

Constitution of New Sociables

Updated April 2023

Article I: NAME

The name of this organization shall be NEW SOCIABLES.

The organization colors shall be green and yellow.

The organization flower shall be the daisy.

Article II: OBJECT

The object of this organization shall be to make ours the friendliest, happiest, and busiest social organization in this area.

Article III: MEMBERSHIP

1. Membership shall be open to all women who reside in the Metro area.

Amended 2023

2. A prospective member may attend any three functions - not just General Meetings - before she must make the decision to join.
3. An annual membership fee, reviewed yearly, shall be paid in September. Those joining after February 1st shall pay one-half of the assessed amount. This saving shall be available to first-time new members only. Dues must be paid to receive the Newsletter, Directory, and to attend organization activities.

Article IV: MEETINGS

General Meeting of NEW SOCIABLES shall be held on the first Monday of the Month, with the exception of legal holidays in which case the meeting will be moved to the following Monday.

The time and place shall be arranged by the Board.

Article V: EXECUTIVE BOARD

1. The Executive Board shall consist of the following officers: President(s), Vice President(s), Secretary(s), Treasurer(s), and Advisor(s).
2. Members are qualified to serve on the Executive Board as long as they are members in good standing.
3. All members of the Executive Board shall serve without remuneration.

Article VI: APPOINTMENT OF GENERAL BOARD

1. The General Board shall consist of the Executive Board and the Appointed Positions.
2. Members may serve on the General Board as long as they are in good standing.
3. All members of the General Board shall serve without remuneration.

Article VII: NOMINATING COMMITTEE

1. The Nominating Committee shall consist of the President(s), Advisor(s), Membership Chairperson(s), and three other members of the organization. This Committee shall be established in January.
2. At the February General Meeting, any member of the organization may submit the name(s) of a member to the Nominating Committee for a board position.
3. The Nominating Committee shall meet in February after the General Meeting.
4. The slate of officers shall be presented to the membership at the May General Meeting for approval.
5. The new Officers and Board Members shall be installed at the June Luncheon.

Article VIII: AMENDMENTS

Amendments to the Constitution and By-laws may be proposed at any meeting of the General Board. When an amendment is desired,

notice of such intention must be given at the one General Meeting and members notified of the proposed amendment change in the monthly newsletter. The amendment will be passed by a majority vote of those in attendance at the next General Meeting.

Adopted: October 4, 1993

AMENDMENT I

A memorial fund of at least \$150 shall be maintained and incorporated into the annual budget. The fund shall be used to donate \$50.00 to the designated charity of a deceased member. A deceased member shall be defined as any person who has paid their dues within 12 months of their death. If the memorial fund falls below \$150, proceeds from the 50/50 raffle shall be used to restore the fund to the minimum balance. The Treasurer shall be responsible for sending the donation to the proper charity. In the event that no charity is designated, a donation shall be made to Lewis House in the name of the deceased.

Amended: November 4, 2013

BY-LAWS

Article I: OFFICERS

Section 1: The officers of this organization shall consist of the following: President(s), Vice President(s), Secretary(s), Treasurer(s), and Advisor(s).

Section 2: New officers shall be voted on at the May General Meeting and installed at the June Luncheon. These officers shall serve for a one year term.

Article II: DUTIES OF OFFICERS

Section 1: President(s)

1. The President(s) shall preside at the monthly meetings of the entire membership: shall be an ex-officio member of all Activity Groups and shall fulfill the duties and exercise the powers incident to the office of the President(s).
2. The President(s) shall be Chairperson of the Nominating Committee.
3. The President(s) shall be Chairperson of the Board and have the power to fill vacancies occurring in the Board for the remaining term of any vacancy.
4. The President(s) shall vote only in the case of a tie.
5. Each May, the President(s) shall ask for two volunteers from the general meeting to serve on the Audit Committee.

Section 2: Advisor(s)

1. The immediate Past President(s) shall be a voting member of the Board for a period of one year, acting in the capacity of Advisor.
2. The Advisor(s) shall be a member of the Nominating Committee.
3. The Advisor(s) shall be responsible for chairing the New Member Tea Committee each spring to honor our new members.
4. The newly-installed Advisor(s) shall be responsible for chairing the Audit Committee which audits the books and records of New Sociables on an annual basis. The audit is to be completed not later than July 20 to facilitate the timely preparation of the annual budget by the President(s).

Section 3: Vice President(s)

1. The Vice President(s) shall assist the President(s) and assume the duties of the President in the absence of the President. in the subsequent year. The position of Program Chairperson shall then become an appointed position on the General Board.

Amended 2023

2. The Vice President(s) shall move up to the position of President(s)

Section 4: Recording Secretary (-ies)

1. The Secretary (s) shall keep a record of all Board Meetings and General Meetings.

Section 5: Treasurer(s)

1. The Treasurer(s) shall keep a record of the receipts and expenditures of all funds and shall submit a financial report at each Board Meeting and General Meeting.
2. The Treasurer(s) shall collect dues from the Membership Chairperson(s) and shall keep an active and up to date list of all members in conjunction with the Membership Chairperson(s).
3. Each year the outgoing Treasurer(s) shall submit income and expense records and a prepared Financial Statement to the Audit Committee for their approval and signature by the end of July.

Article III: GENERAL BOARD

Section 1

A regular meeting of the Board shall be held each month from August through May. Special meetings of the Board may be called by the President(s). Board meetings cannot conflict with already scheduled New Sociables events and /or activities.

Section 2

The administrative affairs of the organization shall be under the direction of the Board, which shall consist of the Elected Officers and the Appointed Positions. Board positions with one or more members shall have one vote except for the President(s) who only vote in the event of a tie.

Section 3

The President(s) may create any committee which is deemed advisable for the organization.

Section 4

At the monthly Board Meeting, a minimum of five Appointed Positions plus three members of the Executive Board shall constitute a quorum. Each Board position shall have one vote except the President(s).

Section 5

Any expenditure over each Board Member's allocated budget must be approved by the Board.

Article IV: SPECIAL ACTIVITIES

Section 1

Each Board position, on completion of their term, shall be required to submit a written report of their duties and actions to their successors. The report should include a current job description, tasks to complete each month, and a sample newsletter article. When a new group is formed, a copy of the Appointed/Activity job description is to be submitted to the President(s).

Section 2

All Board Members (Elected Officers and Appointed Positions) should attend monthly Board meetings.

Section 3

The outgoing Board Members will be recognized each year at the June Luncheon.

Section 4

A report of each activity is to be submitted to the President(s) yearly. This report should contain a written job description, tasks to complete each month, and a sample newsletter article. When a new group is formed, a copy of the Activity job description is to be submitted to the President(s) and approved by the Board.

Article V: CANCELLATION OF REGULARLY SCHEDULED MEETING

Section 1

The Snow Policy is that if School District 196 schools are closed or two hours late, the General Meeting or the Board Meeting is canceled. If you are scheduled for an Activity on a snow

day, the Activity Chair is to be contacted to determine if the activity will take place or is canceled.

Article VI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the organization where it is not inconsistent with these By-laws.

ARTICLE VII: COMMUNICATION

Section 1

New Sociables will use an electronic means for communication. The purpose of this electronic communication is to notify the membership of executive board actions as well as general board actions that impact the entire membership. This electronic communication is also intended for use by the appointed positions of the general board.

Section 2

The electronic means of communication does not relate nor is it intended for use by the activity groups of New Sociables. Communication for the activity groups is to be determined by each individual activity group. The only exception to this rule is if more than 50 percent of the New Sociables membership is involved in an activity group as evidenced by the activity group enrollment.

Section 3

The electronic means of communication as well as the contact information listed in the membership directory must not be used for promotion of business interests.

Adopted 2023