

**THE NEW RESIDENT CLUB OF CAPE CORAL**  
**CONSTITUTION**

**NAME**

The name of this social club shall be called "THE NEW RESIDENT CLUB OF CAPE CORAL."

**PURPOSE**

1. To provide opportunities for new residents of Cape Coral to become acquainted and make friends by participating in socials, group activities and meetings.
2. To advise new residents of services and facilities that are available in Cape Coral.
3. To promote the welfare of Cape Coral and its residents.
4. The New Resident Club of Cape Coral is a non-profit organization.

**BY-LAWS**

**ARTICLE I - MEMBERSHIP**

- A. Membership shall be open to any new resident who has been a resident of Cape Coral for not more than three (3) years and is limited to a one-time enrollment of two (2) years.
- B. At the discretion of the Board, open enrollment may be allowed once during their term when deemed necessary to increase the membership. These new memberships will be extended to individuals living in Cape Coral who have not previously been members of the New Resident Club.
- C. A new resident may be a guest at one meeting prior to becoming a member.
- D. Honorary one year memberships may be extended to non-members in recognition for their services to The New Resident Club of Cape Coral.

**ARTICLE II - DUES**

- A. Members' dues shall be per individual.
- B. The amount of dues shall be recommended by the Board of Directors and may be changed by a majority vote of the Club membership present at a general membership meeting.

**ARTICLE III - OFFICERS AND EXECUTIVE COMMITTEE**

**Section 1**

- A. The Officers shall be: President, First Vice President, Second Vice President, Secretary and Treasurer. A Club member is eligible for an office if assuming the official duties within the period of his/her membership. A term of office is to be six (6) months, beginning November 1st or May 1st. No Officer may serve more than two terms on the Board, or more than one term in the same office. If an Officer's term of office exceeds his/her membership, his/her membership is automatically extended through that member's term in office.

- B. The Executive Committee is composed of the Club Officers. The Executive Committee may meet between Board Meetings, as necessary, to transact immediate business of the Club.
- C. The Directors shall be the Chairpersons of the various committees: AM Refreshments (morning meetings), PM Refreshments (evening socials), Hospitality, Publicity, Photographer/Historian, Activities, Newsletter, Reservations, and Raffle. A Club member is eligible for a Director's Chairperson if assuming the official duties within the period of his/her membership. A term of office is to be six (6) months, beginning November 1st or May 1st. Directors may not serve more than two terms on the Board, or more than one term in the same capacity. If a term of office exceeds his/her membership, his/her membership is automatically extended through that member's term as Chairperson.
- D. The Club Board of Directors is composed of the Officers and Directors. Each Officer and Director shall have one vote except for the President, who presides. The Board of Directors will meet at least once per month. If a member of the Board of Directors is in a conflict-of-interest situation, such as providing a related commercial service to the NRC, that member shall abstain from discussions or voting on that issue.
- E. The two (2) Advisors to the Board of Directors shall be the immediate Past President of the Board and a Representative from the Prior Club Officers. Both Advisors may serve for one (1) six (6) month term. The Advisors may attend meeting of the Executive Committee and/or the Board of Directors. Advisors do NOT have voting privileges.

## **Section 2. Duties of Officers**

- A. The President shall preside at all meetings of the Club and will serve as Chairperson of the Board of Directors, be an ex-officio member of all committees except the Nominating Committee, and appoint Chairpersons of special committees when deemed necessary. The President is responsible for arranging programs for the morning meetings.
- B. The First Vice President shall serve as Program Chairperson for the evening socials, planning and obtaining entertainment, and upon approval of the Board of Directors, be responsible for carrying out these plans. In the absence of the President, the First Vice President shall also exercise the duties of that office.
- C. The Second Vice President shall serve as Membership Chairperson. Duties include registering the guests and the new members, preparing membership lists and serving on the Nominating Committee.
- D. The Secretary shall keep the minutes of all Club, Executive Committee and Board of Directors meetings, and shall maintain all records of the Club. The Secretary shall distribute at each General Membership meeting the minutes of the previous monthly meeting, request a motion and second for approval of the minutes, and handle the general correspondence.
- E. The Treasurer shall receive, deposit, and disburse all monies in the name of the Club as ordered by the Board of Directors; give a financial report to the Board of Directors and to the General Membership each month; and file a copy of this report with the Secretary and the President. The Treasurer shall be responsible for the printing, distribution, and collection of tickets for all events.

### **Section 3. Vacancies in Office**

- A. In the event of a vacancy in the office of the President, the Vice Presidents in their order shall succeed to the President.
- B. All other vacancies shall be filled by Board of Directors' appointments.

### **ARTICLE IV - ELECTIONS**

- A. The Nominating Committee shall consist of five (5) members including and chaired by the Second Vice President. The remaining members shall consist of one (1) member of the Board of Directors, appointed by the President, and three (3) members from the General Membership selected by the President and approved by the Board of Directors. No member of the Nominating Committee shall be related to another by marriage or other family relationship.
- B. The purpose and objectives of the Nominating Committee shall be (1) to interview at least once, preferably directly in person or if necessary by telephone, each NRC member volunteering for consideration of a Board position to measure and evaluate each volunteer's degree of sincerity in assuming his/her position of interest and his/her qualifications for that position: (2) to discuss with other Nominating Committee members the results of the interview(s); and (3) to determine the most desirable and qualified volunteer for recommendation to the General Membership for that Board position. Volunteers not chosen for recommendation shall be encouraged to continue offering the interest and involvement as committee support persons.
- C. The Nominating Committee shall conduct its candidate review, evaluation and selection business in meetings of its members rather than by telephone, email or other voice-only methods. The Nominating Committee shall have a current job description for all positions.
- D. The Nominating Committee shall conduct its responsibilities independent of influence from the Board of Directors, but should keep the Board of Directors apprised of progress. All information is confidential to persons outside the Board of Directors until the day the slate of recommendations is to be presented to the General Membership. Notwithstanding, the above candidates for a given position are encouraged to discuss their interest with the corresponding Board member.
- E. The Nominating Committee shall be formed by January to select nominees for the Summer Board and in July to select nominees for the Winter Board. The Nominating Committee prepares a Slate of Officers and Chairpersons and submits this to the General Membership at the March and September General Membership meeting.
- F. Election of Officers and Chairpersons shall be held at the April and October General Membership meetings.
- G. Nominations from the floor, if any, should be made at the March and September General Membership meeting and are acceptable prior to the election. Consent of the person must be obtained prior to his or her nomination.
- H. Election will be by majority and will be by voice vote unless there is more than one nominee for an office and/or chair. The election for those positions shall be by paper ballot. In this event, the President will appoint ballot counters, preferably from former Board of Directors members present at the General Membership meeting.
- I. The installation of the new Officers and Chairpersons shall be at the April and October Dinner Dance. The First Vice President is responsible for preparing and organizing the installation ceremony.

## **ARTICLE V – MEETINGS**

### **Section 1.**

The regular meeting of the Club shall be held on the first Tuesday of each month unless otherwise recommended by the Executive Committee and approved by the general membership.

### **Section 2.**

Twenty-five percent (25%) of the membership shall constitute a quorum at any general or special meeting of the Club.

### **Section 3.**

A special meeting of the Club can be called by the President or by a quorum of 25 percent (25%) of the membership.

## **ARTICLE VI – STANDING RULES AUTHORIZATION**

- A. The Board of Directors is authorized to adopt, apply, modify and delete rules and regulations, “Standing Rules,” at any time and from time to time, for defining procedures and policies for implementing the requirements of these By-Laws; for conducting the monthly business of the Board of Directors; and for managing and promoting the activities and interest of the General Membership of the NRC.
- B. The adoption, application, modification and deletion of these Standing Rules shall not require approval of the General Membership of the NRC.
- C. All active Standing Rules shall be cataloged and maintained as an official record of the Board of Directors so long as they are in effect and shall be carried over and apply to succeeding Boards.
- D. Standing Rules may not be adopted that are contrary to, in contradiction of or in conflict with the specific wording or defined intent of the By-Laws.
- E. The adoption of all Standing Rules shall be guided by the intent and desire of the Board of Directors to serve the best interests of the NRC General Membership in general.

## **ARTICLE VII - SPECIAL COMMITTEES**

- A. The Chairpersons of special committees do not serve on the Board of Directors. However, a Board of Directors member may serve as a special chairperson.
- B. The President shall appoint a committee of three (3) members at large to audit the books. This audit shall be completed prior to the first Board of Directors meeting or within 15 days after the close of the term, whichever comes first.

## **ARTICLE VIII - INVENTORY**

The inventory belonging to the New Resident Club shall be cataloged by the outgoing AM/PM Refreshment Chairpersons and the First Vice President. This inventory list shall be given to the new Chairpersons. At the discretion of the Board of Directors, any item deemed obsolete may be disposed of.

## **ARTICLE IX - GENERAL**

- A. Distribution of monies from the Club treasury shall be for the needs of the New Resident Club only as sanctioned by the Board of Directors members. Any deviation regarding fund distribution for any other purpose must first have Board of Directors approval followed with submission and approval by the General Membership.
- B. Solicitation of commercial business, distribution of advertising, and political activity by anyone during any official New Resident Club function is strictly prohibited.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be the parliamentary authority. A parliamentarian may be appointed by the President.

## **ARTICLE XI - AMENDMENTS**

The By-Laws of this organization may be amended as follows:

- A. A special committee shall be appointed by the President. The proposed revisions or amendments shall be presented to the Board of Directors for approval and then to the General Membership one month prior to voting.
- B. Approval of revisions or amendments requires two-thirds (2/3) affirmative vote of the members in attendance.



## THE NEW RESIDENT CLUB OF CAPE CORAL STANDING RULES

### Rule No.:

- 1 Graduates and Members may bring adult guests to any social function.
- 2 Evening socials should be held on the fourth (4<sup>th</sup>) Saturday or as indicated by contract with the Cape Coral Yacht Club.
- 3 Speaker's programs or presentations of materials shall not be construed in any way as an endorsement by The New Resident Club.
- 4 Coffees will be held the week following the general meeting for that month's new members, day to be determined by the Board in session.
- 5 Social reservations shall be refunded only up to the Tuesday before the social function.
- 6 The winter (November thru April) Board of Directors shall ensure that a goal of \$2000 is passed to the summer Board of Directors (May thru October) in the General Operating Account and the summer board shall have a goal of \$1500.
- 7 Activity organizations that are created under The New Resident Club of Cape Coral shall be governed by the following rules:
  - a. Each activity shall have a designated leader.
  - b. Each activity may set a limit on the number of members that may join the organization
  - c. When the limit is achieved, the Activities Chairperson shall be informed. At any time that any organization desires to disband, it shall inform the Activities Chairperson so that its affiliation can be cancelled.
  - d. Graduate members may continue only in activities in which they joined while in the club.
  - e. A leader of an activity shall not be in a conflict of interest situation, such as providing a related commercial service to the activity to which he/she is the leader.
- 8 Membership dues are \$35 per individual (effective April 2009).

Revised 3/3/2009