

**BY-LAWS OF THE  
FALLBROOK NEWCOMERS CLUB**

**ARTICLE 1: NAME**

The name of the Club shall be **THE FALLBROOK NEWCOMERS CLUB**.

**ARTICLE 2: PURPOSE**

- a. The Fallbrook Newcomers Club shall be a non-profit organization devoted to promoting friendship among new residents in the community and providing interesting activities in which they can participate.
- b. The Fallbrook Newcomers Club neither endorses nor financially obligates itself to any person or organization.

**ARTICLE 3: MEMBERSHIP**

- a. Club membership shall be open to first time residents who have moved to Fallbrook, Bonsall, De Luz or Rainbow within the last three years. An individual living in the area for more than three years, may petition the Executive Board to become a member. The petition must state their specific circumstances and desire for becoming a member of Newcomers. The Executive Board will then make a determination on eligibility based on the request and special circumstances.
- b. The membership year shall be from July 1 through June 30.
- c. Members completing three years in the club shall have the option of terminating membership (graduating) or remaining an additional 12 months, not to exceed four years.
- d. A person who is eligible to become a member of the Fallbrook Newcomers Club may not attend more than three (3) activities as a guest.

**ARTICLE 4: MEETINGS**

- a. There shall be coffee meetings during the Club year to be held on the second Thursday of the month from September through June. Additional meetings in July and/or August may be scheduled by the Executive Board.
- b. The club will hold luncheons, social events, and a Graduation. Dates will be decided by the First and Second Vice-Presidents with Board approval.
- c. Members shall be financially responsible for reservations made. Tickets purchased in advance may be refunded only while the club is not committed financially.

**ARTICLE 5: DUES**

- a. The fiscal year shall be July 1 through June 30.
- b. Dues shall be paid annually by July 1.
- c. All Club members whose dues have become delinquent on September 1st shall be dropped from the Club membership.

## **ARTICLE 6: EXECUTIVE BOARD OFFICERS**

- a. The Executive Board Officers of the Fallbrook Newcomers Club shall be President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The Parliamentarian shall be appointed by the President.
- b. Officers shall serve for a term of one (1) year. No Officer shall be eligible for the same office for more than (1) full term.
- c. Officers shall assume duties at the end of the June joint Board meeting.
- d. The Executive Board shall transact business between regular scheduled meetings, if deemed necessary.

## **ARTICLE 7: ELECTION OF EXECUTIVE BOARD OFFICERS**

- a. The Nominating Committee, consisting of five (5) members, will be selected by the President and the Parliamentarian and presented at the February Coffee meeting.
- b. Nominees for Executive Board Officers shall be presented to the membership by the Parliamentarian at the March Coffee meeting
- c. Biographies of the nominees shall be published in the April Newsletter.
- d. Election of Executive Board Officers shall be held at the April coffee meeting. Additional nominations may be made from the floor with the prior consent of the nominee. Candidates receiving the majority of votes shall be declared elected. The new slate of Officers shall be presented after the vote.
- e. A vacancy in any of the elected offices shall be filled by appointment by the President with approval of the Board.

## **ARTICLE 8: DUTIES OF ELECTED OFFICERS**

- a. **PRESIDENT:** Shall preside at all regular meetings of the Club and meetings of the Executive Board; appoint the Parliamentarian, Presidential Committee Chairmen, an Auditing Committee, and any other social committees the President deems necessary. Shall serve as an honorary member of all committees. The President shall sign checks in the absence of the Treasurer.
- b. **FIRST VICE-PRESIDENT:** Shall serve as Program Chairman, Coordinate Board Meetings and perform the duties of the President in the President's absence, as stated in the job description.
- c. **SECOND VICE-PRESIDENT:** Shall serve as Social Function Chairman and be prepared to perform all duties of the President and First Vice-President in their absence, as stated in the job description.
- d. **THIRD VICE-PRESIDENT:** Shall serve as Membership Chairman and shall appoint an Associate co-chairman and Roster Chairman. In the absence of the Third Vice-President, either appointee shall attend the Board meeting, as stated in the job description.
- e. **RECORDING SECRETARY:** Shall record and read minutes of all meetings; shall prepare ballots, if necessary, for elections, as stated in the job description.
- f. **CORRESPONDING SECRETARY:** Shall prepare and send all correspondence that bears the Club's signature, except that pertaining to finance, and shall retain a file copy of the current fiscal year's correspondence.
- g. **TREASURER:** Shall have charge of the Club funds; pay bills upon approval of the Executive Board; receive and file receipts and expenditures. The books shall be audited prior to the new Treasurer assuming office. Bank signature card shall bear three (3) signatures: President, First Vice-President, and Treasurer.
- h. **PARLIAMENTARIAN:** Shall serve as advisor of parliamentary procedure as outlined in *Robert's Rules of Order, Revised* and is Chairman of the Nominating Committee for the following year's Executive Board.
- i. **ASSISTANTS:** All officers with the exception of the Treasurer can have an appointed assistant.

## **ARTICLE 9: BOARD**

- a. The Board shall consist of the elected Officers, appointed Presidential Committees, and Activity Chairmen.
- b. The Board shall meet on the first Monday of the month.

## **ARTICLE 10: RESOLUTIONS**

No resolution or motion to commit the Club on any matter shall be considered by the Club until it has been submitted to and approved by the Board. Any action taken at a Board meeting affecting the Club membership must be presented at the next general coffee meeting for membership voting.

## **ARTICLE 11: AMENDMENTS**

By-laws shall be amended by 2/3 vote of those members present at a general coffee meeting. Notice of such amendment shall be printed in the Newsletter preceding this meeting.

### **STANDING RULES**

#### **1. CHAIRMEN**

- a. Chairmen shall serve no more than two consecutive years in the same position.  
Co-Chairmen shall attend Board Meetings ONLY in the absence of chairmen.

#### **2. GRADUATION**

- a. All graduating members shall be honored at the Graduation Function.

#### **3. PRESENTATION OF ELECTED OFFICERS**

- a. Newly elected officers shall be presented at the May Coffee or Graduation Function at the discretion of the President.

#### **4. TRANSITION OF BOARDS**

- a. The outgoing President shall chair the combination Board Meeting in June with all incoming officers who will assume their new duties at the close of the meeting.
- b. All notebooks with records and Job Descriptions shall be exchanged at this time.
- c. The outgoing Recording Secretary shall take the minutes of the combination Board Meeting, with the incoming Recording Secretary assuming duties at the close of the June Meeting.

#### **5. ENCORE CLUB**

- a. Graduates are eligible for membership in the Encore Club.
- b. A copy of each Newsletter shall be sent to the Encore Executive Board.
- c. The Membership Chairman shall send a list of graduates to the Encore Club President.

#### **6. NEWCOMERS/ENCORE ANNUAL ACTIVITIES**

Newcomers shall participate in at least one Newcore Function during the fiscal club year.

#### **7. DUES**

- a. The annual household dues shall be \$25.00.
- b. Dues shall be prorated for any member joining between March 1 and June 30.

#### **8. GENERAL COFFEE MEETINGS**

- a. The minutes shall be available at all coffee meetings.
- b. The Treasurer's report shall be read at all coffee meetings.

**9. ROSTER**

- a. The annual Roster shall be available to all members by the October coffee meeting.
- b. **The Membership Roster is published for the convenience of the members of the Club, to be used only for club sponsored activities and IS NOT to be used for solicitation.**

**10. NEWSLETTER**

- a. The Newsletter shall be published ten times a year, combining July/August and December/January.

**11. EXECUTIVE BOARD MEMBER REPLACEMENTS**

- a. Executive Board members absent from two successive Board Meetings without justification may be replaced by the President, with Executive Board approval.

**12. ANNUAL REPORTS**

- a. Executive Board members shall keep a record of duties of their office to be given to their successors, updated as necessary.
- b. All Presidential Committee chairmen shall prepare a detailed record of their activities to be given to their successors.
- c. All Activity Chairmen shall prepare a file or notebook of their activities to be given to their successors.