luncheon meetings. Philanthropic Projects to benefit the charity shall take place from July 1st through June 30th. Net proceeds of fundraising activities from July 1st through June 30th shall be provided as requested throughout the year with all proceeds provided by June 30th. Donations made out to the Club intended for the annual charity are not tax deductible. Per our 501(c)7 nonprofit legal status, donations made by members to our annual charity are tax deductible if they are made out directly to the charity.

ARTICLE XII FINANCES

A FINANCE COMMITTEE shall be appointed by the President and approved by the Board at the March Board Meeting. It shall consist of the Treasurer as chairperson and two (2) other Board Members appointed by the President. The committee shall present a proposed annual budget to the Board for approval at the June Board meeting. The Board shall approve any expenditure exceeding the budget and any donation or gift over \$100. made in the name of the Newcomers Welcome Club. The Treasurer manages the finances, including the checkbook. The Treasurer and the President have signature privileges. All funds received or paid for any service must be accounted for. All activity groups with ongoing income and expenses must report financial accounting to the Treasurer in December and June. A review committee comprised of the Outgoing and Incoming Treasurers plus one (1) other Board Member shall perform an annual review after the close of the fiscal year which will be submitted to the Board for approval at the September Board meeting. The close of the fiscal year will be June 30. In order to close the fiscal year (defined as July 1 to June 30) all bills must be submitted to The Treasurer by June 15. The profits of the Club must be used for charitable projects and not for the benefit of any individual.

ARTICLE XIII ANNUAL REVIEW

A review committee comprised of the Outgoing and Incoming Treasurers plus one (1) Board Member selected by the President shall perform annual review after the close of the fiscal year which will be submitted to the Board for approvals at the September Board meeting.

ARTICLE XIV DISSOLUTION

Dissolution of the Club is accomplished by the Board of Directors who will present a proposal for dissolution to the general membership. The Proposal shall include a plan for the distribution of remaining assets.

Assets will be disbursed in accordance with the wishes of the general membership after a vote to decide the criteria. The vote for both dissolution and for dispersal of assets requires a majority of the general membership for approval.

ARTICLE XV CONTRACTS

CONTRACTS ON BEHALF of the Club (for example: printing, restaurants, room rentals) shall be reviewed by the President or the President's representative and approved prior to entering into the contract.

ARTICLE XVI

The Club's bylaws shall be reviewed at the discretion of the President as needed. The President shall appoint a committee to review the bylaws. Any revisions are to be approved by the Board at the April Board meeting. Revisions will be sent electronically to the General Membership for approval prior to June.

ARTICLE XVII GOVERNING AUTHORITY

The Newcomers Welcome Club of Lake Oswego Bylaws shall be the governing authority of the Club and Robert's Rules of Order may be considered when applicable to help clarify matters not covered in these Bylaws.