

Brockville Newcomers Club – By-Laws

ARTICLE 1 – NAME

This organization shall be known as the “Brockville Newcomers Club” (hereinafter called the Club).

ARTICLE II – PURPOSE

The purpose of this organization is to welcome new people to the City of Brockville and surrounding area. The Club arranges functions which enable people to socialize, exchange information and generally become more integrated and familiar with their new surroundings.

ARTICLE III – FINANCES

The Club is funded by membership dues.

The fiscal year shall be from July 1st to June 30th.

ARTICLE IV – MEETINGS

A general meeting shall be held on the first Wednesday of each month or on a date selected by the Executive Board (the Executive). There shall be a recess from general meetings during July and August; however, many of the interest groups are active throughout the summer.

The Executive reserves the right to cancel a monthly meeting when circumstances dictate.

ARTICLE V – QUALIFICATIONS OF MEMBERSHIP, DUES AND BENEFITS

Section 1. To be eligible for membership, an individual must:

- a) submit dues and complete an application form for the current year.
- b) have resided in the City of Brockville or the surrounding area for a period not exceeding five years prior to application for membership.

Section 2. There are two types of memberships – single and couple.

A single membership is for one individual.

A couple membership is comprised of two persons from the same household. One is designated as the primary member and the other as the secondary member. The secondary member will have all the benefits of membership, but will not have voting privileges.

Section 3. Benefits of membership shall include:

- a) Club membership entitles all members in good standing to participate in the functions of the Club. These functions include monthly general meetings and special events as well as specific interest groups.
- b) A member in good standing has paid-in-full for any membership fees and costs for meetings as charged by the Club and is not the subject of an unresolved issue under Article V Section 9 below.
- c) All members are entitled to bring guests to any function if it is open to guests. Guests must be invited and accompanied by a member.
- d) All members are entitled to invite guests to special events at the full (unsubsidized) rate, provided space is available.
- e) Members are responsible for payment of fees for themselves and any guests for non-attendance at any function if they do not cancel within the time frame specified in the invitation.

Section 4. All annual membership fees, as set by the Executive and voted upon by both active and social members, will be due at the start of the new fiscal year (July 1).

Renewal reminders will be included in the May, June, and September newsletters. The Membership Registrar will also send reminders to all members by e-mail or by regular mail in May

and June. In September, reminders will be sent only to those members who have not renewed.

Members who fail to respond by October 1st will receive one telephone call (includes voice mail/message). If the membership has not been renewed by November 1st the Executive Board will assume the individual no longer wishes to be a member and will strike him/her from the membership list.

Members may not be reinstated after their membership lapses.

Dues are non-refundable.

Section 5. A potential member may attend two meetings prior to becoming a member.

Section 6. An **active** membership will last five years from the month of joining, up to and including the month of joining the club.

Section 7. All those who have completed five years of active, uninterrupted membership are able to remain in the club as **social** members. Yearly fees will be the same as membership fees and will entitle receipt of the monthly newsletter and attendance to all functions.

Social members only will be eligible to be elected as Social Member Representative. The Social Member Representative will also be eligible to take on an Officer position, if no Active member is available.

Section 8. Interest Groups

- a) All members of the interest groups must be members of the Club.
- b) All members attending an interest group must be pre-registered with the Convenor of that group.
- c) Interest groups can set their own guidelines for membership (subject to Club by-laws). These guidelines will be published in the Club's newsletter.
- d) The role of the Interest Group Convenor includes developing guidelines for the

group in consultation with members, confirming group membership, organizing group meetings in accordance with the guidelines, preparing a monthly summary of the previous and upcoming meetings for the Newsletter and bringing any unresolved issues to the attention of the Executive (Section 9 below).

Section 9. Conflict Resolution

All members shall be held responsible for reservations not cancelled forty-eight hours in advance of the meeting, if the Club is charged for reservations.

Members must register to attend general meetings and special events. Non-registrants cannot be guaranteed entry.

The Executive shall have the authority to suspend or expel any member from the Club for any one or more of the following grounds:

- a) Failing to abide by the by-laws of the Club;
- b) Acting in a manner that is detrimental to the purposes of the Club.

The Executive shall have in place a policy and process to address conflict resolution between members.

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1. Elected Officers of the Club are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Interest Groups Coordinator
- Membership Registrar
- Meeting Registrar
- Newsletter Editor
- Special Events Coordinator
- Social Member Representative

All members of the Executive are expected to attend the monthly executive meetings and to take

a turn hosting them as well. The Past President attends as an advisor.

A brief description of these positions is attached in Schedule A, which may be revised from time to time, to reflect changes in the positions, without amending the by-laws.

Section 2. Vacancies in elected offices shall be filled for the remainder of the term, by appointment, by the Executive Board.

Section 3. All officers shall be elected for a twelve month period from July to June. The President **may** serve for two years for continuity purposes.

Section 4. A nominating committee, consisting of three members, shall be chosen by the Executive in January or February. If eligible, two executive members shall be on the committee and one member at large. If there are no executive members eligible, then the committee will consist of the members at large, with at least one active member. A slate of candidates for each officer shall be presented at the April general meeting. Additional candidates may be nominated from the floor, with the expressed approval of the nominee. A guideline, set out by the Executive, will be followed by the nominating committee. Members of the nominating committee may not run for elected office.

Section 5. A majority of those members, both active and social, present and voting shall be sufficient to elect Officers at the May or June meeting. Voting may be by ballot if there is more than one nominee for any office.

ARTICLE VII – AUDITING

A review of the books by two members at large will be made once a year after the fiscal year end and prior to the September meeting. The reviewed financial statements will be presented at the September members' meeting. Books and records of the Club may be inspected by any member of

the Club at any time upon giving reasonable notice.

ARTICLE VIII – GOVERNANCE

Section 1. The Club shall be governed by the Executive, who shall be the Elected Officers and the immediate Past-President.

Section 2. Meetings of the Executive shall be arranged by the President. A quorum shall consist of the majority of the Executive.

Section 3. Business may be transacted by a majority of both active and social members present at any regular meeting.

ARTICLE IX - INDEMNIFICATION OF OFFICERS

Every Officer of the Club and his or her heirs, executors and administrators respectively shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the Club only from and against:

- a) all costs, charges and expenses whatsoever such Officer sustains or incurs in or about any action, suit or proceeding that is brought, commences or prosecuted against him or her for or in respect of any deed, act, matter or thing whatsoever made, done or committed by him or her, in or about the execution of the duties of his or her office;
- b) all other costs, charges and expenses he or she sustains or incurs in or about or in relation to the affairs of the Club; except such costs, charges and expenses as are occasioned by his or her own negligence or default, or failure to act honestly and in good faith with a view to the best interests of the Club.

ARTICLE X - AMENDMENTS

The by-laws may be rescinded, altered, or enlarged upon at any general meeting of the Club by two-thirds vote of the members present, both active and social, provided notice of intention to change the by-Laws was given at the previous meeting and posted in the previous newsletter.

Amendments: June 7 2006; June 2011; June 4 2014; May 6, 2015; May 3 2017

Latest Amendment: April. , 2019

Passed this 4 day of April 2019

Gina Taggart-Budde
President

Mary
Secretary