

WILTON NEWCOMERS CLUB, INC.

BY-LAWS

Article I NAME

The name of this organization shall be Wilton Newcomers Club, Inc.

Article II OBJECTIVES

The purpose of this organization shall be to operate as a non-profit, non-sectarian organization providing opportunities for new residents to become acquainted with one another and with the community. Any person meeting the following criteria will be accepted for membership regardless of race, color, creed, national origin, sex, income, marital status, educational background or any other factor.

Article III MEMBERSHIP

Section 1. The membership shall consist of new residents to Wilton or those who have experienced a lifestyle change and who have expressed an interest in the Club by paying their dues.

Section 2. The initial membership term is 36 months; beginning with the month the dues are received. Members may elect to add years to their membership. This option is available after the first 36 months have passed.

Section 3. Active membership is limited to five (5) years. These members are eligible to be on the Executive Board three out of the five years and / or chair a committee five out of the five years. Upon completion of the five-year active membership, the member becomes an Associate member with all the privileges of the Club except holding office or chairing a committee unless so requested by the Executive Board.

Article IV DUES

Section 1. Dues shall be payable to the Fourth Vice President after the prospective member has received an invitation from the Third Vice President.

Section 2. The initial payment of dues is for a three-year membership. Dues for additional years of membership are payable annually after the first 36 months are over.

Section 3. A prospective member may not participate in any Club activities until the Fourth Vice-President receives her membership dues, except that she may attend (only) one monthly luncheon meeting as a guest. Each prospective member will be invited to either a prospective member coffee or another Board-approved prospective member social function. Any prospective member may elect to join the Club by paying the required dues without attending a prospective member social function.

Article V MEETINGS

Section 1. The regular meetings of the Club shall herein be defined as monthly Board meetings and shall be held once a month, September through June. The general membership, Activity Chairs and Board Assistants are invited to attend the Board meetings, time and place of which will be publicized in the Newsletter preceding the month in which the meeting is held. An RSVP to the hostess will be required for those wishing to attend the Board meetings.

Section 2. The Board shall meet monthly.

Section 3. The prospective member coffees or other Board-approved prospective member social functions shall be held monthly except for June, July and August.

Article VI OFFICERS

Section 1. The Officers of the Club shall be the President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, and Treasurer. These Officers shall compose the Executive Committee.

Section 2. The Board shall consist of the Officers and elected Standing Committee Chairpersons and shall be the governing body of the Club.

Section 3. The Officers and Standing Committee Chairpersons shall hold office for a one-year term beginning in June, or until their successors are elected.

Section 4. The Officers and Standing Committee Chairpersons (Socials, Publicity, Newsletter Editor, Fundraising, Sponsorship, Family Events, and Past President) shall be granted a free fourth year membership from the month that their third year membership expires. Only one free year of membership will be granted, regardless of the number of years or positions served as an Officer or Standing Committee Chairperson.

Article VII ELECTIONS

Section 1. At the meeting in March, the Nominating Committee shall present a slate containing one name for each Board position.

Section 2. This slate of nominees shall be published in the April Newsletter.

Section 3. At the monthly meeting in May, nominations for Board positions, in addition to those made by the Nominating Committee shall be in order. Permission of any nominee must be gained and ten (10) days written notice of intent to nominate must be given to the Secretary prior to the May meeting.

Section 4. The Board shall be elected by plurality vote of the members present and voting at the meeting in May, and shall be installed at the meeting in June, unless school scheduling prevents this from happening. Then the aforementioned will take place earlier.

Section 5. Vacancies in office, except that of the office of President, shall be filled by appointment by the Board. In the event of a vacancy in the office of President, the First Vice-President shall succeed to office for the unexpired term. Any persons appointed by the Board to fill a vacancy in office shall not be disqualified from holding office for a subsequent full year term as provided in Article VI, Section 4.

Article VIII NOMINATING COMMITTEE

Section 1. The Nominating Committee shall consist of five (5) or six (6) members appointed by the President in December or January. The President shall designate one Nominating Committee member as Chairperson of said Nominating Committee.

Section 2. Said Nominating Committee shall consist of three (3) Board members and two (2) members from the general membership.

Section 3. In addition to presenting a slate for the Board, said Nominating Committee shall also appoint Board Assistants and Activity Chairpersons.

Article IX DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Club, the Executive Committee, and the Board, and shall perform such other duties as are usually required of the President. She shall have authority to disburse Club funds and checks. The President shall be an ex officio member of all committees. She may perform the duties of any Officer or Standing Committee Chairperson in their absence or inability.

Section 2. The First Vice-President shall assume the duties of the President in her absence (except at the monthly membership orientation coffees), and shall be responsible for all Activity Groups. She shall attend the prospective member coffees and other Board approved prospective member functions and explains Club activities to prospective members. She shall be responsible for the Interest Finders of all members and channel the information to the appropriate Board Assistants, Activity Chairpersons and Board members. She shall inform the membership of available activities throughout the Newsletter. She will organize new Activity Groups, as needed, with the approval of the Board. In the event of the resignation of a Board Assistant or Activity Chairperson reporting to her, she shall appoint replacements with the approval of the Board. She shall keep a current calendar of dates and events for the club. She shall host an Appreciation Coffee in January or February, if requested to do so by the President. She shall coordinate the September General Membership Activity Coffee with the Third Vice-President. She shall attend all monthly Board meetings.

Section 3. The Second Vice-President shall act as Luncheon and Program Chairperson for the monthly meetings. She shall make all luncheon arrangements for the monthly meetings. She shall attend monthly Board meetings.

Section 4. The Third Vice-President shall contact all prospective members to acquaint them with Wilton Newcomers Club, Inc.

and to invite them to either a prospective member coffee or other Board-approved prospective member social function. She shall preside at said functions in the absence of the President and attend all monthly Board meetings. She shall coordinate with the First Vice-President the annual September general Membership Activity Coffee.

Section 5. The Fourth Vice-President shall interpret membership procedures to the general public and to the prospective members at prospective member social functions. She shall receive the dues and Interest Finders, recording necessary information in the membership files. She shall ensure that the dues are then given to the Treasurer and that the Interest Finders are given to the First Vice-President. She is responsible for a monthly report to the Board, for keeping the membership list and records up to date, and for preparing the annual membership directory. She shall attend all monthly Board meetings.

Section 6. The Secretary shall keep Minutes of all Board meetings and monthly meetings. She shall handle any correspondence deemed necessary by the Board. In November of each year, she shall review the By-Laws and Standing Rules of the Club and recommend any necessary changes to the Board. She shall also keep a record of all changes to the By-Laws and Standing Rules. She shall keep the official records, such as: Year End Reports, Nominating Committee Reports, etc. If for any reason the Treasurer is unable to pay bills, which have been approved by the Board, the Secretary shall have the authority to do so. She shall attend all monthly Board meetings.

Section 7. The Treasurer shall collect all dues and fees for the Club. She shall have charge of all funds and pay all bills. She shall report all transactions at Board Meetings. She shall serve as Budget Chairperson with the out-going Treasurer; both in-coming and out-going Presidents, and the Fundraising Standing Committee Chairperson, preparing a budget for final approval by the September Board Meeting. She shall be responsible for review of the Club's insurance coverage. All projects and events must be finalized by June 30, and IRS forms completed and filed, when the Treasurer's books shall be closed for auditing for 30 days. She shall attend all monthly Board meetings.

Section 8. Duties of the Standing Committee Chairpersons shall be described in the Standing Rules.

Article X QUORUM

Section 1. A quorum shall consist of no less than twenty-five (25) members present and voting at a regular monthly meeting, previously defined as a monthly luncheon.

Section 2. Two-thirds shall constitute a quorum at Board meetings.

Article XI AMENDMENTS

The By-Laws may be amended at any regular monthly meeting, provided notice is given to the membership at the preceding monthly meeting, with a reading of the proposed changes, and publication in the preceding Newsletter or in a separate mailing. Those members present and voting will adopt the recommended changes following a two-thirds affirmative vote.

Article XII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the authority in all matters not covered in the By-Laws.

Article XIII LIMITS OF AUTHORITY

No Committee or member of the Club shall be authorized to enter into any contract on behalf of the Club, unless and until such Committee shall have been duly authorized by the Club or its Board to do so. The Club cannot be held liable for deeds and actions of its members.

STANDING RULES

I. MEMBERSHIP

A. Referrals of new residents are received from the Town Hall records, Club members, and from the general public. These names are given to the Third Vice-President who shall invite said prospective members to a prospective member, coffee or other Board approved prospective member social function. The Board may, at its option, permit a Club social function such as, but not limited to, a monthly meeting (luncheon) or Evening Get-Together to also serve as a prospective member social function.

B. A new resident may join the Club within two years of establishing residence in Wilton.

C. An extension of this two-year period may be granted by the Fourth Vice-President and /or the Executive Board for the

following reasons:

- 1 Persons who were not contacted at the time their residence in Wilton was established.
 - 2 Persons who could not join the Club because of illness, new baby or any reason deemed acceptable by the Fourth Vice-President and / or the Executive Board.
- D. Prospective members are welcome to attend a prospective member coffee, the September general membership Activity Coffee, or a Board approved prospective member social function and/or a luncheon before dues are required to be paid. However, membership dues must be paid to the Fourth Vice-President before participating in any of the Club's other activities.
- E. Membership term is for thirty-six (36) months beginning with the month dues are received. Membership is automatically terminated at the date of expiration. Members whose date of expiration is between September and June, and who belong to Activity Groups of a set number (such as bridge, bowling, daytime gourmet) may finish the year in that Activity Group. However, they may not participate in any of the other social functions which require reservations (such as monthly luncheons, couples socials, theater trips, etc.) Officers, Standing Committee Chairpersons, Board Assistants, Activity Chairpersons, and members participating in major fundraising activities are full members through the month of June; no matter what month their membership may expire, except for eligibility for office the following year, unless members choose to extend their membership.
- F. A member, who moves away from Wilton and returns after her membership has expired, will be invited to rejoin the Club as a new prospective member.
- G. If a member moves from Wilton and then moves back to Wilton within their three-year membership term, they either continue the original membership or rejoin for a new three-year term and pay the dues.

II. DUES

The dues for a three-year membership shall be one hundred fifty dollars (\$150.00) payable to the Fourth Vice-President. Additional years of membership are available for forty dollars (\$40.00) per year. These dues are nonrefundable. The Board may increase the amount of dues from time to time, as is deemed appropriate.

III. THE EXECUTIVE COMMITTEE

The Executive Committee shall have the authority to act as the governing body between meetings of the Board.

IV. STANDING COMMITTEE CHAIRPERSONS

In addition to the elected Officers, the Chairpersons of the following Standing Committees shall be members of the Board.

- A. The Socials Chairperson shall be responsible for the Social Committee and those Board Assistants shall report to her. She shall attend the Prospective Member Coffees and other Board approved prospective member social functions to explain couples activities to prospective members. She shall keep financial reports of all social events and submit them to the Treasurer. She is responsible for ensuring that the Board Assistants reporting to her coordinate their event dates with the First Vice-President and that they comply with the Newsletter deadline. She must contact the Publicity Chairperson to provide publicity for all couples social events and handle any binding contracts for these events (i.e., reservations, caterers, music, etc.) She shall attend all monthly Board meetings.
- B. The Newsletter Editor is responsible for receiving all articles from Board members at her set deadline each month. She will edit and type all information, work with the Art Editor on the layout and ensure the prompt delivery of the Newsletter to the printer. She shall make sure the Newsletters are picked up from the printer and delivered to the Newsletter/Directory Coordinator. The Newsletter Circulation Coordinator shall report to her. At the President's option, the Newsletter Editor may move the Club's computer to her home for preparing the Newsletter, in which case the Newsletter Editor would be responsible for purchasing the necessary supplies, such as paper, mailing labels, and ribbons for printer. She shall maintain a file of Newsletters and attend monthly Board meeting.
- C. The Publicity Chairperson will be responsible for all Newcomer publicity and maintain a photo album and scrapbook of newspaper clippings. She will attend the monthly Board meetings and as many Newcomer activities as possible for the purpose of event coverage.
- D. The Fundraising Chairperson shall be responsible for major fundraisers and appoint a committee to help her. She shall act in an advisory manner and help as needed with any minor fund-raisers instigated by Newcomers. She shall attend the

monthly Board meetings and work closely with the Publicity Chairperson on publicizing fund-raiser events.

- E. The Family Events Chairperson shall organize one summer family event and monthly activities appropriate for small children from September through June. She shall keep financial reports of all events and submit them to the Treasurer. She is responsible for ensuring that the Board Assistants reporting to her coordinate their event dates with the First Vice-President and that they comply with the Newsletter deadline. She shall attend all monthly Board meetings.
- F. The Website Manager shall assume all duties necessary to keep the Website updated and timely. This includes entering information pertaining to events, activities, news, announcements and all else deemed necessary by the Board. She will work with the Newsletter Editor to receive all information prior to the publication of the newsletter, to ensure this information is presented on the Website concurrently with the newsletter mailing. She will be responsible for training the next incoming Website Manager. She shall attend monthly Board Meetings.
- G. The Past President position will be filled by the prior year's President. She will serve as an advisor to the Board and provide information from the prior years activities and meetings, as it is necessary. She shall attend the monthly board meetings.

V. ASSISTANTS TO THE BOARD

- A. The Board shall approve and appoint such Assistants, as it shall deem necessary from time to time.
- B. The Babysitting Assistants shall report to the First Vice-President. They shall provide babysitting for Club functions, such as monthly luncheons and prospective member coffees. Club members shall be charged a fee, to be determined by the First Vice-President, which may be changed from time to time, as she deems appropriate.
- C. The Luncheon Committee shall work with the Second Vice-President to make the monthly meeting a well-organized and hospitable social experience.
- D. The Morning Coffee Chairpersons and her hostesses shall work with the Fourth Vice-President helping acquaint members with other members of the Club.
- E. The Newsletter/Circulation Assistants report to the Newsletter Editor and are responsible for having the Newsletter distributed to all members with extra copies going to the Fourth Vice-President. They will work closely with the Fourth Vice-President to keep member files up to date. They will handle any other bulk mailings of the Club.
- F. The Volunteer Activities Coordinator shall report to the First Vice-President. The First Vice-President shall give reports of the Volunteer Activities Chairperson at the monthly Board meeting.
- G. The Officer of Standing Committee Chairperson to whom a Board Assistant reports may fill a vacancy of any Board Assistant with the approval of the Board or she may add any necessary Board Assistant to help her complete her assigned duties with the approval of the Board.

VI. ACTIVITY CHAIRPERSONS

Each Activity Group shall have a Chairperson or Chairpersons who shall report to the First Vice-President or the Board Assistant. She shall help welcome and assimilate new members into the Activity Group. She shall keep all necessary

records and shall be responsible for communicating information about her activity to the First Vice-President or the Board Assistant for the Newsletter. She shall also submit the appropriate forms to the Treasurer and keep financial records of all transactions.

VII. RECORDS & RESPONSIBILITIES

All Officers, Standing Committee Chairpersons, Board Assistants and Activity Chairpersons shall keep necessary records, be financially responsible, present an annual report and budget, attend meetings and workshops, make recommendations to the Nominating Committee and help new Wilton residents to find a friendly and hospitable Club.

VIII. BOARD AUTHORITY

The Board, by a two-thirds vote, may remove any Board Assistant or Activity Chairperson not fulfilling their assigned responsibilities and those set forth in Article VII. The Secretary shall give immediate written notice following such vote to any Board Assistant or Activity Chairperson.

IX. RULE CHANGES

Changes in the Standing Rules may be made by a simple majority vote of the Board (elected Officers and elected Standing Committee Chairpersons.)