

**Bylaws of Newcomers Club
of the Greater Park City Area
Revised April 2026**

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. 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 shared 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 liability release

form. In order to participate in Club events, non-members must sign a Non-Member Activity Release for each event/activity.

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, addresses or contact information shall not be furnished to any business or charitable or civic organization, for any purpose other than Club business.

Soliciting of business by members 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 anyone who lives full-time or part-time in the greater Park City area wishing to subscribe to the objectives and policies of the Club. The greater Park City area includes all of Summit and Wasatch Counties.

Section 5.02 Membership

Membership is for to those persons who live in the greater Park City area. These members are eligible to vote, hold office or chair a committee or activity group. To hold office, one must be in active member status during the term of office.

Section 5.03 Fiscal Calendar

The fiscal year shall be from July 1 through June 30 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. Membership shall expire one year after joining. Subsequent renewals shall expire the following year on the anniversary date of the initial membership.

Renewal notice shall be given in advance of the member's renewal date. If a member fails to renew within two months after their renewal date, they shall be dropped from Club membership and mailing/email lists.

Article VI - Election of Officers

Section 6.01 Nominations

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

Section 6.02 Ballots and Voting

The ballots shall be included in the April newsletter and made available at the April general meeting (herein referred to as the monthly Coffee). All current members are eligible to vote. Elected officers shall be determined by the majority of ballots returned by the date identified on the ballot. The Secretary shall collect all ballots and report the results to the President. The results of the elections will be published in the May newsletter. Ballots shall be retained by the President for one year following the election.

Section 6.03 Tenure of Term

All terms shall be for a period of one (1) year and shall coincide with the fiscal year. A member shall not serve more than five (5) consecutive terms on the Governing Board unless an exhaustive search among the active members produces no other candidate for positions. The President may be nominated to serve a second year at his/her discretion and with the concurrence of the President-Elect.

Article VII - Governance

Section 7.01 Governing Body

The Governing Body shall be referred to as the Governing Board and shall consist of: President, President-Elect, First Vice President(s), Second Vice President, Chair of the Membership Committee, Chair of the Hospitality Committee, Secretary, and Treasurer. The immediate Past President shall serve in an advisory capacity. Governing Board members are expected to be available to attend monthly Board meetings, and at least two ad hoc Governing Board meetings when scheduled by the President, in person.

Section 7.02 Meetings

Board meetings take place monthly either in person, or when necessary, via teleconference. Meetings of the Board may be held at such time and place as determined by the President or a majority of the Governing Board to act on any item of business that is within the authority of the Board.

Section 7.03 Quorum

At all Board meetings, a majority of the Governing Board (not including the immediate Past President) shall constitute a quorum for the transaction of business, and the votes of a majority of the Governing Board present at a meeting at which a quorum is present shall be regarded as the act of the Board. A meeting at which a quorum is not present may continue to transact business, as long as any action taken is identified in the minutes as “recommended” and is later approved by at least a majority of the required quorum for that meeting.

Section 7.04 Action Without a Meeting

Any action required or permitted to be taken by the Board may be taken without a meeting by voting via email if each and every member of the Governing Board either (1) votes for the action or (2) votes against or abstains from voting for the action and waives the right to demand that action not be taken without a meeting. Such action may be taken without a meeting only if there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by the Board, and which of necessity make it impracticable to wait until the next Board Meeting. Action shall be taken without a meeting only if the action is approved by at least a majority of the required quorum for a Board meeting. If action is taken on such a basis, the motion and the results of the vote shall be read into the minutes at the next scheduled Board meeting. Any action so approved shall have the same effect as though taken at a Board meeting.

Article VIII - Duties of Officers

Section 8.01 President

The President shall preside at all meetings and shall appoint all committee chairpersons in consultation with the President-Elect. In the event of an elected officer becoming unable to complete their elected term of office, the President shall appoint a replacement in consultation with the President-Elect. The President shall be responsible for the proper functioning of the Club. The President may establish a temporary committee, including appointing its chair, to address the needs of the Club. The term of any such established committee shall not exceed one year.

Section 8.02 President-Elect

The President-Elect shall serve for one-two year(s) before automatically becoming President the following year for one-two year(s). The President-Elect shall work closely with the President in preparation for assumption of presidential duties, including assisting and advising the President and performing other duties as assigned by the President or Governing Board. The President-Elect shall ensure that the Club's property and tangible assets are properly inventoried, handled and stored. The President-Elect shall be responsible for the coordination, training and orientation of new Activity Chairs, and, shall serve as an advisor thereto. The President-Elect shall in the absence or disability of the President, perform the duties of the President and shall succeed to the position of President should the President become unable to complete their elected term of office.

Section 8.03 First Vice President(s)

The First Vice-President(s) shall perform the duties of the President in the absence of the President and President-Elect. 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. In the event of two First Vice Presidents, each is entitled to one vote on the Governing Board.

Section 8.04 Second Vice President

The Second Vice President shall be responsible for arranging speakers for the monthly membership general meetings.

Section 8.05 Secretary

The Secretary shall act as recorder for all Board meetings. The Secretary shall circulate draft minutes of the board meetings in a timely manner to the Board after each meeting and is responsible for getting approved minutes posted on the website. In April, the Secretary shall create the ballot for annual elections to the Governing Board, as well as bylaws amendments, to be voted on by the general membership.

Section 8.06 Treasurer

The Treasurer shall handle all financial transactions of the Club, make all tax filings required of the Club, maintain all financial records of the Club, and lead in the preparation of the budget. The Treasurer shall receive all monies 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 June 30, the end of the Club's fiscal calendar. The annual financial statements shall be completed, audited by a committee appointed by the President, and presented for review at the August meeting of the Governing Board prior to being included in the newsletter.

Section 8.07 Membership Chair

Heads the Membership Committee, the responsibilities of which include, receiving member dues and submitting them to the Treasurer, recording new memberships, processing membership renewals, and maintaining membership database information. Provides analysis of data as requested. Submits new member information to the Newsletter Editor and Friendship Chair. Attends the monthly Coffee to greet new members and hand out name tags. Responsible for storing the Member General Liability and Non-Member Activity Release forms. The Chair of the Membership Committee serves on the Governing Board.

Section 8.08 Hospitality Chair

Heads the Hospitality Committee, the responsibility of which includes, executing all elements of the monthly meeting—such as ensuring the program is timely run, arranging for the refreshments, set-up and clean-up. Keeps a list of volunteers and manages the same. The Chair of the Hospitality Committee serves on the Governing Board.

Section 8.09 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 (monthly Coffees) of the Club during their term of office. It shall be the responsibility of the First VP(s) and the Membership Chair to ensure that any non-member participants at First VP or Hospitality events sign the Non-member Activity Release form prior to such events. Signed release forms are to be sent to the Membership Chair for storage.

Article IX - Standing Committees

All standing committee chair positions are limited to five (5) consecutive terms unless an exhaustive search among the active members produces no other candidate for the

position. All Standing Committee chairs are appointed by the President. For the avoidance of doubt, Membership and Hospitality are both Standing Committees. Additional Standing Committees follow.

Section 9.01 Advertising

Solicits community businesses to advertise their products or services to Newcomers membership. Advertising packages include ads in the monthly newsletter, opportunities for spotlights submitted by the advertiser to appear in the Newsletter, and the opportunity for the advertiser to present at one monthly Coffee to highlight their services. Coordinates with advertisers to collect payments, to arrange Newsletter submissions and appearances at Coffees.

Section 9.02 Budget

Consists of the current and incoming (if applicable) President, President-Elect, and Treasurer. Additional members may be appointed at the President's discretion. Meets in May after Board elections, to draft a budget which is presented to the Governing Board at the June board meeting, for approval beginning the new fiscal year in July.

Section 9.03 Bylaws

Consists of the current and incoming (if applicable) President (Chair), President-Elect, and Parliamentarian. Additional members may be appointed at the President's discretion.

Section 9.04 Friendship

Welcomes new members with a phone call connection, within one month of them joining the Club. Sends appropriate messages to members as occasions arise.

Section 9.05 Greeting

Provides Greeters at Club functions. Greeters welcome new and potential members and introduce them to other members and Activity Chairs with common interests.

Section 9.06 Membership Appreciation

Plans and executes events that the Club hosts to demonstrate appreciation for its members/Board such as the holiday brunch, a summer event and the annual Board appreciation luncheon. Shall take reservations, collect fees—if necessary, and submit them to the Treasurer. Ensures any non-member attending a club sponsored Membership Appreciation event signs a Non-member Activity Release prior to the event. Signed forms are sent to the Membership chair for storage.

Section 9.07 Newsletter

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

Section 9.08 Nominating

The Nominating Committee is appointed by the President by February. They prepare a slate of nominees to be presented at the March Board meeting.

The Nominating Committee will provide to the incoming President a list of those who expressed interest in committee chair positions.

Section 9.09 Parliamentarian

Advises the Club's Governing Board in accordance with Robert's Rules of Order. The Parliamentarian shall serve as a member of the Bylaws Committee.

Section 9.10 Publicity

Submits Club entries to the Park Record, the Town Lift, KPCW and any other appropriate news outlets announcing monthly general meetings and special events. Arranges for other publicity as appropriate.

Section 9.11 Signature Events

Plans and executes major unique events that the Club hosts each year. Shall take reservations, collect fees, and submit them to the Treasurer. Ensures any non-member attending a Club sponsored Signature event signs a Non-member Activity Release form prior to the event. Signed forms are sent to the Membership Chair for storage.

Article X - Activity Groups

Section 10.01 Policies and Procedures

The Governing Board shall approve and facilitate new Activity Groups as needed.

Each Activity Group shall have at least one chairperson. Activity Group chairperson(s) are strongly encouraged to attend the monthly Board meetings.

All Activity Groups must be self-sustaining. The chairperson(s) of each Activity Group will collect any appropriate fees for their activities.

The chairperson(s) of each Activity Group shall confirm the membership status of participants and advise non-members of their need to join if they wish to continue to participate.

The chairperson(s) of each Activity Group shall submit activity information to the newsletter editor by the 15th of each month and shall be responsible for updating the Board calendar on the website in a timely manner.

The chairperson(s) of Activity Groups shall ensure any non-member participants at Club-sponsored activities sign the Non-Member Activity Release Form prior to each activity. Signed release forms are to be sent to the Membership Chair for storage.

When appropriate, Activity Group chairpersons or their designees shall maintain a waitlist in case of cancellations.

Article XI - Meetings

Section 11.01 General Meetings

The general meeting (Coffee) shall be held monthly as established by the Club.

Section 11.02 Attendance

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

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 Club Events.

Article XII - Bylaws

Section 12.01 Amendments

The Governing Board is responsible for reviewing the bylaws annually. The President will appoint a Bylaws Committee before EOM January, which will review the bylaws before EOM February. The Bylaws Committee will propose any bylaws changes to the Governing Board in March.

A member who wishes to address the bylaws should contact the President.

The Governing Board will propose to the membership in April any amendments to the bylaws. Proposed amendments shall be included with the nominated candidates on the ballot in the April newsletter. The majority of ballots returned will determine approved amendments.