

By Laws

Newcomers and Friends of Santa Clarita Valley

Revised 6/4/2026

ARTICLE 1

NAME

The name of the organization shall be ***Newcomers and Friends of Santa Clarita Valley*** (hereinafter referred to as the Club). The official source of our communication documents is the ncandf.com on the internet (hereinafter referred to as our Website.)

ARTICLE 2

PURPOSE

The purpose of the Club shall be a social group open to all women in the Santa Clarita Valley who are new to the area or would like to meet new friends.

ARTICLE 3

POLICY

The Club shall be nonpartisan, nonsectarian, and shall sponsor no legislative activities. The Club shall not discriminate against members or prospective members because of race, color, national origin, income, marital status, educational background, or any other factor. No Club sponsored activity shall provide a forum for business and/or commercial monetary gains. Charitable donations may not be made in the name of the club.

ARTICLE 4

MEMBERSHIP

Club membership shall be open to all women in the Santa Clarita Valley who are new to the area or would like to meet new friends. There shall be no time limitations on the length of membership.

To be in good standing, a member must pay dues. Members may continue their membership if they move out of the Santa Clarita Valley as long as they have paid their dues (continuously for 5 years or longer) and will continue to pay their dues. Attendance is encouraged for all members at the monthly General Meeting Luncheons and at Board Meetings.

ARTICLE 5

DUES

Annual dues cover the period from June 1st to May 31st and shall be determined by the Board. Annual dues for members shall be payable by June 1st for a member's name to be included in the new Directory. New members joining after January 1st shall pay at 50% of the annual dues. Dues shall entitle the members to participate in all club activities.

ARTICLE 6

FINANCES AND RECORDS

The Treasurer shall keep records of all financial transactions.

There shall be an annual audit of the Club's Bank and Credit/Debit Card records by the Club Auditor or, there being no Auditor, by two (2) members appointed by the Board prior to the June Board meeting. The books and records shall be made available, within a reasonable time frame, upon request by any Club member. The Club checks need only one signature (usually the Treasurer) but along with the Treasurer there should be at least one additional signer which may be the President, Executive Vice President, 1st Vice President, or 2nd Vice President. The bank records must be updated in June of each year.

ARTICLE 7

THE BOARD

The Executive Board of Directors shall consist of the President, the Executive Vice President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Webmistress, Recruitment Coordinator and Activities Coordinator. The Executive Board along with Committee Chairs shall all be considered by Board members. In the event of a vacancy, the Board shall appoint a successor.

The Board shall coordinate plans and activities of the Club and have general management of the Club and its affairs. Board approval is required for locations, contracts, and arrangements for all General Meetings. Board members are required to attend all board meetings and if unable to attend, provide information to the President to be presented at the meeting.

All Board members shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed. Furthermore, they should meet individually with incoming Board members no later than the June Board meeting.

A quorum shall be the number of members present at a meeting but shall not be fewer than ten (10). The quorum for the Executive Board of Directors shall be two thirds (2/3) of the Executive Board of Directors, each position having only one (1) vote.

ARTICLE 8

DUTIES OF OFFICERS

Section 1: President

The President shall be an ex-officio member of all standing and special committees. The President shall preside over all Board meetings and general meetings (luncheons) and shall perform such other duties as usually pertain to the office of President. The President shall oversee all committee chairpersons to ensure that they are fulfilling their duties. The President shall be responsible for following the annual calendar schedule and shall provide a monthly update for our Website to meet required deadline. The President shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

The President may serve two (2) consecutive terms.

Section 2: Executive Vice President

Duties may include assistance to the President as requested, follow through on Board decisions, oversight of completion of position descriptions, assist in publication and distribution of the Directory, and any other duties deemed necessary and approved by the Board. The Executive Vice President shall preside in the absence of the President and shall prepare an updated detailed

position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

Section 3: 1st Vice President

The 1st Vice President shall preside in the absence of the President and Executive Vice President and shall be responsible for securing luncheon facilities and menus for the monthly general meetings. The 1st Vice President shall also be responsible for arranging a second signature in addition to her own on contracts with the selected luncheon facilities. Board approval is required for locations, contracts, and arrangements for all General Meetings.

A copy of the General Meeting contract shall be provided to the Treasurer before the event takes place.

The 1st Vice President shall provide a monthly update for our Website to meet the required deadline. The 1st Vice President shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

Section 4: 2nd Vice President

The 2nd Vice President shall preside in the absence of the President, Executive Vice President and 1st Vice President, and shall serve as membership chairperson for the monthly general meetings.

The Membership Chairperson will contact newcomers whose names are referred, and invite them to the upcoming Club functions. The Chairperson shall work with the Executive Vice President to assist in the publishing and circulating the Club Directory, by providing the list of members in Excel program or reproducible format. The Directory must specifically indicate that it is not to be used by the Club members in the promotion of business interest. The Chairperson shall keep all membership forms for the year, and shall provide appropriate information as needed for the President, Executive Vice President, The Activities Coordinator, the Webmistress and chairpersons including but not limited to the Birthday, Luncheon Reservations etc.

The Chairperson shall be available at luncheons to allow newcomers to join the Club and have the membership forms available. In the event the Chairperson is not able to attend a luncheon someone else must be asked to fill in.

The 2nd VP provides the list of members' birthdays to Webmistress to go on the website and to the Birthday Chairperson and provides New Member information to appropriate Board Members as received. The 2nd Vice President shall provide a monthly update for our Website to meet the required deadline. The 2nd Vice President shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

Section 5: Secretary

The Secretary shall take minutes at all Board meetings and provide a copy to the President and to Board members upon request. The Secretary shall maintain copies of the minutes for presentation to the successor. The Secretary shall delete all financial information and then provide a copy of the approved minutes as a monthly update for our Website to meet the required deadline. The Secretary shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

Section 6: Treasurer

The Treasurer shall collect all dues and fees, including luncheon fees, for the Club and shall be charged with the responsibility of maintaining the Club's bank account and keeping accurate records of the Club's finances. The Treasurer shall report at Board meetings on all receipts, expenditures and bills outstanding.

The Treasurer shall require members to submit requests for reimbursement within 30 days of the expenditure.

The Treasurer shall serve as Chairperson of the Budget Committee, which shall consist of the President, Executive Vice President, Treasurer, Membership Chairperson, Auditor, and any other members deemed necessary by the Treasurer and/or President. The Budget Committee shall submit an annual budget for consideration and acceptance by the Board at the May Board meeting.

The Treasurer shall track the budget and report periodically on the status of items that require attention.

The Treasurer shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to

the meeting of the Nominating Committee in January if needed. If a change of the Treasurer occurs, an audit shall be conducted within one (1) week. The Treasurer shall track the budget and periodically report on the status of items that require attention.

Section 7: Webmistress

The Webmistress shall be responsible for circulating the club information to all club members. Duties shall include collecting, organizing, and submitting the updated information to our Website on a monthly basis to meet the required deadline. The Webmistress shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

Section 8: Small Group Coordinator

This role supports Newcomers and Friends of Santa Clarita Valley's goal of expanding social connections and increasing the number and variety of member-led activities and small interest ongoing groups available throughout the year.

The Small Group Coordinator shall coordinate interest groups by keeping track of their membership and meeting dates and submit to the Webmistress to update our Website monthly activities listings as needed. The Small Group Coordinator shall submit to the small group chairpersons all names of those members interested in each group and also reach out to new members as identified by the Membership Chair, who express an interest in joining a small group ongoing activities.

The Small Group Coordinator shall ensure that no official Newcomers Activities take place on Board Meeting or General Meeting Luncheon scheduled days. The Small Group Coordinator shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee.

The Small Group Coordinator is also responsible for planning one to two Game Days per year.

Game Day Responsibilities

The Small Group Coordinator is responsible for planning, organizing, and overseeing the club's official Game Day, which is held at least once annually.

This includes:

- Scheduling the Official Game Day and coordinating logistics for the event. The club budget provides funds for Game Day refreshments.
- Notifying club members in advance and managing sign-ups so members can participate in game instruction and play.
- Arranging qualified teachers or facilitators to introduce and teach a variety of games.

Following Game Day, the Small Group Coordinator will:

- Follow up with participating members to assess continued interest in the games introduced.
- Encourage and support the formation of new game groups, particularly among members who are newly trained.
- Help facilitate the growth of ongoing club and game activities by assisting members who are willing to host new game groups in their homes or other appropriate venues

Section 9: Recruitment Coordinator

The Recruitment Coordinator shall be responsible for arranging monthly Membership Coffees and other approved activities to encourage growth in membership, including assistance at luncheons to welcome new members.

The Recruitment Coordinator shall contact all new members, welcome them to the club, and assist new members to become part of the club whenever needed.

The Recruitment Coordinator shall provide a monthly update for our Website to meet the required deadline. The Recruitment Coordinator shall prepare an updated detailed position description and appropriate written reports at the end of the term to aid new board members in carrying out their duties or prior to the meeting of the Nominating Committee in January if needed.

ARTICLE 9 NOMINATIONS, ELECTIONS, AND VOTING

Section 1: Nominations

At the December and January luncheons clipboards shall be passed around by the President with the list of Board positions and asking members to volunteer for the next years Board.

The President shall act as the Chairperson for the Nominating Committee. An announcement is to be made at the December General Meeting to give all members the opportunity to express interest in joining the Nominating Committee.

A Nominating Committee consisting of a minimum of three (3) Board members, including the President, the Executive Vice President and two (2) general members and any members who want to be on the Committee, shall meet in January any time after the luncheon. A maximum of 10 may be on the committee with the chairperson making the final decision of who is a member. The committee shall first canvas all members who currently hold club positions to give them the opportunity to remain in their position the following year (if remaining in their position is agreeable to the nominating committee.) The Committee shall fill all Board positions and provide a slate of candidates at the February Board Meeting and circulate to members prior to the March General Meeting. It is required for the President and President-Elect to have served as a Board Member.

Section 2: Elections

Election of President, Executive Vice President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Webmistress, Activities Coordinator and Recruitment Coordinator and committee chairpersons shall take place at the March general meeting.

Nominations from the floor will be accepted provided written permission has been obtained from the candidate.

Section 3: Voting

Voting methods shall be determined by the President

Standing Vote: general consent by hand or voice

Ballot Vote: secret ballot

No member shall vote unless present (no proxies) A quorum (a minimum of ten (10) members) shall consist of those who attend a general meeting.

ARTICLE 10

Section 1: General Meetings

General Meetings shall be held every second Thursday of the month at which time Club business shall be conducted. Reports shall be made by Executive Board Members and Committee Chairpersons who wish to do so. The Board may change the date at its discretion, making sure to properly notify all members.

To attend a General Meeting, a member must reserve by the stated monthly deadline. After that date, a member who has reserved and not cancelled must pay, if not attending.

Members are responsible for the costs for guests for whom they have made reservations. All other non-member attendees are required to prepay.

Section 2: Board Meetings

Board meetings shall be held on the first Wednesday of each month. The Board may change the meeting date at its discretion, making sure to properly notify all Board members. President must notify, call/e-mail all board members to change board meeting to obtain a quorum (a minimum of 10 members.) All paid Club members are welcome at Board Meetings, (except for occasional meetings declared for Board members only by President), and may vote on any issues.

ARTICLE 11

PARLIAMENTARIAN AUTHORITY

“Robert’s Rules of Order, Revised” shall be the parliamentary authority.

ARTICLE 12

AMENDMENTS

A By-law committee shall be formed with at least 3 members of the Board when revisions are deemed necessary.

Proposed amendments to the by-laws shall be presented in writing to the Board by the committee. The proposed amendments shall be voted on by the Board and require at least a 2/3 vote for approval. The approved amendments shall then be presented and voted upon at a general meeting. By-laws may be amended by two-thirds (2/3rds) vote of the members present.

ARTICLE 13

CLUB DISBANDMENT

In the event that Club disbandment occurs, any and all existing funds in the Treasury shall be distributed as follows:

A. The Executive Board shall meet and recommend one or more local charities to receive existing funds.

B. The Board shall approve distribution of funds.

C. The Board shall have final approval of recommendations of the Executive Board.

If a change is deemed necessary, the Board can alter the list of recommendations by a two-thirds (2/3rd) majority vote of the Board.

ARTICLE 14

COMMITTEES

Committee Chairpersons shall be selected by the Nominating Committee and will serve for a term of one (1) year. Any vacancies shall be filled by presidential appointment with Board approval. The President and Board may appoint additional positions and cochairs or delete positions as they deem necessary.

Committee Chairpersons shall attend all board meetings. If unable to do so, they shall notify the President, send a committee member to represent the committee, or submit a report. Committee jobs may be shared by more than one member but one person must be designated as lead and will be considered the responsible person for that committee.

All Committee Chairpersons shall prepare an updated brief position description to aid new chairpersons in carrying out their duties. Furthermore, they should meet individually with incoming chairpersons prior to the June Installation.

Section 1: Auditor

The Auditor shall be responsible for the annual audit of the Treasurer's books by the June Board meeting and submit a report to the Board. The Auditor shall also be responsible for an audit necessitated by a change in the Treasurer. The Auditor shall be a member of the Budget Committee. The Auditor shall act as treasurer in the absence of the treasurer. She will assist the Treasurer at functions which require more than one person.

Section 2: Birthdays

Chairperson shall recognize members' birthdays at monthly general meeting. If the Birthday Chairperson cannot attend the monthly general meeting, another member must be selected to recognize those members who are present and have a birthday in the current month. The

Membership VP provides the list of members' birthdays to Webmistress to go on our Website and to the Birthday Chairperson.

Section 3: Historian

The Historian shall take photographs of the Club functions and maintain a regular or digital memory book. It shall be presented to the outgoing President at the installation meeting.

The Historian will provide photographs of Newcomer activities, meetings and events to the Webmistress for use on our Website and to the Publicity Chairperson for club publicity articles. Permission of the photographed member must be obtained by the Historian if the photo is to be used for publicity or posted on our Website.

Section 4: Hostess

The Hostess shall be responsible for greeting all members (especially new members and guests) and assisting them through the check in process at General Meeting Luncheons and other events as needed.

The Hostess assists new members and guests in finding seats and introduces them to at least one or two of the members at the event.

The Hostess provides, distributes and collects Name Tags for all attendees. She oversees a committee of 3-5 ladies who will assist in carrying out Hostess duties and makes sure that all the duties of Hostesses are covered at each event.

Section 5: Luncheon Decorations

Creation of table decorations and favors for monthly luncheons.

Section 6: Parliamentarian

The Parliamentarian shall be responsible for maintaining and updating the Club By-laws, and make the current version available for publication on our Website.

Section 7: Program

The Program Chairperson shall provide programs throughout the year at selected monthly General Meeting Luncheons and shall provide a monthly update as needed for our Website required deadline. All programs shall be presented to the Board for approval prior to commitment.

Section 8: Publicity

The Publicity Chairperson shall be responsible for all news released to publications including any committee releases to be provided to her by chairperson's. Permission of members photographed or mentioned by name must be obtained before submission to media.

Section 9: Opportunity Drawing

The Opportunity Drawing Chairperson shall be responsible for obtaining club prizes, and conducting the Opportunity Drawing at General Meetings, and shall provide a monthly update as needed for Website to meet the required deadline.

Section 10: Reservations

The Reservation Chairperson shall be responsible for maintaining the reservation list for monthly General Meeting Luncheons as provided by Membership chairperson. The Reservation Chairperson will receive all reservations and cancellations required for luncheons and shall provide a monthly list to the Luncheon, Birthday, Decorations and Hostess chairpersons as well as to the President and the Treasurer. These lists are to be given to the aforementioned early on Monday morning following the reservation deadline.

The Reservation Chairperson shall give the name of any person making a reservation that does not attend or cancel their reservation to the Treasurer. These person/persons shall be billed for the price of the luncheon.

Section 11: Social

The Social Chairperson shall be responsible for all Club social functions.

If at all possible, there should be a Fall social, a Holiday social, and a Spring social. The Social Chairperson shall obtain volunteers from the general membership to be on the Social Committee. The Committee will plan a social and bring it to the Board for approval, and shall provide a promotional article for our Website to meet the required deadline.

Section 12: Sunshine

The Sunshine Chairperson shall be responsible for sending cards to members in response to births, illnesses, and deaths, and shall report all such occurrences to the President and to the Webmistress so appropriate announcements and communications can be made to club members. Permission of the member/s listed must be obtained before offering their information to be published on our Website or distributed any other way to club members. The Chairperson shall provide a monthly update for our Website to meet the required deadline.

Section 13: E-mail Communication

E-mail communicator shall maintain a list of current e-mail addresses for all members. E-mail blasts are to be sent to all members when requested by the President.

Section 14: Explorers

Explorers are responsible for arranging outings and trips, day or overnight, for members of Newcomers and Friends of Santa Clarita Valley and shall provide promotional articles for our Website to meet required deadline. All events must be presented to the Board for approval prior to making any commitments.

Section 15: Use of Directory

The Membership Directory is for the exclusive use of the members of Newcomers and Friends of Santa Clarita and is not to be used by members for solicitations, advertising or mailings. Members are forbidden to give the directory to any person or business for such purposes.

Section 16: Adherence to By Laws

Our current By Laws are available to all members on our Website. If a By Law has been violated by a member, the President may convene the Executive Board (with or without the offending member) to discuss the situation. Membership may be denied to or removed from a member by a quorum vote of the Executive Board. If action is to be taken, the member must be notified in writing immediately. If the member requests within 15 days, she shall be afforded a chance to personally address the Executive Board.

Should a member be asked to leave Newcomers and Friends, no dues will be refunded.

If an officer, chairperson or committee member has violated the By Laws or not fulfilled her office as required, the President may convene the Executive Board (with or without the offending member) to discuss the situation. The member may be removed from her position by a quorum vote of the Executive Board.

If action is to be taken, the member must be notified in writing immediately. If the member requests within 15 days, she shall be afforded a chance to personally address the Executive Board.