

Oconomowoc Newcomers & Neighbors Constitution
(Revised April 2020)

Article I: Name

The name of this club shall be Oconomowoc Newcomers & Neighbors (ONN).

Article II: Purpose

The purpose of Oconomowoc Newcomers & Neighbors club is to provide opportunities for social activity and fellowship for women who reside in Oconomowoc or the surrounding Lake Country area.

Article III: Membership

Section 1. Membership in this club is open to any female at least 21 years old who resides in Oconomowoc or the surrounding Lake Country area.

Section 2. Members in good standing may participate in any or all club sponsored activities/events.

Article IV: Meetings:

Section 1. The club will host a monthly mingle in the Lake Country Area the second Tuesday of each month at 7:00 p.m. Members will be notified of location and/or any other pertinent information via website, email blast and/or invitation.

Section 2: Board meetings will be scheduled and conducted by the President throughout the year at a frequency of at least once every 8 weeks and as needed.

Section 3: The club will host other events including, but not limited to an annual event and "subclub" events. (Subclub events include book club, moms n tots club, and others determined annually. Each subclub will have a designated chair or co-chairs to plan and host events.)

Section 4: When a payment to attend a specific club function is collected, NO REFUNDS will be given as the club relies on these numbers (attendance and fees) for successful events.

Article V: Dues

Section 1. Membership dues are \$35 per year (June 1 – May 31) and are due on June 1st or joining date. Members who join after January 1st will pay \$20. Members who join at or after the April Mingle will have their fee waived upon payment of the subsequent year fee.

Section 2. Prospective members are allowed to attend one monthly mingle or one subclub event before payment of dues is required.

Section 3. The Board reserves the right to adjust dues annually if deemed necessary for fiscal planning.

Section 4: Members with outstanding balance of dues will be removed from ONN event communications and the private Facebook group by June 15th.

Section 5: All dues are used for social club functions and club administrative expenses.

Section 6: All board members are volunteers and shall be exempt from paying dues.

Article VI: Officers and Board

Section 1. New officers will assume their duties following the end of year mingle held in May and will serve for a one-year term.

Section 2. The Board will consist of the following positions: President, Vice President, Secretary, Treasurer, Membership, and Social Media Coordinator. The Board reserves the right to create additional volunteer positions, if necessary, to plan and implement club activities/events.

Section 3. Board positions are filled on a volunteer basis. The president will send out an email blast to members no later than March 25, notifying them of the vacant board positions.

Members who wish to volunteer for the vacant board positions, will have until April 1 to notify the president and current board members of the position for which they desire to volunteer. As close to April 1st as possible, the president will email the volunteers, stating who volunteered for each position. If there is only one candidate for a particular position, the interested party will assume the position. If there is more than one volunteer for a particular position, closed online voting will take place via surveymonkey.com with all members in good standing having one vote and current board members' votes being weighted as two.

Each position will be voted on individually and no "party tickets" are officially endorsed through the club.

Any member desiring to volunteer for the position of president or treasurer, will have a background check run on them and may not have any convictions or money judgments within the past 7 years. If something is found on the record, the candidate will have the opportunity to explain any convictions to the current board for extenuating circumstances and special consideration.

Section 4. Board members may not hold the same office longer than two consecutive years, unless there are no volunteers for that position, and it is uncontested by fellow members.

Section 5. If a vacancy occurs on the Board, all members in good standing will be notified via an email blast and Section 3 procedures will take place.

Article VII: Duties of the Officers

President:

- Upon the first board meeting of the year, the president will assign alternate board members to organize monthly mingles the second Tuesday of each month.
- Writes periodic updates explaining important club information via Facebook posts and email blasts.
- Schedules and conducts board meetings at least once every 8 weeks.
- Reviews budget and balances with Treasurer and Vice President to ensure solvency of the club.
- Establishes and coordinates annual club sponsorship responsibilities, including posting monthly social media and email communication for each month's sponsor.

Vice President:

- Acts in the President's place, as needed.
- Assists the President in securing Sponsors, along with the ongoing monthly communications with Sponsors.
- Works with subclub volunteer chairs to coordinate all club-related activities.

- Communicates with all subclub chairs to ensure that all the subclubs remain active throughout the year.
- Ensures subclub chairs send appropriate invites/evites/communication regarding all upcoming events and activities.

Secretary:

- Records board meeting minutes and posts within the Board's document management system (such as Google Docs).
- Coordinates and manages the organization's calendar via the Upcoming Events page and Mingles Page on the club website.
- Posts all Mingles on the Closed (non-public) Facebook Page.
- Corresponds with press and other local contacts (i.e. Chamber of Commerce) regarding upcoming activities/events.
- Distributes club information throughout the community.
- Completes all special correspondence (i.e. thank you letters) as needed.
- Is the primary contact for Mary Kay at Lake Country Greetings, the local "welcome wagon" service.
- Assembles an annual club marketing plan with the support of the Social Media Coordinator.
- Directs the creation of graphic paper flyers and coordinates posting throughout the community with the support of the Social Media Coordinator.

Membership Director:

- Communicates with treasurer regarding new paid memberships.
- Welcomes potential members by being the initial club contact.
- Adds new members to event invitation database via www.evite.com.
- Approves new membership to ONN Facebook group site.
- Updates and maintains a copy of the current member's contact information spreadsheet

Treasurer:

- Manages the club budget.
- Collects payments for events, pays bills, and provides reimbursement to club members as
- needed.
- Provides Board with regular updates regarding club budget and account balance.
- Collects membership dues via the PO Box, PayPal, square, or member delivery.
- Maintains the ledger.
- Maintains the PO Box with two keys—one signed out to the Treasurer and one signed out to the President.

Social Media Coordinator:

- Manages the club's public Facebook page as the Primary Administrator, including posting all mingles to the public Facebook page.

- Manages the club's Instagram page as the Primary Administrator.
- Upgrades member/administrative permissions to sub-club leads and other members as deemed necessary.
- Acts as the liaison between the club Facebook Administrators and the board for all technical issues related to club online networking.
- Assists Secretary on developing a marketing plan and materials.

Appointed Closed (Non-public) Facebook Page Administrators:

- Administrator's will be comprised of all Board Members, including Appointed Positions. All will be responsible for review of member posts for compliance with active policies.

Article VIII: Club Constitution

Section I: The club constitution will be posted on the club website under "Become a Member" pages for all members to access.

Section II: The club constitution will be reviewed by the board every other year, in even years, in April. If changes are proposed to the current club constitution, the board shall make necessary changes, and submit to the members for review of changes. The president will submit the changes to the club members via email blast. A majority of the members must respond in approval within 5 days for the changes to be made permanent. If there is not a majority of members who respond in approval within 5 days, the constitution will remain as is, or if alternative changes to the constitution are requested, the board may consider these alternatives and resubmit the proposed amended constitution to the members for majority approval.