

THE BYLAWS
of
THE NEWCOMERS' CLUB
of
LAKE BLUFF AND LAKE FOREST, ILLINOIS
Revised: 05/07

ARTICLE I: NAME

The name of this organization shall be The Newcomers' Club of Lake Bluff and Lake Forest, Illinois, herein referred to as the Club.

ARTICLE II: PURPOSE

The Newcomers' Club of Lake Bluff and Lake Forest, Illinois, is a not-for-profit organization committed to promoting friendship among new residents of the Lake Bluff and Lake Forest community through meetings, activities and social events. The Club seeks to familiarize new residents with, and encourage an active interest in, the community.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

Membership in the Club is open to all new residents of Lake Bluff and Lake Forest. New residents may only join during their first 18 months of residency in Lake Bluff or Lake Forest.

Section 2. Term

The Club year is from July 1st through June 3^{0th}. Membership is limited to five consecutive Club years beginning with the first year of membership. Membership held for any portion of time from June 1st through March 31st will count as the first year of membership. Members who join between April 1st and June 30th will begin their first year of membership on July 1st of that year, and may attend all Club activities during April, May and June.. Members who join between July 1st through December 31st will pay full dues. Members joining between January 1st through March 31st will pay half dues. Members joining between April 1st through June 30th will pay full dues applicable to their first full Club year beginning in June. Length of membership starts from the initial year of membership, not upon the date of renewal or rejoining after taking a year or years off. Moving within the Lake Bluff and Lake Forest area allows you to maintain your membership but not to extend it beyond the five years.

Section 3. Residency

A Club member must continue to reside in Lake Bluff or Lake Forest each Club year. However, if a member moves during the Club year, they may remain a member until the end of that Club year.

Section 4. Dues

A. Amount

Membership dues are annual and must be paid in order to retain membership in the Club, to participate in Club activities, and to be included in the Membership Directory. The amount of dues shall be determined by the Finance Committee.

B. Payment

Dues will be payable each June 1st and received no later than September 30 to be included in the Membership Directory. Checks should be made payable to The Newcomers' Club of Lake Bluff and Lake Forest, Illinois, and be mailed to: Vice-President of Membership, The Newcomers' Club of Lake Bluff and Lake Forest, Illinois, P.O. Box 253, Lake Forest, Illinois 60045.

Section 5. Use of the Membership Directory

All Members' names, addresses, and telephone numbers ever compiled and published by the Club are solely for the personal, non-commercial use of its members. Use of this information for business promotion, solicitation, fund raising, or financial profit is strictly prohibited.

Section 6. Waiver of Claims

By agreeing to become a member of the Club, it is understood and agreed that members waive any claim or causes of action they may assert against the Club, its Officers or persons carrying out Club activities at the request and direction of Club Officers while any Club member, Officer, or such persons are engaged in the purpose of the Club.

ARTICLE IV: OFFICERS

Section 1. Personnel

The Officers of the Club shall consist of a President, a First Vice-President of Activities, a Second Vice-President of Communications, a Third Vice-President of Evening Programs/Socials, a Fourth Vice-President of General Membership Meetings/Luncheons, a Fifth Vice-President of Membership, a Treasurer and a Secretary.

Section 2. Duties

The Officers of the Club shall perform the duties herein prescribed by these bylaws and by the parliamentary authority adopted by the Club.

Section 3. Nomination

The Nominating Committee shall present a single slate of candidates for the Club Officers no later than the March General Membership Meeting/Luncheon. This slate will also appear in the April Newsletter

which is distributed in March. Additional nominations, with the consent of the nominee, may be made from the floor before the election at the Annual Meeting.

Section 4. Election and Term

The Officers shall be elected at the Annual Meeting of the Club. The Officers may be elected by a voice vote if there is only one candidate for each position. If a nomination from the floor creates a situation where there is more than one candidate for a position, that position shall be elected by secret ballot, with all single slated positions being elected by voice vote. The Officers shall be elected to serve a one-year term beginning June 1st following the Annual Meeting at which they are elected.

Section 5. Qualifications and Limitations

A. General

No member shall be eligible to serve more than two consecutive terms in the same elected office. No member shall hold more than one elected or appointed office at a time. No member shall serve more than three consecutive years on the Board of Directors with the exception of the President.

B. President

The member slated for the office of President shall have served at least one term as a member of the Board of Directors and may have served three consecutive terms on the Board of Directors.

C. Treasurer

The member slated for Treasurer shall have an understanding of/and experience with basic accounting principles.

Section 6. Vacancies

A. Temporary

In the event of a temporary vacancy in the office of the President, the succession shall be First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Fifth Vice-President, Treasurer, and Secretary. In the event of a temporary vacancy in any elected office other than the President, the President may appoint a temporary replacement with the advice and consent of the Board of Directors.

B. Permanent

In the event of a permanent vacancy in the office of the President, the Executive Committee shall appoint a Special Nominating Committee consisting of five current members from the membership at large (if possible, the eligible members of the most recent normally appointed Nominating Committee will be recalled and/or the most recent Past President to make-up all or part of this committee). All appointments shall

be made with the consent of each individual appointee. It shall be the duty of the Special Nominating Committee to select a candidate for the office of President. Selection shall be made with the consent of the candidate. The Special Nominating Committee will, with one month's prior notice to the membership, conduct an election at the next General Membership Meeting/Luncheon.

In the event of a permanent vacancy in any elected office other than the President, the President, with the advice and consent of the Board of Directors, shall appoint a replacement who shall complete the term of office.

In the event of a permanent vacancy on the Board of Directors the President will appoint a replacement.

Section 7. Ex Officio

The immediate Past President shall be an ex officio advisor to the Board of Directors and may be granted one additional year of membership to participate.

Section 8. Responsibilities

A. President

The President shall be the Chief Executive Officer of the Club. The President shall preside at all business meetings of the Club, the Board of Directors, and the Executive Board and shall be an ex officio member of all committees except the Nominating Committee. The President shall appoint a five member Nominating Committee no later than January. The President shall appoint persons to fill vacated Board positions. The President may appoint a replacement in any elected office with the advice and consent of the Board of Directors. In emergencies the President shall be empowered to sign checks and carry on the duties of the Treasurer.

B. First Vice-President of Activities

The First Vice-President, with the advice and consent of the Executive Committee, shall determine on an on-going basis what activities the Club will and will not offer to the membership. This First Vice-President shall preside at all Activity Chairman meetings. In the event of a temporary vacancy in the office of President, the First Vice-President of Activities is the first in line to assume all duties of the President.

C. Second Vice-President of Communications

The Second Vice-President shall oversee the publication of the Club newsletter. The Second Vice-President handles all Club publicity within the community. The Second Vice-President oversees and assists the Communication/Community Awareness Group.

Third Vice-President of Evening Programs/Socials

The Third Vice-President is responsible for planning, organizing and

A. scheduling a calendar of evening and weekend social events for the membership over the course of the Club year. The Third Vice-President shall preside at all Social Committee Meetings. The Third Vice-President, along with the Social Committee, shall determine the number and type of programs offered.

B. Fourth VP of General Membership Meetings/Luncheons

The Fourth Vice-President is responsible for planning, organizing and scheduling the General Membership Meetings/Luncheons over the course of the Club year. The Fourth Vice-President shall preside at the General Membership Meetings/Luncheons Committee meetings.

C. Fifth Vice-President of Membership

The Fifth Vice-President is responsible for all aspects of joining or renewing membership in the Club. The Fifth Vice-President shall keep up -to-date records of the names, addresses and telephone numbers of all members. Under the auspices of the Fifth Vice-President, the Membership Directory is compiled and published annually. The Fifth Vice-President oversees the Membership Committee.

D. Treasurer

The Treasurer shall be the custodian of the funds of the Club. The Treasurer shall keep full and accurate records, shall present financial statements at the regular Board of Director Meetings, shall turn over to the successor all books and financial records, shall deposit all dues and monies, and shall make all payments in a timely fashion. The Treasurer shall chair the Finance Committee.

E. Secretary

The Secretary shall record the minutes of the meetings of the Executive Committee, the Board of Directors, the General Membership and the Annual Meeting. Minutes of the meetings of the Executive Committee and the Board of Directors shall be distributed by the Secretary to members of each specific group for information, correction and approval. The Secretary shall record the attendance at Executive Committee and Board of Director Meetings. The Secretary shall maintain a file of essential records and archives which shall be transferred to the incoming Secretary at the close of the Club year. The Secretary oversees the arrangements for all Board of Directors Meetings. The Secretary shall perform other duties that may be assigned by the President.

ARTICLE V: THE EXECUTIVE COMMITTEE

Section 1. Membership

There shall be an Executive Committee, composed of the Elected Officers of the Club.

Section 2. Duties

The Executive Committee shall carry out all responsibilities granted to it in accordance with these bylaws as well as having the general supervision of the affairs of the Club and shall have the powers of the Board of Directors between meetings. The actions of the Executive Committee are subject to the approval of the Board of Directors, the orders of the Club and none of its acts shall conflict with actions taken by the Club. The Executive Committee shall approve master yearly and monthly calendars of meetings, programs and social events that do not create conflict within the Club and take into consideration school, religious and national holidays. The Executive Committee shall determine the number of Board of Director positions to be filled annually, give an appropriate title to each position and provide a job description of each position to the Nominating Committee no later than January.

Section 3. Meetings

The Executive Committee shall meet when necessary. Meetings may be called by the President or upon written request to the President by three members of the Executive Committee.

ARTICLE VI: THE BOARD OF DIRECTORS

Section 1. Membership

The elected Officers of the Club and the appointed Directors shall constitute the Board of Directors.

Section 2. Duties

The Board of Directors shall perform duties delegated by the Executive Committee and other duties as specified in these bylaws and by the rules and parliamentary authority adopted by the Club. The Board of Directors shall be subject to the orders of the Club and none of its acts shall conflict with action taken by the Club.

Section 3. Meetings

Unless otherwise ordered by the President, regular meetings of the Board of Directors shall be held on a monthly basis from August through May inclusive and will usually be scheduled during the first full week of each month and before the monthly General Membership Meeting/ Luncheon. The meeting day shall take into consideration school, religious and national holidays and shall be acceptable to the membership of the Board of Directors. Special meetings of the Board of Directors may be called by the President and shall be called upon written request to the President by three members of the Board of Directors.

ARTICLE VII: COMMITTEES

Section 1. Nominating Committee

A. Membership

There shall be a Nominating Committee composed of a Chairperson and four members all who are current members of the Club appointed by the President no later than January. All appointments shall be made with the consent of each individual appointee. Nominating Committee members shall not nominate themselves for any elected office or appoint themselves to any appointed positions. The President is not eligible to serve on, direct or in any way influence this committee during the selection process for elected candidates.

B. Duties-Elected Officers

It shall be the duty of the Nominating Committee to nominate a single slate of candidates for election to the elective offices of the Club. Qualifications, limitations and requirements of each office shall be taken into consideration with respect to the individual candidates. Nomination shall be made with the consent of each individual candidate. It shall be the duty of the Nominating Committee to report and present the single slate of candidates to the Board of Directors and the General Membership at their respective March meetings and to submit a written report listing the single slate of candidates for publication in the April Newsletter which is distributed in March. It shall be the duty of the Nominating Committee to conduct the election of candidates at the Annual Meeting. If additional nomination for candidacy are made from the floor (according to procedure) the Nominating Committee shall be prepared to conduct an election by ballot. It shall be the duty of the Nominating Committee to announce the names of the Elected Officers to the General Membership and to notify the new Officers of their election.

C. Duties-Appointed Directors

It shall be the duty of the Nominating Committee to fill, by appointment, all Board of Director positions (whose number, titles and job descriptions have been determined by the Executive Committee). Appointments shall be made with the consent of each individual appointee. The Nominating Committee shall announce the names of appointed Directors at the Annual Meeting and publish the Board of Director list in the June issue of the Club Newsletter which is distributed in May.

Section 2. Finance Committee

A. Membership

The Finance Committee shall be composed of the Executive Committee and chaired by the Treasurer.

Duties

It shall be the duty of the Finance Committee to prepare a balanced

A. budget for the fiscal year beginning the 1st day of July and ending on the 30th day of June. This budget shall be submitted for comment and approval to the Board of Directors at its September meeting and will be included in the October Newsletter which is distributed in September. The Finance Committee, with the approval of the Board of Directors may, from time to time, prepare revisions to the budget for the current fiscal year. The Finance Committee with the approval of the Board of Directors shall set the amount of the annual membership dues. The Finance Committee shall hire an outside C.P.A. to review the Club's accounts at the close of each fiscal year and to make a full report of the findings by August 31st.

Section 3. Special or Standing Committees

Other committees special or standing, shall be appointed by the President of the Club or the Board of Directors as deemed necessary to carry on the work of the Club. The duty of each committee and the time period which they serve will be clearly set forth at their initiation.

ACTICLE VIII: MEETINGS

Section 1. General Membership Meetings/Luncheons

A. Regular

The General Membership Meeting/Luncheons of the Club shall be held monthly September through May inclusive. Dates and locations shall be determined by the Fourth Vice-President and the General Membership Meeting/Luncheon Committee and approved by the Executive Committee in conjunction with the master annual and monthly calendar.

B. Special

General Membership meetings may be called by the President, by the Executive Committee, or upon the written request of twenty members of the Club. The purpose of an unscheduled meeting will be stated in the call and notification of the meeting will be given the entire membership at least seven calendar days prior to the meeting.

Section 2: Annual Meeting

There shall be an Annual Meeting of the Club before the close of each fiscal year. The Annual Meeting shall be held at the May General Membership Meeting/Luncheon. The program shall include the election of Officers, introduction of outgoing and incoming Officers, introduction of the incoming Board of Directors and may include reports of Officers, reports of standing committees, and miscellaneous business.

ARTICLE IX: QUORUM

Members present and voting at Executive Committee, Board of Directors and General Membership Meetings/Luncheons shall constitute a quorum.

ARTICLE X: PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws or by special rules of procedure adopted by this Club.

ARTICLE XI: STANDING RULES

Standing Rules not inconsistent with these Bylaws which set forth administrative policy and procedure, may be adopted, established, amended or abolished by the Board of Directors to govern the operation of the Club. A majority of the Board of Directors may suspend a Standing Rule temporarily or until it is amended or abolished.

ARTICLE XII: BYLAW AMENDMENTS

Once approved, bylaws may be amended at any regular General Membership Meeting/Luncheon by a majority vote of those members present and voting, provided that the proposed amendment has been submitted in writing at the previous regular General Membership Meeting/Luncheon or in the Club's Newsletter.

ARTICLE XIII: DISSOLUTION

In the event the Club ceases to function, any funds and/or properties left after all outstanding debts and legal fees are paid shall be distributed to one or more regularly organized and qualified non-profit or not-for-profit organizations selected by the Executive Committee.

**STANDING RULES
of
THE NEWCOMERS' CLUB
of
LAKE BLUFF AND LAKE FOREST, ILLINOIS**

The Standing Rules are intended as an interpretation and elaboration of the Bylaws of The Newcomers' Club of Lake Bluff and Lake Forest, Illinois and shall in no way be deemed a modification of the Bylaws. In the interest of clarity they are arranged to coincide with the Bylaws of the Club as to Article, Section Number and Heading.

ARTICLE II: PURPOSE

A. The Club is an apolitical, non-partisan organization, with the exception of voter registration.

A. Club functions are held expressly for members. Guests to any and all functions must be cleared with the reservation person handling each specific function. In general, houseguests visiting a member may attend a function (with that member) on a space available basis. (For further clarification see STANDING RULES, ARTICLE VIII: MEETINGS; SECTION 1. General Membership Meetings/Luncheons; a. Regular)

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

A. A person wishing to join the Club who has lived in Lake Bluff and Lake Forest beyond the eligibility limits cannot join the Club but will be offered information on ENCORE.

B. A person joining the Club under false membership residency eligibility will be permitted to finish out the Club year but will not be permitted to renew their membership.

Section 4. Dues

It is the responsibility of each member to inform the Vice President of Membership of their address and/or telephone changes or corrections and whether or not address and telephone information should be released for publication in the Membership Directory.

Section 5. Use of Membership Directory

Any member using the Club Membership Directory for business promotion, solicitation, fund raising or financial profit (upon review by the Executive Committee) is in violation of Club rules and will be dealt with accordingly. This offense could result in expulsion from the Club.

ARTICLE IV: OFFICERS

Section 2. Duties

A primary obligation of all Elected Officers of the Club is to attend Executive Committee, Board of Directors and General Membership Meetings/ Luncheons.

Section 8. Responsibilities

C. Second Vice-President of Communication

The Second Vice-President of Communications must review and approve **all** Club news articles, press releases, and photographic or written material for public consumption before they are released or submitted to the news media and/or public.

G. Treasurer

All Club contracts must be reviewed and signed by the Treasurer. In the absence of the Treasurer the President will act in this matter.

ARTICLE V: THE EXECUTIVE COMMITTEE

Section 2. Duties

The Executive Committee is responsible for determining the number of and title given to each Board of Director position needed in the following year. The purpose, written job description, specific duties and responsibilities, and working calendar (where applicable) for each position is the responsibility of the Executive Committee. This information must be compiled and completed no later than January so that the Nominating Committee may carry out their responsibilities in a knowledgeable and timely fashion.

ARTICLE VII: COMMITTEES

Section 1. Nominating Committee

A. Membership

The President appoints a Chairperson, usually a 5th year member, who has worked in an exceptional leadership role in the Club. The President selects 15

current members who have been active in different areas of the Club, within a wide age range, representing both Lake Bluff and Lake Forest and with the majority being 4th and 5th year members and including members with Executive Committee and Board of Directors experience. The Chairperson chooses 4 members from the 15 selected and those 4 are appointed to the Committee by the President.

C. Duties-Appointed Directors

1. The President will invite the General Membership to make suggestions for Board of Director appointments in the January Newsletter which is distributed in December. These suggestions will be turned over to the Nominating Committee.

2. Recommendations by the nominated and current President, suggestions from the General Membership and the current Board of Directors should be taken under consideration when making appointments to the Board of Directors.

ARTICLE VIII: MEETINGS

**Section 1. General Membership Meetings/
Luncheons**

A. Regular

The monthly General Membership Meetings/Luncheons are held expressly for members. The General Membership Meeting/Luncheon Committee may at various times open up the monthly event to others. Houseguests visiting a member may attend (with that member) a Meeting/Luncheon on a space available basis. Prospective members who have recently moved to Lake Bluff or Lake Forest may attend (with a current member) one Meeting/Luncheon on a space available basis before joining. All guests at all times are on a space available basis through the reservation person.

POLICIES
of
THE NEWCOMERS' CLUB
of
LAKE BLUFF AND LAKE FOREST, ILLINOIS

The policies set forth in this document constitute procedures that embrace the general goals of the organization, and have been selected to guide and determine present and future decisions or actions. Policies not inconsistent with the Bylaws or Standing Rules of the organization, may be adopted, established, updated, amended or abolished by the Executive Committee. The membership of the organization will be notified of new, changed or abolished Policies in writing in the Club's Newsletter. Existing Policies will be printed annually in the Club Directory following the Bylaws and Standing Rules. Policies shall be numbered, descriptively titled, dated and updated if changed.

1. NO SHOW POLICY - DECEMBER, 1993

With events requiring an admission fee or tickets, a *NO SHOW POLICY* will be in effect requiring that a member asking to cancel will only be able to obtain a refund by selling the reservation to the next member on the wait list (transaction coordinated by the group chairperson) or by finding a replacement (who is a member) if there is no wait list.

2. COMMUNITY DONATIONS - SEPTEMBER, 1995

A portion of excess funds (when they occur) will be donated equally between Lake Bluff and Lake Forest for the specific purpose of beautification and/or improvement of these communities. (Funds may not be donated to charities.)

3. INVENTORY - OCTOBER, 1996

Annually an Inventory list will be compiled. Lost or

misplaced items (from the previous year) will be looked for and/or replaced if still needed (within budget considerations). The completed list will be made available to all members of the Board of Directors and Activity Chairs.

All Club Inventory that does not belong to a specific Committee or Activity will be centrally stored. Inventory will be checked in and out and record of use will be kept. Items are to be returned within 3 days of the event for which they were checked out. Inventory is to be returned thoroughly cleaned, properly wrapped, boxed or housed for storage, and any damage reported.

4. ENCORE RELATIONSHIP - SEPTEMBER, 2000

Newcomers' Club is fortunate to have a long-standing relationship with our sister organization, Encore. Originally begun as a graduate group of Newcomers', Encore membership can begin at any time. Newcomer functions are primarily for Newcomer members (as stated in the by-laws); however, we have traditionally included Encore members in some Newcomer events. Our policy regarding these collaborations is as follows:

Encore may be invited to two luncheons and two evening events each year at the discretion of these committees. The following activities have been joint: Theater, Golf and International Connection. From time to time, it is possible for the two groups to start joint activities or for Newcomers to accept invitations from Encore to participate in their activities or events. This should be done at the discretion of the board, taking into account the possible interference with Newcomers' activities or events and the consideration that our events should be open to our members as a first priority. No activity or event chairman should enter into any agreement or accept any invitation without board approval.

5. NEWSLETTER CONTENT - MAY, 2000

The Newsletter is the primary communication tool of The Club. Contents should pertain to Club business and must be approved by the Communications Chair. It is not The Club's policy to endorse specific businesses, professions or charities; however, information regarding same may occasionally be offered as a service to its membership as deemed appropriate by the Board of Directors. This is not to be construed as an endorsement and The Club disclaims any liability associated therewith. If promotion of these entities occurs, they should be accorded space commensurate with other Community Awareness announcements. Exceptions to this are the Job Information Directory and the Encore membership application. They may appear elsewhere in the Newsletter.