

**Peninsula Newcomers' Club
Constitution and By-Laws**

Amended as of June 7, 2018

Article I Name

The name of the organization shall be The Peninsula Newcomers Club, hereinafter called "the Club".

Article II Constitution

The Club is a non-profit organization whose purpose is to welcome women new to the Saanich Peninsula, hereinafter known as the Peninsula, to provide them with useful information about the area, to introduce them to other newcomers, to meet in friendship and to provide social events for both members and partners.

Article III Membership

1. A person may apply to the directors for membership and the application shall be accepted, provided that the applicant:
 - a) Is a woman or identifies as a woman;
 - b) Resides in the area of British Columbia known as the Saanich Peninsula, which is as defined as within the boundaries of North Saanich, Sidney, and Central Saanich;
 - c) Has resided on Peninsula for a period of time of less than three calendar years; (At the discretion of the Executive, consideration may be given to applicants with special circumstances who have been in the community for longer than three years). As well, women who live on the Peninsula on a part-time basis may choose to wait until they are full-time residents, at which time the three year period will begin).
 - d) Signs the Peninsula Newcomers' Club Liability waiver; and
 - e) Pays the annual dues.
2. Eligibility decisions will be made and/or reviewed at executive meetings to ensure that the by-laws are fairly, consistently and transparently applied.
3. Effective September 1, 2017, the term of membership shall be as follows for members who joined:
 - a) prior to September 1, 2017, the length of membership shall be five years;
 - b) after September 1, 2017, the length of membership shall consist of four membership years;

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4. Each membership year commences on September 1st and ends the following August 31st.
5. Membership timelines apply to all members, whether they are full-time or part-time residents of the Peninsula.
6. A person ceases to be a member of the Club:
 - a) When the member resigns;
 - b) When the annual dues or outstanding charges are not kept current;
 - c) If the member fails to comply with the by-laws of the Club;
 - d) For members who joined the Club prior to September 1, 2017, upon completion of five years membership in the Club and for members who joined the Club on or after September 1, 2017, upon completion of four years membership in the Club.
7. Membership will be revoked if a member is found to have used the membership lists for the purposes of solicitation, selling or other commercial purpose.
8. A member who moves from the Peninsula will not be permitted to renew her membership upon its expiry. If she returns to the Peninsula, she will be permitted to rejoin the Club, but the number of years of prior membership will be deducted from the number of years remaining in her term of membership. i.e. if the member moved from the Peninsula after two years of membership, returns to the Peninsula and rejoins the club, she will have two years remaining in her term of membership.
9. The executive may suspend and/or remove or refuse membership to anyone for failing to observe the by-laws of the Club or for other conduct that is considered by the executive to be derogatory to the character, or prejudicial to the interests, or injurious to the purpose of the Club. Such a decision to terminate or refuse membership shall be done by a resolution passed by at least a two-thirds majority of the executive. Such resolution shall be sent to the member or potential member in question, who shall be entitled to respond to the concerns expressed in the resolution within 14 days.
10. Members in good standing have the right to take part in all the activities of the Club, space and numbers permitting. Where space or numbers in an activity are limited, the activity is on a first-come-first-serve basis. Where appropriate a second group may be started.
11. Potential members may attend one regular meeting before joining the Club, upon payment of the cost of the luncheon one week prior to the meeting.
12. Members shall be held responsible for any charges incurred on their behalf for a luncheon reservation not cancelled three days prior to the meeting.

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13. Dues:

- a) Shall be payable annually in September; dues unpaid after October 1st become outstanding. Membership will be reinstated upon payment of dues; if dues are not paid, the member's membership will lapse.
- b) Starting in March, a new member will pay a reduced membership fee of 50% of the annual membership fee and will not be considered in her first membership year until September.
- c) Are non-refundable.
- d) May be increased by a vote of two-thirds of the executive.

Article IV Prohibitions

1. Members are prohibited from using the membership list or any regular meeting for the purposes of soliciting business or selling any product or service. Distribution of the membership list to non-members for any reason is expressly prohibited and will result in revocation of membership.
2. The Club, either as a group or any of the activity groups sponsored by the Club, will not take a stance on any issue, nor will it sign its name to any document promoting a cause of any kind.

Article V Meetings of Members

1. Meetings shall be held once a month from September to June inclusive and will not be held during July and August.
2. Meetings may consist of a luncheon, a meeting about Club business, a guest speaker and an opportunity to socialize.
3. Meetings shall be publicized using a variety of community media opportunities and club newsletters.
4. Activity groups meet at different times during the month, the times and places of which are posted on the website and communicated to group members by the conveners of each group.
5. Annual General Meeting
 - a. The June meeting shall be the annual general meeting with elections of the executive committee and presentation of reports.
 - b. Each member of the executive shall present a brief written report of her activities to the membership at the annual general meeting.

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Article VI Quorum and Voting

A quorum shall consist of ten (10%) percent of active members. All members in good standing present at a meeting are entitled to vote on any issue presented to the meeting for resolution. Proxy voting shall not be permitted.

Article VII Elections

1. Members of the executive will be elected by ballot or acclaimed at the June annual general meeting, to serve for one year. Their term of office will commence immediately following the June election.
2. A nominating committee of three members, including two members of the current membership and one member of the current executive, shall be appointed before the March regular meeting. They shall present a slate of nominees by the May regular meeting. At the annual general meeting in June, additional candidates may be nominated from the floor with the consent of the nominee.
3. In order to cast a vote, a member must be in good standing.
4. Voting shall be by secret ballot, if there is more than one nominee for any office.
5. The candidate receiving the most votes will be elected.

Article VIII Executive

1. The Club shall be governed by an executive board.
2. A member assuming a position on the executive must possess the following skills:
 - a. Good management and communication skills
 - b. Ability to work with a diverse membership with tact, flexibility and respect; and
 - c. Basic computer skills, including email.
3. Meetings of the executive shall be held on a monthly basis or at the call of the President or two members of the executive.

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4. Time sensitive issues requiring executive approval may be discussed and handled via e-mail or telephone. The results of votes taken in this circumstance are to be ratified at the next executive meeting.
5. The final executive meeting of each term, held after the June annual general meeting or at a time convenient to both groups shall be attended by both the outgoing and incoming executives. All records shall be turned over to the new executive.
6. Any new business arising from the floor shall be tabled until the next regular executive meeting as per Robert's Rules of Order.
7. No member of the Club or ad-hoc committee of the Club has the authority to make any commitment or enter into any contract on behalf of the Club without authorization from the executive.
8. The executive is authorized to spend a maximum of \$250 on behalf of the Club on any expenses incurred which are not covered in the draft budget. This expense must receive the prior approval of at least three members of the executive.
9. The executive, at its discretion, may appoint other ex-officio members of the executive.
10. Vacancies that occur during any term for any reason shall be filled for the remainder of that term by appointment upon agreement of two-thirds of the executive.
11. A member holding a position on the executive ceases to hold that position if she is no longer a member in good standing or upon a two-thirds vote of the remaining executive after one month's notice. The executive may consider removal of a member of the executive for failure to fulfill the requirements of the position or for acting in a manner that is detrimental to the purposes of the Club.
12. One half of the executive must be present at any executive meeting to conduct the business of the Club.
13. Unless authorized at any regular meeting and after notice of same has been given, no member of the executive or member of the Club shall receive any remuneration for her services.

Article IX Duties of the Executive

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General:

1. The executive committee is responsible for conducting an annual review of the bylaws to ensure that they continue to support the purpose of the Club, including update the list of each member's duties as necessary.
2. All members of the Executive are expected to:
 - a. meet and greet members, particularly new members, at the regular meetings;
 - b. provide a written copy of her report, if any, to the Secretary;
 - c. at the end of her term of office, turn over to the incoming members of the executive any records, procedures or other information pertaining to her position at the earliest opportunity but no later than the end of June;
 - d. update the duties of her position as necessary

PRESIDENT

- a. Provides leadership and motivation to the executive and the membership at large;
- b. Chairs business, luncheon and special meeting as required, employing Robert's Rules of Order;
- c. Appoints committees when necessary, in consultation with the executive;
- d. Monitors Club finances, activities, special functions and issues;
- e. Provides a column for the Newsletter each month;
- f. Provides an annual report from the executive to the annual general meeting.

FIRST VICE-PRESIDENT

- a. In consultation with the executive, will act as liaison with luncheon venues, negotiate menus and contracts for monthly luncheons, such contracts to be confirmed with the executive prior to signature;
- b. Oversees luncheon arrangements;
- c. Informs the Communications Coordinator and the Publicity Coordinator of the time, place and cost of luncheon for publication in the Newsletter and on the website;
- d. Assumes the duties of President should the President be unable to fulfill her term of office or if the President is absent for any reason.

SECOND VICE-PRESIDENT

- a. Arranges for guest speakers to attend monthly luncheons, including contacting speakers with an overview of their audience so they can tailor

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- their talk accordingly, confirming their requirements and, if necessary, arranging honoraria for speakers;
- b. Works closely with the venue to ensure equipment, as required by the speaker, is available;
- c. Informs Communications Coordinator of the luncheon program (e.g. name of speaker and topic) for publication in the Newsletter and on the website;
- d. Acts as hostess for visiting speakers;
- e. Sends confirmation, reminder and thank you e-mails or letters to speakers on behalf of the Club;
- f. If the First Vice-President is unavailable, the Second Vice-President will step in to assist with her duties as necessary.

SECRETARY

- a. Records proceedings of executive meetings and promptly emails the minutes to executive members;
- b. Keeps signed copies of all minutes on file in the Club's records;
- c. Retains electronic copies of Club documents;
- d. Prepares Club correspondence as required;
- e. Receives all written reports electronically from the executive.

TREASURER

- a. By the September meeting, develops a draft budget for discussion and approval by the executive;
- b. Collects fees for monthly luncheons and any special events;
- c. Deposits all monies received by the Club to the Club bank account;
- d. Maintains records of all disbursements and monies received;
- e. Reconciles bank statements;
- f. Provides written financial statements monthly to the executive;
- g. Prepares and presents a full annual financial report to the executive and to the membership at the annual general meeting in June;
- h. Arranges for changeover of signing officers with banking institution;
- i. Maintains Club financial records for five years;
- j. Makes recommendations about means to improve the financial status of the Club and potential distribution of excess Club Funds.

MEMBERSHIP COORDINATOR

- a. Enrolls new members, collects membership fees and maintains up-to-date membership list;
- b. Sends out membership form and liability waiver and other Club information, to potential members;
- c. Informs Hospitality Coordinator and Newsletter Coordinator when new members join;
- d. Provides every member with a copy of the Constitution and By-laws and Privacy Policy;
- e. Provides members with an up-to-date membership list twice a year in the fall and spring;

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- f. Provides name tags for members;
- g. Monitors the Club post office box;
- h. Maintains paper records for all current members, for the current and past year and electronic records for five years. When any member graduates, resigns or does not renew their membership, the paper membership form and renewal forms are to be removed from file and shredded.
- i. Acts as privacy officer;
- j. Is able to work in Excel and in Word.

COMMUNICATIONS COORDINATOR

- a. Collects, curates and prepares contents of monthly Club communications in the Newsletter and on the website, including updates on executive activities, membership notices, luncheon notices, activities updates and photo submissions and other content deemed appropriate by the executive;
- b. Prepares digital copies of 10 monthly Club Newsletters (August - May) and distributes to the membership electronically according to established timelines;
- c. Prepares and distributes electronic notices for monthly Club luncheons according to the established schedule;
- d. Coordinates with the Publicity Coordinator and other executives to update information on the Club website;
- e. Ensures all updates are posted to the Club website for luncheons, Activities, Changes to the Constitution and By-Laws or other policies;
- f. Administers the Club website, and Newsletter Gmail and Google Drive accounts;
- g. Responds to and directs incoming inquiries from the Club website and to the Club Newsletter email address;
- h. Maintains archived electronic versions of Club Newsletter for the previous year and current year;
- i. Other duties as agreed by the executive related to notifying the general membership of pertinent events and Club activities.

This position requires access to electronic media and proficiency in basic formatting skills using commonly available software services such as Microsoft Office or Google Drive.

ACTIVITIES COORDINATOR

- a. Works with the activity conveners to ensure the smooth planning and organization of their activity groups and encourage and assist club members in forming new groups;
- b. Collects monthly updates by e-mail from activity conveners. Sends updates by e-mail to the Newsletter Coordinator in time to meet the monthly Newsletter deadline;

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- c. Greets members, new members and guests at monthly luncheons, explains the activity groups to new members, and encourages members to join at least one weekly activity group;
- d. Maintains updated sign-up sheets for the activity groups and shares contact information of interested members with the activity conveners;

HOSPITALITY COORDINATOR

- a. Acts as the Club “ambassador” to greet new members and guests at monthly luncheons;
- b. Oversees organization and distribution of table numbers for seating at monthly luncheons, with assistance of other members of the executive;
- c. Coordinates welcome receptions for new members, as and when appropriate, with the assistance of other members of the Executive;
- e. On behalf of the Club, communicates with members and/or their families in times of illness or bereavement;
- f. Liaises with the Membership Coordinator regarding table arrangements for luncheons;
- d. Assists the President with presentations to graduates, retiring executive, etc. at the annual general meeting.

LUNCHEON COORDINATOR

- a. Monitors the Club e-mail account and responds to e-mails pertaining to the monthly luncheons;
- b. Informs the Newsletter Coordinator of the time, place and cost of the luncheon for publication in the Newsletter and on the website;
- c. Acts as a liaison for members who wish to attend the luncheons;
- d. Collects payments for the luncheons and provides them to the Treasurer at the luncheon;
- e. Monitors the number of members attending the luncheon and notifies the First Vice-President to relay this information to the luncheon venue, as well as meal choices and any special dietary needs of members
- f. Greets and checks in members at monthly luncheons;
- g. Monitors members who are wearing their name tags for a prize draw;
- h. Monitors the Club post office box;
- i. Assists the President in monthly draws for members.

PUBLICITY COORDINATOR

- a. Looks after all advertising, publicity, content for the website to ensure that newcomers to the Peninsula are aware of the benefits of joining the Club;
- b. Ensures that local realtors, libraries, recreational facilities, supermarkets, churches and other local businesses have copies of Newcomers flyers and/or business cards to hand out to potential new members;
- c. Ensure that enough flyers and business cards are printed and in stock for distribution;
- d. Coordinates with local publications to print details of luncheons and/or website;

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- e. Seeks opportunities to place stories about the Club in local publications;
- f. Looks for opportunities to link to the Club website from other local sites.

Article X Financial Matters

1. The fiscal year shall begin July 1 and end June 30.
2. A review of the financial records by two people outside of the executive is to be made at the end of the fiscal year.
3. Books and records of the Club may be inspected by any member of the Club at any time upon giving reasonable notice and arranging a time satisfactory to the Treasurer.
4. There will be three signing officers who should be Treasurer, President, and one other specified member of the executive. Cheques must be signed by two of the signing officers.
5. The executive is specifically prohibited from any borrowing or in any way creating a long-term financial liability for the Club. Long term liability is defined as any debt that would not be cleared during one calendar year.
6. Any funds in excess of those required for the operation of the Club shall be used in some way for the benefit of the membership or the local community. Any distribution of excess funds must be approved by the membership at a regular meeting based on the recommendation of the executive committee.

Article XIII Amendments to By-Laws

These by-laws may be rescinded, altered or added to any regular meeting of the Club by a three-quarters resolution of the members present, provided however that the amendment has been submitted in writing and one month's notice has been given.