

NEWCOMERS OF THE PINEHURST AREA

By Laws

(Updated September 2016 following membership approval)

ARTICLE I – NAME

The name of the organization shall be Newcomers of the Pinehurst Area.

ARTICLE II – PURPOSE

The purpose is to help new residents of Pinehurst and surrounding communities become acquainted with other new residents and the many facets of our community.

ARTICLE III – MEMBERSHIP

Section A –

1. Membership is open to all adults who maintain a residence in Pinehurst and/or surrounding communities.
2. Initial membership shall be for a period of two years. At the end of the second year, membership may be extended.
3. Relocation within the area subsequent to becoming a member shall not affect membership status.
4. Membership shall commence upon payment of dues.
5. Renewals shall commence upon the payment of dues with the effective date being the membership anniversary date.

Section B – Dues

The amount of dues shall be determined annually by the board.

ARTICLE IV – THE EXECUTIVE BOARD AND THE BOARD OF DIRECTORS

Section A – The executive Board shall consist of the elected officers. The Board of Directors shall consist of an Executive Board and the chairpersons of currently active committees. After completing eight (8) years as a Newcomers' member, one would not be eligible to hold an elected office but could serve as a committee chairperson.

Section B – The Board shall conduct the regular business of the organization and have the authority to fill any vacancy of an Officer.

Section C – Meeting of the Board shall be held monthly and shall be open to all members but without privilege of vote.

Section D – A quorum for conducting the business of the Board shall be a majority of the Officers and Chairpersons present with a minimum of six (6).

Section E – The Executive Board shall meet as determined by the President.

Section F – The Executive Board shall transact the business of Newcomers in the intervals between Board meetings and shall have the powers of the Board, but may not override, reverse or change previous acts of the full Board.

ARTICLE V – NOMINATION AND ELECTION PROCEDURES

Section A – Nominating Committee

1. A Nominating Committee consisting of a Chairperson and four members (two members from the Board of Directors and two from the general membership) shall be appointed by the president and ratified by the Board of Directors no later than two months before the end of the term of the current officers.
2. The Nominating committee shall propose a slate of officers to be presented at the annual meeting of the general membership.
3. To be eligible, a candidate must be a member in good standing. Nominations from the floor shall be in order provided that the nominee meets the eligibility requirements stated in Article IV, Section A and has given her/his approval in advance.

Section B – Election Procedures

1. Elections shall be held at the September annual meeting of the general membership.
2. Elections shall be by majority vote of those present.
3. Each individual member in good standing is entitled to one (1) vote.

Section C – Terms of Office

Officers will serve a term of one year, subject to a maximum of two terms per office. Chairpersons will serve a term of one year or until their successors have been appointed. There is no maximum number of terms a chairperson may serve.

Section D – Transition of Administration

1. Incoming Officers' Terms begin in September, immediately following the annual General Membership Meeting.
2. The regularly scheduled September meeting of the Board shall immediately follow the September annual meeting of the membership.

ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD

Section A – The President shall

1. Preside at all meetings.
2. Ratify the selection of new Chairpersons and have the authority to fill Committee Chairperson Vacancies.
3. Serve as Ex Officio member of committees except the Nominating Committee.
4. Schedule special Board meetings if requested by three (3) or more board members.

5. Ensure that an annual review of financial records is conducted by an auditing committee appointed by the president and ratified by the Board of Directors. Members of the committee will not be members of the Board of Directors and need not be Newcomers members. The audit will be conducted within sixty (60) days after the end of the fiscal year which spans September 1 to August 31. The results of the review will be presented to the Board of Directors at the monthly meeting following completion of the audit.

Section B – The Vice President shall

1. Perform the duties of the President in her/his absence.
2. Be responsible to serve as Chairperson, or designate such a person, for all special events.
3. Act as Committee Supervisor.
4. Be responsible for the annual spring event.
5. Be responsible for arranging the annual General Membership Breakfast meeting, including obtaining a guest speaker, if so desired (see Article VII, Section B).
6. Prepare written reports for each special event to the Executive Board that include budgetary and organizational plans.

Section C – The Secretary shall

1. Determine the existence of a quorum at all business meetings (see Article IV, Section D and Article VII, Section E).
2. Record the proceedings of all Board, executive Board, and general membership meetings.
3. Serve as Corresponding Secretary.

Section D – The Treasurer shall

1. Oversee all deposits and disbursements of the organization.
2. Present to the Board monthly a written current financial statement.

Section E – The Assistant Treasurer shall perform the duties of the Treasurer in her/his absence or incapacity to perform the duties as described.

Section F – The President, Treasurer and Assistant Treasurer shall have the authority to sign checks individually.

Section G – The Board of Directors and general membership will operate under the guidance of these By Laws.

Section H – An addendum to the By Laws will be the Board of Directors’ “Standard Operational Procedures” (see Article VIII). These procedures will explain general rules of Operation and will not conflict with or supersede the By Laws. The Board will have authority and responsibility to update, maintain, and define these procedures by a simple majority vote.

ARTICLE VII – MEETINGS

Section A – The Board shall meet monthly.

Section B – The annual General Membership Breakfast Meeting shall be scheduled in September or at another time to be determined by the Board, for the election of officers and any other business as may come before the membership.

Section C – Members shall be notified thirty (30) days in advance of such meetings.

Section D – Special membership meetings may be called by the Board of Directors at any time upon ten (10) days' notice to the general membership.

Section E – A quorum for a general meeting or a special meeting shall be all members present but not less than 10% of the total membership.

Section F – New member orientation meetings will be held regularly as deemed necessary by the Membership Committee.

Section G – Robert's Rules of Order shall be in effect for any matter not contained herein.

ARTICLE VIII – AMENDMENTS AND REVISIONS

Section A – The By Laws governing major operations may be amended by an affirmative vote of two-thirds of all members present at a general or special meeting called for that purpose.

Section B – By Laws may be amended for minor corrections or updates by affirmative vote of two-thirds (2/3) of the Board of Directors in attendance at a regular or special meeting of the Board.

Section C – Amendments and/or revisions proposed to the general membership shall be presented in writing to the membership thirty (30) days prior to such meeting.

ARTICLE IX – SUITABLE CANDIDATES FOR OFFICE

Section A – In the event that suitable volunteers for the Office of President are

1. Not available due to lack of members;
2. No volunteers are forthcoming; or
3. Current Officers are unwilling to assent to the Office;
4. Article X shall be implemented.

ARTICLE X – TERMINATION (Approved March 2013)

Section A – A dissolution committee of current members (no more than three members) shall be formed.

Section B – After all obligations for the Newcomers of the Pinehurst Area have been met, all funds will be divided among all the existing members who are in good standing at the time of the dissolution.

NEWCOMERS OF THE PINEHURST AREA

Standard Operating Procedures (Updated following Board approval - August 2019)

The purpose of the following document is to aid and simplify the daily operations of the Newcomers of the Pinehurst Area organization.

These procedures are operational guidelines and have been approved as an addendum to, but will not supersede, the By Laws of the Newcomers of the Pinehurst Area.

They were adopted and used by prior Boards and are therefore published to document Boards' decisions. They should eliminate repetitive debate on issues in which solutions and procedures have already been discussed, developed, and approved.

The intent of this document is for future Boards, and specifically the "Executive Board," to continually maintain, modify, and/or amend Rules as required to function in a most effective manner.

Standing Operational Procedures may be amended by simple majority vote by the Board of Directors present at regularly scheduled Board meetings or special votes conducted electronically as authorized by the President.

This document will reside on the Newcomers' web site in a location that is not password protected.

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### **Operating Procedures**

Board meetings are held on the third Monday of each month, held at such location as determined by the President, with exceptions given for holidays and annual General Membership Breakfast Meetings.

Board Meeting minutes, as soon as published, will be emailed, or otherwise sent, to all Officers and Committee Chairs. Review by members will hasten approval at the next meeting.

The Executive Board may choose to meet other than at monthly board meetings. In this event, minutes are to be taken and distributed electronically to all board members.

Job descriptions for each Executive position and Committee will be updated regularly as determined by the Vice President and will be kept by the Vice President. A copy of each job description will be distributed to new officers or committee chairs as needed.

All bills and reimbursements must be approved by the appropriate Committee Chair and must be submitted to the Treasurer on a Reimbursement Form with attached receipts or invoices. If reimbursement is to be made to a Committee Chair, the President or her/his designee needs to approve it.

The organization will refrain from using its meetings, activities, newsletter, website or other communications material to support, sponsor or in any other way advertise religious, political, business or special interest groups. This will include home-based businesses.

However, during a planned event at a business site, business staff may be introduced to acknowledge their support of NOPA. NOPA members are free to discuss business relationships individually when asked by other members. However, members may not solicit business and will not be endorsed by NOPA.

Committee Chairs unable to attend Board meetings will email monthly reports for presentation by the Vice President.

New activity committee requests are submitted to the Vice President and proposed to the Board for approval.

The Vice President is responsible for scheduling a guest speaker and purchasing a President's gift for the Annual Meeting, typically held in September. The Vice President may purchase a gift card for the guest speaker in lieu of an honorarium or other fee. The Vice President may purchase a gift card for the president as well. The President should have input on the type of card purchased.

The Post Office box keys are kept in the possession of the Treasurer, Assistant Treasurer, Membership Chair, and President.

Newcomers' Board minutes, Treasurer's reports and By-Laws will be published on the Newcomers' website once they have been approved by the Board. The minutes as well as the Treasurer's reports will be password-protected. The password may be changed at any time, and current members will be informed of the change by email.

Members' contact information – physical address, phone number(s), email address – shall be available to members on a password-protected area of the Newcomers' web site. These data are to be used solely by NOPA members for NOPA business. The password may be changed at any time, and current members will be informed of the change by email.

New residents (and spouses or partners) applying for membership who are currently actively serving in the military shall have their membership dues waived with the approval of the Board.

Newcomers whose memberships have lapsed are removed from the active member directories. If lapsed members decide to return to Newcomers, those whose memberships have lapsed for fewer than six months will be considered "renewing" members. Renewing members may hold a Newcomers officer's position (President, Vice President, Secretary, Treasurer, Assistant Treasurer) if they are able to complete their term by the end of the fifth year of their membership. Reinstated members may not hold a Newcomers officer's position; they may participate on committees and serve as committee chairs at any time.