

NEWCOMERS OF THE PINEHURST AREA

ARTICLE I – NAME

By Laws

(Updated September 2021 following Board approval)

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. Initial membership shall be for a period of two years. At the end of the second year, membership may be extended by either one year or three years.
2. Relocation within the area subsequent to becoming a member shall not affect membership status.
3. Membership shall commence upon payment of dues.
4. Renewals shall commence upon the payment of dues with the effective date being the membership anniversary date.

Section B – Dues

1. The amount of dues shall be determined annually by the Board and shall be non-refundable.

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 shall consist of a Chairperson and four members (two members from the Board of Directors and two from the general membership). The Chairperson is typically the President who presided during the fiscal year prior to the current year. The Nominating Committee shall be appointed by the Chairperson and ratified by the Board of Directors no later than January of each year.
2. The Nominating committee shall propose a slate of officers to be presented at the annual meeting of the general membership.
3. Nominations from the floor shall be allowed, provided that the nominee is a member in good standing, 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, and may be nominated for a second 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.

6. Typically serves as chair of the Nominating Committee the year after presiding as President.

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 annual events.
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.
4. Submit Board-Approved Meeting Minutes to be posted on the web site.

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.
3. Submit the monthly Treasurer's report to be posted on the web site (excluding member names).

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, Vice-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. Meetings can be in person or virtual.

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

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.

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; then
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.