

**GIG HARBOR WELCOME CLUB
BY-LAWS**

ARTICLE I NAME

The name of this organization shall be the

GIG HARBOR WELCOME CLUB

ARTICLE II PURPOSES

The Gig Harbor Welcome Club is organized exclusively for social, educational, and charitable purposes. It shall be non-partisan, non-sectarian, and shall sponsor no legislative activities. Its purposes shall be:

1. To provide an immediate opportunity for members to become acquainted with others in the community through both regular monthly meetings and meetings of Special Activity Groups within the organization.
2. To provide an atmosphere of friendliness, goodwill, and helpful information for Club members in the local community.
3. To undertake and promote charitable and humanitarian projects within the community.

ARTICLE III MEMBERSHIP

1. Club membership shall be comprised of any adult members of a household wishing to become members of the Gig Harbor Welcome Club, willing to uphold the By-Laws and policies, upon payment of the annual membership fees.
2. This organization shall not discriminate against a prospective member(s) for any reason.
3. A participant in any of the Special Activity Groups within this organization must be a member in good standing.
4. A prospective member may attend as a guest, and/or member may bring a guest, non-member spouse, and/or a prospective member, to a total of two functions, including regular meetings and/or a Special Activity Group. Further attendance requires Club membership.
5. (A) Annual dues shall be set by unanimous vote of the Board, and shall be due and renewable annually on July 1st.

(B) Members not renewing annual dues by August 5th shall be deleted from the membership roll.

(C) New members joining after January 1st and before May 1st shall pay one-half (1/2) of the annual membership dues. New members joining after May 1st shall pay a full year's annual membership dues for the coming fiscal year.

ARTICLE IV FISCAL YEAR

1. The fiscal year of the Gig Harbor Welcome Club shall be from July 1st through June 30th.
2. An audit of the financial records shall be made after June 30th and within 30 days after the financial books are closed for the fiscal year. The audit shall be done by two competent people appointed by the President. No elected officers shall serve on this committee.

ARTICLE V OFFICERS AND DIRECTORS

1. There shall be the following elected officers: President, Vice-President, Secretary, and Treasurer.
2. The Board of Directors shall consist of the elected officers, the immediate Past President, and the Board Standing Committee Chairs appointed by the incoming President. The Board shall not exceed nine (9) voting members, one of which has served on the Board at a previous time. Board members co-chairing a position share one vote.
3. Board Standing Committee Chairs shall be: Membership, Publicity, and Telephone. The incoming President may appoint, with the approval of the Board, one additional Board Standing Committee Chair as required.

ARTICLE VI ELECTIONS

1. The candidates for office shall be selected by a Nominating Committee of three (3) appointed by the President. The President shall not serve on this committee.
2. A report of the Nominating Committee shall be made to the membership at the March General Meeting or no later than fifteen (15) days prior to the April Annual Meeting.
3. The Nominating Committee shall select at least one nominee for each office, and nominations may be made from the floor at the April Annual Meeting.
4. Officers shall be elected by secret ballot, unless there is but one candidate for an office, in which case election shall be held by a show of hands. Elections shall be held at the April Annual Meeting, and new officers and Board Standing Committee Chairs shall be installed at the May General Meeting.
5. The term of office shall be for a period of one (1) year from the date of installation. Officers and appointed Board members may hold the office for two (2) consecutive years. Officers may serve for an additional two (2) years, but not in the same position. Membership on the Board shall be limited to four (4) consecutive years. If the Past President has served for four (4) years, he/she shall serve one (1) more year as Parliamentarian. If the newly elected President serves for two (2) years, the Parliamentarian shall also serve a term of two (2) years.
6. In the event of a vacancy, the Board shall appoint a replacement. If the replacement serves more than eight (8) months, it shall constitute one year in that office or position.

ARTICLE VII DUTIES OF OFFICERS AND CHAIRS

1. The President shall be the chief elected officer, shall preside over all business meetings, and shall appoint Board Standing Committee Chairs, Non-Board Standing Committee Chairs, and Ad Hoc Committee Chairs.
2. The Vice-President shall serve as Coordinator of all programs for General Meetings, and shall have the discretion to appoint a Program Committee. The Vice-President shall perform other duties as assigned by the President, and shall preside in the absence of the President.
3. The Secretary shall be responsible for recording all Board and General Meeting minutes and writing any Club correspondence deemed necessary. All members of the Board shall receive copies of all minutes.
4. The Treasurer shall collect all dues and fees for the Club, notify members of renewal of dues when necessary, maintain the Club's bank account, keep accurate records of the Club's finances, and disburse all necessary funds. All members of the Board shall receive copies of the monthly Treasurer's report.
5. The immediate Past President shall serve as the advisor and Parliamentarian.
6. The Membership Chair shall contact all prospective members and send them an application, welcome letter, and other pertinent information. The Chair shall also advise all Board Officers and Chairs, and all Non-Board Standing Committee Chairs of all new members and notify the pertinent Special Activity Coordinators of new members interested in their groups. New members shall receive a packet including a directory, information about Club activities, and a copy of By-Laws.
7. The Publicity Chair shall be responsible for Club advertisements - notifying the community of Club special events through local newspapers, public websites, and postings; maintaining a stock of Club flyers in designated locations; and acting as media liaison between the Club and local entities such as the Gig Harbor Chamber of Commerce.
8. The Telephone Chair shall be responsible for monthly reminders to Club members of general meetings and special events. The Telephone Chair may choose to operate individually or appoint a Telephone Committee, and ensure that the names of new members are added to notification lists.

ARTICLE VIII COMMITTEES

1. The Board Standing Committees are: Membership, Publicity, and Telephone.
2. The Non-Board Standing Committees are: Ambassador, Directory, Newsletter, Sunshine, Scrapbook and History, and Website Chair. The term of office shall be one (1) year and may be extended. The Chair(s) may attend Board meetings but have no voting privileges.
3. The duties of the Non-Board Standing Committees shall be:

- (A) Directory Chair shall work with the Membership Chair with changes and new member information and shall maintain a current data base. He/she shall work with the Treasurer at the end of the fiscal year regarding renewal information and shall design and publish the directory after all renewals are finalized thirty (30) days after the end of the fiscal year.
 - (B) The Newsletter Chair shall prepare and send the Club's bi-monthly newsletter to all Club members.
 - (C) The Sunshine Chair shall send cards to acknowledge condolences, serious illnesses, and/or congratulations, as appropriate. The Sunshine Chair shall also manage the used book exchange program conducted at general meetings
 - (D) The Website Chair shall be responsible for designing, maintaining, and updating the Welcome Club website as approved by the Welcome Club Board and shall be responsible for the Club's projector. The Website Chair shall maintain a log for projector use. The projector shall be available, as requested, to Welcome Club members for General Meetings and for the Special Activity Groups.
 - (E) The Club Ambassador is the point of contact for all new Club members. The Club Ambassador ensures that new members are contacted by Activity Coordinators for activities of their choice.
 - (F) The Scrapbook and History Chair collects and maintains a centralized collection of photos, news articles, and memorabilia of/from Club events.
4. The Ad Hoc Committees are: Budget, By-Law, Nominating, and Audit. The charges to the Ad Hoc Committees shall be determined by the Board in writing, and delivered to each committee. The Chair(s) shall attend Board meetings by invitation, but have no voting privileges.

ARTICLE IX SPECIAL ACTIVITY GROUPS

1. Each Special Activity Group shall select their Coordinator, and notify the President and Vice-President.
2. Activity Coordinators are responsible for the administrative management of the activity group, including but not limited to: membership contact, meeting times, locations, supplies, program structure, and ensuring that group members are Club members in good standing (See Article III, Membership). Coordinators supply activity group information to the newsletter editor.
3. Any expense of the Special Activity Group is borne by those group members

ARTICLE X MEETINGS

1. General membership meetings shall be held monthly with the exception of January, June,

July, and August. A quorum shall consist of the majority of members present. A Club picnic is usually held in July.

2. Board of Director meetings shall be held at the discretion of the President with the day, time and months to be determined by the incoming Board at their first meeting. A quorum shall consist of not less than fifty percent (50%) of the Board members.
3. A special meeting may be called by the President or any members of the Board.
4. Minutes of all meetings of the Board and General membership will be recorded by the Secretary or Acting Secretary.
5. A joint meeting of the outgoing and incoming Board members shall be held shortly after the installation of the new Board on a day and time to be determined by the members involved.
6. "Robert's Rules of Order – Newly Revised" shall govern the Club in all cases where not inconsistent with the By-Laws.

ARTICLE XI EXPENDITURES

No money shall be authorized to be expended, and no contract of obligation incurred in the name of, or on behalf of this Club beyond money actually in hand and/or set aside for the purpose.

ARTICLE XII AMENDMENTS

1. By-Laws shall be amended by a (2/3) vote of the Board of Directors, and subsequently confirmed by a vote of a majority of members present at a General Meeting.
2. Notice of proposed amendment(s) must be sent to the general membership two (2) weeks prior to the General Meeting that the amendment(s) are to be voted on.

ARTICLE XIII FUNDS

No part of the funds of the organization shall accrue to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that, as appointed by the Board. The Treasurer shall be authorized to pay reasonable compensation for services rendered

ARTICLE XIII DISSOLUTION

In the event of the dissolution of the Club, any remaining assets after meeting all obligations shall be donated to a charitable organization determined by the current Board of Directors at that time.

Adopted: January, 1997
Revised: November 1997 (Article III Membership, Sec. 5, A & B)
Revised: September 2001 (Article III Membership, Sec. 5, C)
Revised: May 2003 (Article VI, Elections, Sec.2)
Revised: May 2004 (Article VI Duties of Officers/Chairpersons, Sec. 5)
Revised: March 2005 (Article V Officers and Directors, Sec. 2 & 3; Article VII Duties of Officers/Chairpersons, Sec. 4 & 7; Article XII Funds)
Revised: April 2010 (Article III Membership, Sec. 5, B & C; Article IV Fiscal Year, Sec. 2; Article V Officers and Directors, Sec. 2, 3, Sec. 4 was removed; Article VI Elections, Sec. 4 & 5; Article VII Duties of Officers and Chairs, Sec. 1, 2, 6, Sec. 7, 9, 11 were removed; Article VIII Committees is a new Article; Article IX Special Activity Groups, Sec. 1; Article X Meetings, Sec. 1)
Revised: April 2011 (Article VII Duties of Officers and Chairs, Sec. 6, 7, & 8; Article VIII Committees, Sec. 2C, added 2E & 2F; Article IX Special Activity Groups Sec. 2; Article X Meetings, Sec. 2)