

WELCOME WAGON CLUB OF GREATER READING

By-Laws

(Revised, November 2002)

NAME:

Welcome Wagon Club of Greater Reading (hereafter referred to in this document as “the Club”) is the official name of this organization.

PURPOSE AND OBJECTIVES:

Purpose: The Club is organized exclusively for charitable, educational and sociological causes (including the making of contributions to charitable organizations and causes) and participation in, promotion and support of, social, community and civic activities.

Objectives: To provide an immediate opportunity for members to become acquainted with others in the community and/or neighborhood; to provide an atmosphere of friendliness, goodwill and helpful information for Club members in the local community; and to promote charitable and civic causes.

POLICIES:

The Club shall not discriminate against anyone because of race, color, creed, national origin, gender, income status, marital status, educational background, or any other factor.

The Club shall comply with all laws, rules and regulations of all government agencies, state and federal.

MEMBERSHIP:

Membership in the Club is open to any adult resident (whether new or existing) of the Greater Reading area who wishes to make new friends and participate in social and civic activities. Membership is effective annually upon payment of dues.

FINANCES AND RECORDS:

Since the Club's profits are used for charitable projects and the operations of the Club, and do not accrue to the benefit of any individual, the Club has applied for and possesses a Tax-Exempt Status and Tax Identification Number. This I.D. number can be quoted when purchasing any needed supplies for the operating of the Club, to obtain relief from taxation normally levied on such supplies. All purchases and expenditures above budgeted amounts for any operations of the Club must be approved by the Executive Board.

The Treasury funds that are passed from one Board to the next should be no less than \$200.00 and no more than a maximum of \$500.00. Any monies in excess of \$500.00 will be given to a selected charity. The outgoing Board will make recommendations and decide on the disbursement of the funds.

The Club's fiscal year will be from the final Board Meeting (a joint venture between the outgoing Board and the incoming Board) at the beginning of June of the current year through to the final Board Meeting of the following year (again at the beginning of June).

Dues are payable at any point during the new fiscal year. Members' dues must be received on or before October 1st in order for their contact information to be included in the annual printing of the Handbook/Directory. Any new members who join the Club after January 1st will only be charged half of the annual membership dues - the amount of the annual dues to be determined on a yearly basis by the Executive Board.

Only paid-up members may participate in Club activities (barring specific activities to which a paid-up member may bring a spouse or a guest), receive the monthly newsletter, Club Directory/Handbook and participate in official Club ballots or votes. However, prospective or potential members may participate as a guest in two activities, before being requested to pay dues to actually join the Club.

Club members who reserve tickets or make reservations for Club activities must pay for said tickets/reservations in advance of the specific deadline set by the Activity Chairman. If cancellations are made after the deadline, the Member is responsible for any payments required. Any money (checks or cash) for Club functions such as reservations for luncheons, charity donations, specific activities, etc. are to be given directly to the Treasurer. The Treasurer can then disburse the appropriate amount on a Welcome Wagon check (written on the Club's bank account) for the event.

BOARD OF DIRECTORS:

The Board of Directors shall consist of the Executive Board members (elected officers - President, 1st Vice President, 2nd Vice President, Secretary, Treasurer) and the Appointed Board members. The Appointed Board members, like the Executive Board, shall be expected to serve on an annual basis.

Appointed Board member positions shall be filled by the President, who shall appoint members to fill those positions that are vacant at the commencement of the fiscal year. Appointed Board members may not vote at Board meetings; only the duly elected Executive Board members may cast a vote at said meetings. Such votes may only be taken on non-parliamentary issues, that is, matters not pertaining to the Club's By-Laws.

The Board of Directors shall meet as often as is necessary, in general once a month, and all members (whether Executive or Appointed) are expected to attend all board meetings.

EXECUTIVE BOARD MEMBERS:

The Executive Board members (elsewhere referred to in this document as "Board members") are comprised of the President, 1st Vice President – Programs, 2nd Vice President – Membership, the Secretary, and the Treasurer. They shall perform their duties (see "Duties of the Officers") for the period of one year or until their successors have been elected. They can be elected to office in succeeding years if they are willing to volunteer to do so; however, officers may hold one specific position for no more than two consecutive years.

ELECTION OF EXECUTIVE BOARD MEMBERS:

At the regular meeting to be held at least thirty days prior to the final Board Meeting of the current year, a list of candidates for President, First and Second Vice Presidents, Secretary and Treasurer should be submitted to the membership. The list of candidates will be compiled by a Nomination Committee. This committee shall consist of volunteers from the general membership. The members will then vote as to the candidates.

Candidates receiving the majority of votes shall be declared elected.

DUTIES OF THE OFFICERS:

The **President** shall be the Chief Executive Officer of the Club and should be an ex-officio member of any committee which exists except the Nominating Committee. The President shall perform such other duties as usually pertain to the office of President, i.e.:

- (i) preside over all club meetings (both Board and general meetings)
- (ii) fill Appointed Board member positions
- (iii) encourage members to participate in activities and to volunteer where needed
- (iv) inspire club membership growth

The **1st Vice President** shall preside in the absence of the President wherever necessary. The **1st Vice President** shall:

- (i) serve as program chairperson
- (ii) send monthly program articles to the Newsletter Editor
- (iii) attend all monthly board and general meetings
- (iv) perform such other duties as may be assigned by the President

Should the office of President become vacant, it shall be automatically filled by the **1st Vice President** for the remainder of the unexpired term.

The **2nd Vice President** shall be in charge of all aspects of membership of the Club, i.e.:

- (i) be responsible for gathering and recording new membership applications and work with the Treasurer to record new membership monies
- (ii) attend monthly board and general meetings
- (iii) send new member information to the Newsletter Editor monthly
- (iv) update the member file for the Directory/Handbook Editor
- (v) print labels for Newsletter distribution
- (vi) provide each member with a name tag for the monthly meetings.

The **2nd Vice President** should work closely with the Publicity Chairperson to increase membership and promote awareness of the Club;

The **Secretary** shall:

- (i) attend monthly board and general meetings
- (ii) record minutes at all board and general meetings
- (iii) transcribe all minutes and send copies to the President and the Website Editor
- (iv) receive written reports, and make reports available to current and incoming officers and committee chairpersons
- (v) read the minutes from the previous monthly General Meeting at the current one, and dealing with any official correspondence (such as Thank-You letters, etc.) on behalf of the Club

The **Treasurer** shall:

- (i) report at all regular meetings concerning receipts, expenditures and bills outstanding
- (ii) collect all dues and fees for the Club (working closely with **2nd Vice President** as Membership chairperson)
- (iii) disburse funds on the order of the Executive Board and obtain receipts for same
- (iv) maintain the Club's bank account
- (v) keep accurate records of the Club's finances

- (vi) make all records available to the Audit Committee
- (vii) keep up-to-date (together with the Audit Committee) with all Internal Revenue Service regulations regarding the collection of dues and reporting of income, and the payment of any local and federal taxes required
- (viii) refer to the Reallocated Budget Proposal drawn up by the outgoing Board's Audit Committee, create a new Budget Proposal with a view to the new Board's priorities, and present it to the Board for consideration
- (ix) disburse any excess funds over the Club's necessary operating expenses (see **Finance & Records**) by distributing said excess monies to a charity, determined by the Board, prior to the end of the Club's fiscal year

DUTIES OF APPOINTED BOARD MEMBERS:

- Advisors:** The previous year's President attends all Board meetings and gives advice to the new board on its responsibilities.
- Civic:** Arranges the details for all charitable contributions.
- Historian:** Responsible for recording yearly events through a photograph album to be presented to the President at the end of the year.
- Newsletter:** Organizes information received into a monthly newsletter. Formats all newsletter articles submitted by the President and Activity Chairpersons for the monthly mailings. Submits in a timely fashion all newsletter information to the Website Editor for inclusion on the Website each month.
- Ways & Means:** Responsible for all fundraisers conducted for Club revenue (for the operating expenses of the Club).
- Website Editor:** Provides monthly updates on Activity information, access to the monthly newsletter via download from the Website, and promotes the Club through the Web.
- Telephone/E-mail:** Provides monthly reminders of upcoming Club meetings/events.
- Publicity:** Publicizes the Club through newspaper articles, notices, brochures and other means to draw attention to the Club and its activities. Coordinates placing information in public places, and submits information to the Newsletter Editor by the designated deadline.

- Sunshine:** Sends cards for special occasions to members and submits the information for publication in the newsletter.
- Directory/Handbook:** Compiles all membership contact information yearly into a Directory/Handbook to be distributed to member. The Directory is a confidential document that cannot be used as a mailing list for businesses, but solely for the personal use of the Club's members. However, the Directory can include members' businesses, and can include sponsorship advertising if so decided by the Board.
- Hospitality:** Coordinates the refreshments for the general meetings and oversees set-up and clean-up at those meetings. Maintains the inventory of the supplies and replaces what is necessary.
- Nomination Committee:** Several people who are willing to meet with the general membership, discuss nominating people for positions on the Board, and submit list to general membership for a vote.

ACTIVITIES:

At the discretion of the Executive Board, Activity Groups may be formed whenever a member (or members) have a particular interest – such as Golf, Bridge, books, sports, a charitable and social interest, etc.

The members of any Activity Group must be members in good standing of the Club and cannot exclude any other member who wishes to join.

An Activity Group or the Executive Board may include a provision for the invitation of guests (or spouses) to attend an Activity Group function, or any other Club function.

PARLIAMENTARY AUTHORITY:

Robert's Rule of Order (Newly Revised) as adapted here will govern the Club in all cases to which they are applicable. In those cases in which they might not be consistent with these By-Laws, the By-Laws will take precedence. Parliamentary Procedure is the best way to get things done properly at Club meetings.

Amendments or revisions to the By-Laws may be made at any general meeting of the Club provided notice to so amend or revise has been presented to the membership at either the previous meeting or via a Club mailing. After the procedure of making a motion (to amend or revise the By-Laws), having it seconded, and debating it if necessary, a vote will be called for (see **Motions** below). All members wishing to vote must be present at the meeting (proxy and absentee ballots are not accepted).

A quorum⁽¹⁾ is necessary for any motion to be passed, tabled or postponed indefinitely. A quorum, as defined here, is 40% of the Club's paid membership. A quorum being present, a majority (51%) is needed for a vote to be carried. All issues relating to the By-Laws **must** be taken to the general membership for a vote. Amendments and revisions to the By-Laws go into effect immediately upon approval.

Procedure:

Clubs using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Reading of minutes of the last meeting.
3. Reports from Officers.
4. Reports from Activity Chairpersons.
5. Special orders: important business previously designated for consideration at this particular meeting.
6. Unfinished business.
7. New Business.
8. Announcements.
9. Adjournment.

(i). The number of people who must be present at a meeting before business can be conducted. Without a quorum, decisions are invalid. Many organizations have a quorum requirement to prevent decisions being taken without a specific number of members present.

The type of motion adopted by the Club is in the form of a Main Motion. A motion is a proposal that the entire membership take action or a stand on an issue - the purpose of a main motion is to introduce items to the membership for their consideration. A main motion cannot be made when any other motion is on the floor. Individual members can:

1. Make a motion.
2. Second motions.
3. Debate motions.
4. Vote on motions.

Motions should be made during New Business, unless a motion was made during the previous meeting and tabled until the present one, in which case the President will make a motion to “take from the table” the previous meeting’s motion during Unfinished Business (see **Motion to Table** below). Unless seconded, however, the motion will remain tabled.

Motions – how to present a motion:

1. Obtaining the floor:
 - (i) wait until the last speaker has finished;
 - (ii) rise and address the Chairman by saying “Madam President”;
 - (iii) **wait** until the President has recognized you.
2. Make your motion:
 - (i) speak in a clear and concise manner;
 - (ii) always state a motion affirmatively, i.e. “I move that we.....” Rather than, “I move that we do not.....”;
 - (iii) **avoid personalities** and stay on your specific subject.
3. Wait for another member to **Second** your motion.
4. Another member will Second your motion or the President will call for a Second.
5. If there is no Second, your motion is lost.
6. If Seconded:
 - (i) the President restates your motion: “It has been moved and seconded that we.....” thus placing your motion before the membership for consideration and action.
 - (ii) The membership then either **debates** the motion, or may move directly to a **vote**.
 - (iii) Once your motion is presented to the membership by the chairman it becomes “**assembly property**” and cannot be changed by you without the consent of the members.

7. Expanding on the motion:

- (i) The time for you to speak in favor of your motion is **now**, rather than at the time you first present it.
- (ii) The mover is always allowed to speak first.
- (iii) All comments and debate **must be directed to the President**.
- (iv) Keep to the time limit for speaking that has been established (will be set by the President and may vary depending on time constraints).
- (v) The mover may speak again **only** after other speakers are finished, unless **called upon** by the President.

8. Putting the Question to the membership:

- (i) The President asks: “Is the membership ready to vote on the question?”
- (ii) If there is no more discussion, a **vote** is taken.

Voting on a motion:

The methods used to vote by the Club will be:

- (i) By Voice – the President asks for those in favor to say “Aye”, those opposed to say “No”. Any member may move for an exact count.
- (ii) By Show of Hands – this is a variation of a voice vote, in that it gives a more accurate visual representation of the actual vote, and a count of hands can be called for by the President, if so desired.
- (iii) By Ballot – members write their vote on a slip of paper. This method is used when secrecy or privacy is desired.

The business of the Club will be transacted by Show of Hands unless a motion for a Ballot is made seconded and carried. There are two other types of motions which Club members can use that relate to voting.

- 1. **Motion to Table:** this motion is often used in the attempt to postpone a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
- 2. **Motion to Postpone Indefinitely** – this is often used by opponents of motions to test their support without an actual vote being taken – also, debate is once again open on the main motion.