

SANDWICH NEWCOMERS & NEIGHBORS

ORGANIZATIONAL GUIDELINES

APPROVED BY THE MEMBERSHIP – JUNE 28, 2014

1. NAME

The name of this organization is SANDWICH NEWCOMERS & NEIGHBORS (hereinafter referred to as “the Club”).

2. PURPOSE

The purpose of the Club is to provide opportunities for members to meet in a social environment and to provide information to members on their town and on Cape Cod, in general.

3. OBJECTIVES

To welcome newcomers to the area; to provide existing members of the community with social activities; to provide an atmosphere of friendliness, goodwill, and helpful information for members; to provide a means for people with like interests to meet and join together for social activities, and to increase members’ knowledge of their community: its services, benefits, functions, and problems.

4. MEMBERSHIP POLICY

The Club shall not discriminate against any prospective member(s) or enrolled member(s) on the basis of race, sex, color, creed, sexual orientation, national origin, income, marital status, or any other factor. There is no limit on the number of years one may belong to the Club. One need not be new to the area to join; all residents are welcome no matter how long they have lived here.

5. DUES AND FEES

Membership dues shall be set and reviewed annually by the Board of Directors and shall be due July 1st and payable no later than August 31st. The Club may charge fees to cover the costs of events. Such fees will be turned over to the treasurer who will then pay all bills submitted in connection with

that event. Fees charged for regularly scheduled activities will be handled directly by each activity coordinator.

6. BOARD OF DIRECTORS

The Board of Directors shall consist of four officers and five chairs. No officer may serve more than two consecutive years in the same position. Board positions may be co-shared but in any event shall have only one vote.

The officers of the Club, and their duties, shall be as follows:

President: Shall preside over Program Meetings; shall call Board Meetings as needed and preside over them; shall appoint a Nominating Committee and preside over its meetings and shall be a designated signatory on the Club Checking account.

Vice President: Shall organize program events for the Program Meetings, including arranging for speakers, securing and confirming the meeting place and notifying Hospitality. The Vice President shall preside over board and/or Program Meetings in the absence of the President.

Secretary: Shall take the minutes of the Board Meetings and distribute them to Board Members within one week thereafter; shall keep records of same, and shall read the minutes of the previous Meeting at the beginning of each Board Meeting.

Treasurer: Shall receive and record all monies received from membership dues and fees and deposit them in the Club account; shall prepare and present financial reports to the Board of Directors for each Board meeting and a final report at the end of each fiscal year. This final report shall be published in the newsletter.

The five (5) chairs listed below shall be chosen by approval of a majority of the Board.

Membership: Receive membership applications and dues from new members and receive dues from members who are renewing their membership; all dues shall then be immediately turned over to the Treasurer for deposit into the Club account. Greet and introduce new members to the Club. Keep and update membership list. Provide activities coordinators with

relevant profile information from website profile and/or paper forms submitted for membership.

Publicity: Publicize Program Meetings via local publications and sites.

Newsletter: Prepare and distribute the monthly newsletter.

Social Events: Plan and coordinate any non-regularly scheduled activity

Wine Social: Plan and organize monthly socials which may include holiday parties, dances and a year-end picnic held in lieu of a monthly social

Each of the nine board member positions (consisting of the four officers and five chairs) shall have one vote. Any votes by the Board shall be decided by a majority of those members present. Absent members may submit votes in advance.

There will be a call for volunteers to fill Board positions prior to the annual meeting.

Nominating Committee: The Nominating Committee appointed by the President shall consist of at least three (3) but not more than five (5) Club members, not more than one of whom (in addition to the President) shall be a current Board member. The Nominating Committee shall contact Club members to seek volunteers to fill Board positions for the coming fiscal year. A slate of candidates for Board positions recommended by the Nominating Committee shall be submitted to the Board for its approval on or before the date for the May Board Meeting. In the event that there are multiple candidates for Board positions for the coming year, the current Board shall, at or before the May Board Meeting, vote to determine the final slate of candidates to be presented to the Club membership.

At the Annual Meeting of the Club (the June meeting of each year), the slate of candidates approved by the Board shall be presented to the Club members for final approval by a voice vote of the Club members conducted by the current Board president. The voice vote (yea or nay) shall be upon the entire slate of candidates and shall not be upon each Board position.

In addition to these board positions, there exist a number of regularly-scheduled activities coordinated by Activity Coordinators as shown on the

website under “Activities.” Members are encouraged to initiate new activities for consideration by the board at any time.

Each Activity Coordinator shall send an activity report to the President by May 1st each year for presentation at the next Board of Directors meeting.

7. MEETINGS

The Club’s fiscal year shall run from July 1st to June 30th of the following year. Program Meetings shall be held several times a year. The Annual Meeting of the Club shall be the June meeting of each year. Special meetings may be called by the President with advance notice to the members. Board meetings shall be called at the discretion of the President, with no fewer than four during the calendar year.

Any member may attend a Board meeting with prior notice to both the President and Vice President.

8. AMENDMENTS

These organizational guidelines may be amended at the discretion of the Board. Any amendments will be presented to the membership at the annual meeting and posted on the website.