

Newcomers Alumni Club By-Laws

Revised January, 2023

ARTICLE I Name

This organization shall be known as the Lakeway Newcomers Alumni Club.

ARTICLE II Objective

To provide a friendly and helpful opportunity for persons to continue their association with former members of the Lakeway Newcomers Club

ARTICLE III Membership and Dues

Section 1 Qualifications for Membership

1. Any resident of Lakeway, Lakeway ETJ, or the Hills of Lakeway, who has been a member of the Lakeway Newcomers Club for any three years, past or present, shall be eligible for membership.
2. New spouses are invited to join at the current member rate as long as the spouse member is in compliance with membership requirements.
3. If members move out of Lakeway, Lakeway ETJ or the Hills, they are eligible,for an associate membership. The associate must pay annual dues continuously.
4. Every member must be a paid member of the Lakeway Activity Center.
5. The total membership of Newcomers Alumni Club shall not exceed a reasonable number, as determined by the then current board. The following factors should be considered in making the decision as to what number is "reasonable":
 - a. The number of members whose request to attend social/meetings could not be accommodated because of size restrictions pertaining to the site of the meeting
 - b. The number of prospective members on the waiting list.
6. Single members may bring a guest of either sex to Club events. Guests must pay their full cost for the event and shall not receive any subsidy from the Club.
7. Club events are limited to adults only.
8. When there is a vacancy for membership, the next eligible prospective member on the waiting list may attend a maximum of two club meetings/functions before becoming a member. However, if the resident elects, he/she may join at the first meeting/function.
9. All members are required to agree to and sign the Newcomers Alumni personal release form (Full Release of Liability Form as set forth on application for membership) on an annual basis.

Section 2. Dues

1. Annual Dues shall be determined by the Board of Directors.
2. Membership Year shall be February 1st to January 31st.
3. Annual dues shall be paid by March 1st of the new membership year.

4. If a member fails to pay dues by the deadline date, the member shall be dropped from membership, be ineligible to participate in any Club function, not receive further Club communications and not be included in the annual Membership Directory. If such member desires to rejoin, he/she will be put on the waiting list.
5. New members can join at the beginning of the Membership Year or in August with dues payable the month preceding. New members can join in August and will pay one half the annual dues then in effect; payment must be made prior to the August meeting.
6. Monies collected from the members shall be used solely for the benefit of the Lakeway Newcomers Alumni Club.
7. The outgoing Board shall pass funds to the new Board of not less than the dues collected for the ensuing year.

ARTICLE IV Election of Officers

Section 1 Board of Directors

The Executive Officers of Newcomers Alumni Club shall be the Board of Directors. Each Director shall have a specific responsibility, except for program planning which is a responsibility of the entire Board.

Officers are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Membership Chair
- Communications Chair
- Directory Chair

Section 2 Officers shall serve for one year, beginning with the first month of the Membership Year. No officer may serve in the same position for more than two consecutive terms. Officers shall be elected

by a majority vote of the members in attendance at the November meeting prior to the new Membership Year. A secret ballot may be

necessary if names are placed in nomination from the floor at that meeting.

Section 3 The President shall appoint a Nominating

Committee to propose a slate of candidates as officers of the Club for the coming Membership Year. The Committee will be appointed no later than the September meeting and will submit its slate of candidates

at the October meeting. The committee shall consist of two Directors and three members from the membership at large. The President may not serve on the Nominating Committee.

Section 4 The approved candidates shall be presented to the membership and voted upon as soon as the Nominating Committee has

a full slate of Nominees. Nominations shall be accepted from the membership via email to the Nominating Chair or any member of the Nominating Committee. The Chair will notify the membership via email

when the Committee is ready to begin accepting nominations. All nominations from the membership will be included on the ballot only if the nominee has agreed to serve if elected.

Section 5 Each member present at the General Meeting during which the Nominating 'Committee presents the ballot shall be entitled to one vote for each position on the ballot.

Section 6 A replacement for a vacancy in any office shall be filled by the Board of Directors.

ARTICLE V Duties of Officers

Section 1 The President shall preside at all meetings of the Club

and shall call and preside over all meetings of the Board of Directors. The President may attend all committee meetings, with the exception of

the Nominating Committee. All Ad Hoc Committee Chairs shall be appointed by the President.

Section 2 The Vice President shall preside in the absence of the President. The Vice President shall:

1. coordinate all general monthly meetings of the Club.
2. supply meeting information to the Chair of Communications for newsletters and other announcements.
3. coordinate and assist monthly event hosts and hostesses at each function.
4. appoint co-hosts and co-hostesses as needed.
5. purchase and supply paper goods as needed for each function.
6. attend to other duties of the Club as requested by the President.

Section 3 The Secretary shall be custodian of the permanent

Records of the Club and provide the President with a copy of the minutes from the previous month's Board meeting. Copies of the Club's minutes

shall be made available to any member upon written request to the Secretary.

Section 4 The Treasurer shall receive and dispense all monies for the fiscal year February 1 — January 31 (the Membership Year) and keep financial records that shall pass to the new Treasurer each year.

Section 5 The Membership Chair shall welcome prospective members. This Chair shall organize and coordinate all membership enrollment and administrative activities such as:

1. Sign up new members and provide membership application forms to prospective members.
2. Deliver name tags to each social.
3. Maintain a current list of all paid members.
4. Maintain a Waiting List for prospective new members

Section 6 Communications Chair shall prepare and provide monthly Newcomers Alumni activity information to members via e-mail.

Section 7 Directory Chair shall edit the Directory to include all changes

required by the officers, including getting quotes on printing costs, compiling the booklet for the printer, supervising the printing and having it complete to distribute during the second month of the Membership Year..

ARTICLE VI Board of Directors

Section 1 The Board of Directors shall be comprised of the elected officers. Fifty-one percent (51%) of the Board of Directors shall constitute a quorum at any Board meeting.

Section 2 The President, giving a reasonable advance notice to ensure maximum attendance, shall call Board of Directors meetings.

Section 3 The President may call meetings of the Board at any time, providing nothing is done contrary to the policies of the Club.

Section 4 A joint/transition meeting of the outgoing and incoming Boards shall be held at the final Board meeting preceding the new Membership Year.

Section 5 The Board of Directors is empowered to consider, approve, or disapprove all motions relating to the Newcomers Alumni Club at a legally constituted meeting of the Board.

ARTICLE VII Meetings

Section 1 The General Meeting shall occur on the **fourth** **Thursday** of each month. The meetings shall consist of a social, and, when necessary, a business meeting.

Section 2 The Executive Committee may change the regular meeting to a different date if necessary, providing that due notice of such change is given to all members of the Club.

Section 3 Each member is held responsible for making reservations for any special event where required. Paid reservations must be cancelled prior to the specified cut-off date in order to receive a refund.

Section 4 Members or guests of the Newcomers Alumni Club shall not make commercial or political solicitations at any meeting or activity. The Directory is published for the exclusive use of the membership and it shall not be used for commercial or political solicitations.

ARTICLE VIII Resolutions

No action shall be taken on a motion to commit the Club to any matter until it has been considered and acted upon by the Board of Directors.

ARTICLE IX Amendments

These by-laws may be amended or discontinued by a simple majority vote of the membership in attendance at a General Meeting or by a majority vote of the Board of Directors.