

# VICTORIA EVENING NEWCOMERS CLUB CONSTITUTION AND BY-LAWS

## CONSTITUTION

1. The name of the organization is the Victoria Evening Newcomers Club (hereinafter referred to as "the Club").
2. The purpose of the Club is to welcome newcomers to the Greater Victoria area and help them meet people in the community through informal dinner meetings and other social activities

## BY-LAWS

### I Membership

I-1 Any woman who has resided in the greater Victoria area for less than three years may become a member of the Club and, upon payment of the annual membership fee, may participate in all Club activities.

**I-2** New members who join after May 31st, will pay the membership fee upon joining the Victoria Evening Newcomers' Club. Their membership period will be from their date of joining until the next August 31st of that membership year.

**I-3** The amount of the annual membership fee shall be set each year by the Executive Committee and shall not be refundable except at the Board's discretion.

I-4 The Club membership year runs from September through August. To remain in the club, members must renew their membership annually prior to August 31st.

I-5 Any membership which has not been renewed by September 30th of any year shall expire on that date except at the discretion of the executive.

I-6 A newcomer who is not a member of the Club may attend a maximum of two dinner meetings as a paying guest without being required to pay the membership fee.

I-7 Subject to clause I-6, members are welcome to bring paying guests to the Club's dinner meetings.

### II Membership List

II-1 The Club's membership list is to be used by members of the Club only, and may not be used for soliciting, selling or other commercial purposes, and any members who violate these provisions shall be expelled immediately from membership and ineligible for future membership.

### III Meetings

**III-1** General meetings shall be by way of a minimum of three informal dinners or other events held normally on the third Tuesday of the month from September to June.

**III-2** The Events Coordinator may cancel a dinner/events meeting if it is clear that the numbers are insufficient to make up the quota as contracted with a venue.

**III-3** Meetings with new members coordinated by the Membership Coordinator will be held a minimum of twice a year. New members are members who have joined in that current Club year.

III-4 Members who have indicated that they will attend a dinner meeting and who later wish to cancel, must do so on or before the Thursday preceding the dinner meeting or they will be held accountable for the cost of their dinners.

## IV Directors and Officers

**IV-1** The executive positions of the Club include: President, Vice-President, Secretary, Treasurer, Membership Coordinator, Activities Coordinator, Events Coordinator, Communications Coordinator and Webmaster. The responsibilities and tasks of these positions may be combined at the discretion of the Executive Committee.

**IV-2** There shall be no fewer than 7 and no more than 12 directors who shall constitute the Executive Committee and a majority of them shall constitute a quorum.

**IV-3** Directors are initially elected for a one-year term but may stand for re-election to the Executive Committee for up to 3 (three) consecutive one year terms. The one-year term of office shall run from one Annual General Meeting until the next.

**IV-4** At the Annual General Meeting nominations for election to the Board of Directors shall be by a slate presented by the current Executive and shall consist of one or more candidates for each office, supplemented by nominations from the floor.

IV-5 Whenever possible, the President shall be succeeded by the Vice-President, or another member of the current Executive to provide continuity.

IV-6 The directors may at any time appoint a member as director to fill a vacancy in the directorship (subject to clause IV-3).

IV-7 No director or member of the Club shall receive any remuneration for services rendered, unless authorized by the members in a general meeting after notice of the circumstances shall have been given.

**IV-8** The Executive Committee shall normally meet once a month, at times and locations determined by the President. The executive meeting after the Annual General Meeting shall be attended by both recently retired and newly elected directors, at which time, all records and reports shall be turned over to the new Board.

## V Duties of the Officers

V-1 The President is the chief executive officer of the Club and shall supervise the other officers in the execution of their duties and shall preside at all meetings of the Club and its directors.

**V-2** The Vice-President shall carry out the duties of the President in her absence and shall be responsible for contacting members with respect to meetings and other matters.

**V-3** The Secretary shall conduct the correspondence of the Club, keep the Minutes of the meetings of the Club and the Executive Committee, and have custody of the Club's records and documents except those required to be kept by the Treasurer.

**V-4** The Treasurer shall keep the Club's financial records and render financial statements to the directors, members, and others as required. At the beginning of the new membership year, the Treasurer will ensure that the banking documentation with the signatures of the new executive – President, Vice President and Treasurer -- is completed and that during the membership year all cheques are signed by two of either the President, Vice President or Treasurer.

**V-5** Events Coordinator shall be responsible for coordinating club Dinner meetings and other various social functions and making them available to members.

**V-6** The Activities Coordinator shall be responsible for coordinating various social functions and making them available to members.

**V-7** The Communications Coordinator shall be responsible for publicizing Club activities and communicating with the membership as well as maintaining the vibrancy of the VENC website.

**V-8** The Webmaster shall ensure the information on the VENC website is maintained and kept up to date.

**V-9** The Membership Coordinator provides a personal touch for potential new members through a variety of welcoming connections.

## VI Voting

**VI-1** All decisions of the Club at general meetings, and of the Executive Committee shall be by majority vote, except that any changes to the Constitution and/or By-laws of the Club shall be by a majority of not less than 75% of the members present in person at the general meeting, to whom one month's notice of intention to change the Constitution and/or By-Laws has been given.

## VII Fiscal Year

**VII-1** The club's fiscal year shall be from April 1st to March 31st. The Annual General Meeting will be held within 90 days of the fiscal year end.

## VIII By-Laws

**VIII-1** On being admitted to membership, each member shall be entitled to, and shall be provided with a copy of the Constitution and By-Laws.

Ratified on May 26, 2015 at the Annual General Meeting.