

**Bylaws of Newcomers Club  
of the Greater Park City Area  
Revised March 2018**

**Article I                      Organization Name**

**Section 1.01                Name**

The name of this organization is the Newcomers Club of the Greater Park City Area; hereafter referred to as the "Club".

**Article II                    Offices of the Organization**

**Section 2.01                Principal Offices**

The principal office of the Club for the transaction of activities, affairs and business shall be the address of the Club President(s). The Governing Board, may, however, fix and change from time to time the principal office from one location to another by noting the change of address in the minutes of the meeting of the Governing Board at which the address was fixed or changed. The fixing or changing of such address shall not be deemed an amendment to these Bylaws.

**Section 2.02                Other Offices**

The Governing Board may at any time establish branch or subordinate offices at any place or places where the Club is qualified to conduct its activities.

**Article III                   Objectives and Limitations**

**Section 3.01                Objectives**

This Club is a non-profit social club whose objectives are:

To promote friendship and share interest among newcomers in the greater Park City area.

To develop interest in the greater Park City area by providing information that will help members adjust to their new community.

## **Section 3.02            Limitations**

The Newcomers Club of the Greater Park City Area shall not be liable for any damage or injury resulting from Club functions. All members must sign a general release form.

## **Article IV                Policies**

### **Section 4.01            Non-Partisan, Non-Sectarian, Non-Commercial**

The Club shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by the Club. Neither the name of the Club nor names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest, other than the above stated objectives.

### **Section 4.02            Membership Lists, Solicitations, and Violations**

Members 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 or charitable or civic organization, for any purpose other than Club business.

Soliciting of business at Club functions is also strictly prohibited.

Violations will be addressed by the Governing Board and members in violation of these policies shall have their membership forfeited.

## **Article V                Membership, Fiscal Calendar and Dues**

### **Section 5.01            Eligibility**

Qualification for membership shall be any person or family who lives in the greater Park City area wishing to subscribe to the objectives and policies of the Club.

### **Section 5.02            Membership Categories**

Membership shall be divided into three categories:

**Active Members:** Active membership is limited to those persons who live in the greater Park City area. These members are eligible to vote, hold office or chair a committee. To hold office, one must be in active member status during the term of office.

**Associate Members:** Upon completion of a continuous five-year active membership, the member shall become an associate member with all the privileges of the Club except holding office. The associate member shall pay dues. An associate member may chair a committee.

**Honorary Members:** All past presidents of the Club shall become an honorary member for the two years following their term of office. All honorary members shall have dues waived for two years.

### **Section 5.03          Fiscal Calendar**

The fiscal calendar shall be from June 1 through May 31 of each year.

### **Section 5.04          Annual Dues**

The amount of the annual dues shall be established by the Governing Board.

Dues shall be paid upon joining. After June 1, new member dues will be applied to the upcoming fiscal year.

Dues shall be payable as of September 1st of each year. Notice will be given in August and September newsletters.

After September 20th, all Club members whose dues are delinquent shall be dropped from Club membership and mailing list.

## **Article VI              Election of Officers**

### **Section 6.01          Nominating Committee**

The Nominating Committee shall present to the president(s) at the February Board meeting a slate of officers, listing one name(s) for each office. The slate shall be an agenda item at the February Board meeting and printed in the March newsletter. Other nominations may be made by any member with the concurrence of the potential nominee. These nominations must be submitted to the Nominating Committee before February 15 to appear on the ballot.

## **Section 6.02            Ballots and Voting**

The ballots shall be included in the March newsletter. Paid members are eligible to vote. Elected officers shall be determined by majority of ballots returned by the date identified on the ballot.

## **Section 6.03            Tenure of Term**

All terms shall be for a period of one (1) year. A member shall not serve more than three (3) terms on the Governing Board and not more than two (2) terms in any given Governing Board position.

## **Section 6.04            Installation of Officers**

Introduction of officers shall be held during the Club's May general meeting each year.

## **Article VII            Governance**

### **Section 7.01            Governing Board**

The Governing Body shall consist of: president(s), first vice president(s), second vice president(s), secretary, and treasurer. The immediate past president(s) shall serve in an advisory capacity.

## **Article VIII            Duties of Officers**

### **Section 8.01            President(s)**

The president(s) shall preside at all meetings and shall appoint all committee chairpersons. In the event of an elected official becoming unable to complete their elected term of office, the president(s) shall appoint a replacement. The president(s) shall be responsible for the proper functioning of the Club.

### **Section 8.02            First Vice President(s)**

The first vice-president(s) shall in the absence of the president(s), perform the duties of the president. The first vice president(s) shall plan monthly social activities, take reservations, collect any appropriate fees related to these activities, and submit them to the treasurer.

### **Section 8.03            Second Vice President(s)**

The second vice president(s) shall, in the absence of both the president(s) and first vice president(s), perform the duties of the president. The second vice president(s) shall be responsible for arranging speakers for the monthly membership general meetings.

### **Section 8.04            Secretary**

The secretary shall act as recorder for all Board meetings, and be responsible for all Board-related correspondence.

### **Section 8.05            Treasurer**

The treasurer shall maintain all financial records of the Club, receive all moneys of the Club and deposit same in the account of the Club in the bank designated by the Club's Governing Board. The treasurer shall present a monthly itemized financial report at each month's Board meeting, and provide the Board with a year-end itemized financial summary. The treasurer shall close the books as of May 31, the end of the Club's fiscal calendar. The annual financial statements shall be completed and presented for review at the June meeting of the Governing Board and printed in the July newsletter.

### **Section 8.06            Governing Board and Committee Chairs**

It shall be the responsibility of each member of the Governing Board and standing committee chairs to attend Board meetings and general meetings of the Club during their term of office.

## **Article IX                Standing Committees**

All standing committee chair positions are limited to two (2) consecutive terms.

### **Section 9.01            Advertising**

Solicits community ads for the monthly newsletter.

### **Section 9.02            Friendship**

Greets new members monthly by phone. Sends appropriate messages to members as occasions arise.

**Section 9.03          Directory**

Obtains membership list and coordinates production of the annual directory to be distributed no later than October 15.

**Section 9.04          Hospitality**

Arranges for the monthly general meetings. Provides greeters at Club functions.

**Section 9.05          Membership**

Receives new member dues, records new memberships, and maintains membership database information. Submits new member information to the newsletter editor, friendship chair, and directory chair.

**Section 9.06          Mailing**

Coordinates mailing of monthly newsletter and other mailings if needed.

**Section 9.07          Newsletter**

Prepares the monthly newsletter for publication by the third week of the month.

**Section 9.08          Nominating**

The Nominating Committee is appointed by the Governing Board in January. They will prepare a slate of nominees for the Governing Board to be presented at the February Board meeting.

The Nominating Committee will provide to the newly elected president(s) a list of those interested in committee chair positions.

**Section 9.09          Publicity**

Submits Club entries to the Park Record announcing monthly general meetings.

**Section 9.10          Parliamentarian**

Advises the Club's Governing Board in accordance with Robert's Rules of Order.

## **Section 9.11            Signature Events Coordinator(s)**

Plans and executes the Annual events that the Club hosts each year:  
Membership Luncheon and Holiday Party.

## **Article X                Interest Groups**

### **Section 10.01        Policies and Procedures**

The Governing Board shall approve and facilitate new interest groups as needed.

Each Interest Group shall have at least one chairperson.

All Interest Groups must be self-sustaining.

The chairperson(s) of each interest group shall submit activity information to the Newsletter Chairperson by the 15th of each month. The activity information must be posted to the Board Calendar.

The chairperson of each interest group will collect any appropriate fees for their activities.

## **Article XI              Meetings**

### **Section 11.01        General Meetings**

The general meeting shall be held as established by the Club.

### **Section 11.02        Attendance**

Club events shall be open to members, prospective members, and house guests only.

Prospective members may attend three (3) functions before they are required to join the Club.

Club members must be in good standing to participate in interest groups.

### **Section 11.03        Quorum**

A quorum shall be by simple majority vote of members present at a general meeting.

**Article XII            Bylaws**

**Section 12.01        Amendments**

The Governing Body will be responsible for reviewing the bylaws annually in January.

A member who wishes to address the bylaws should contact the president(s).

The Governing Body will propose to the membership any amendments to the bylaws.

Proposed amendments shall be included in the March newsletter for those eligible to vote. The majority of ballots returned will determine amendments.