

Governance Policies and Procedures of the YWCA Princeton Area Newcomers & Friends

Article I NAME

1. The name of the club shall be the YWCA Princeton Area Newcomers & Friends, hereinafter referred to as “Newcomers & Friends.”

Article II OBJECTIVE

1. Newcomers & Friends shall have the following objectives:
 - a) To promote social activities which foster new friendships among those who live in the greater Princeton area;
 - b) To extend a friendly greeting to those new to the greater Princeton area;
 - c) To assist newer residents in becoming part of the community through contact with longer-term residents; and
 - d) To promote the mission of the YWCA.

2. No one may use the Newcomers & Friends club or its membership list for any commercial purposes, including advertising, selling, or soliciting funds to further any political, religious, personal, or charitable gain. Nor may the President, any officer, or any member give permission for use of the club or its membership list for any such gain.

Article III MEMBERSHIP

1. Eligibility for membership requires a person to be eighteen years or older and obtain a YWCA Princeton membership. All members shall respect the mission and values of the YWCA Princeton.

2. A prospective member may attend one Friday with Friends, one Social Coffee, and one Interest Group activity prior to joining. Certain events may be limited to members only.

3. It shall be the responsibility of the Membership Vice President to work with the YWCA Princeton to keep membership records current.

Article IV DUES

1. The fiscal year begins on July 1.

2. All members’ dues (both new and those renewing) are payable at the YWCA on or before September 30 in order to be included in the membership directory. Members must hold a current membership in the YWCA Princeton.

3. All members of Newcomers & Friends whose dues become delinquent will be contacted before being removed from the Newcomers & Friends membership and the mailing list.

4. All members joining the Newcomers & Friends after February 1 shall pay one half of the current dues.

5. The annual dues for the Newcomers & Friends shall be recommended by the Newcomers & Friends Board and any changes shall be approved by the General Newcomers & Friends Club Membership.

Article V NEWCOMERS & FRIENDS BOARD

1. The Newcomers & Friends Board shall consist of the President, Communications Vice President, Interest Group Vice President, Marketing Vice President, Membership Vice President, Program Vice President, Social Vice President, Special Projects Vice President, Recording Secretary, Treasurer, and Immediate Past President/Parliamentarian. If needed, any of these positions may be combined, or divided into co-chairs to assist in filling the position and meeting the job requirements.
2. The duties of these officers shall be as specified in their job descriptions.
3. The Newcomers & Friends Board shall, when necessary, appoint a person to complete a term for any resigning officer. The Newcomers & Friends Board may also create a new Board position should a need arise.
4. The Newcomers & Friends Board shall meet monthly from August through June, prior to Friday with Friends.
5. A Newcomers & Friends Board quorum shall consist of a simple majority of those present. Voting shall take place at a Newcomers & Friends Board meeting or by electronic means.
6. In the case of emergency, the President is authorized to act on behalf of the Newcomers & Friends Board and the Membership.

Article VI MEETINGS AND EVENTS

1. Friday with Friends and Social Coffee may be held monthly from September through June. Special meetings for a specific purpose may be called at the discretion of the Newcomers & Friends Board or at the request of at least eight club members.
2. If a member is unable to attend an event for which an advance payment was made as reservation, the member will be responsible for finding a replacement or will forfeit payment.

Article VII STANDING COMMITTEES AND INTEREST GROUPS

1. Standing Committees may include: Communications, Friday with Friends, Holiday Gift Giving, Marketing, Social Coffee, Sunshine Network, and Welcoming. Ad hoc committees may be formed as deemed appropriate by the Newcomers & Friends Board.
2. The President shall, with the approval of the Newcomers & Friends Board, appoint a replacement for a Standing Committee chair or may name a chair of any ad hoc committee.
3. The President shall be an ex-officio member of all committees.
4. The Interest Group Vice President shall maintain the Interest Group calendar and approve the formation and meeting times of all Interest Groups.
5. Interest Groups may meet during the day or in the evening, as long as they do not conflict with Newcomers & Friends Board meetings, Friday with Friends, and Social Coffees.

6. When expressly invited, a spouse/significant other/friend is welcome at special events and interest group offerings, as may be designated by the committee in charge of the event. The YWCA Princeton assumes no liability for these individuals.

Article VIII NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall consist of up to six members appointed by the Immediate Past President. At least three of these shall not be current Board members.

2. The Nominating Committee shall prepare a slate of nominees to fill the positions of the Newcomers & Friends Board and the Chairs of Standing Committees. The slate shall be presented at any Membership meeting preceding the May Friday with Friends. Consent to serve must be obtained from any candidate before being nominated.

3. The vote shall take place at the May Friday with Friends meeting. Any member has the privilege of nominating from the floor, provided the written consent of the nominee has been secured in advance.

4. When the slate of nominees is uncontested, the voting may be taken by voice. If there are two or more nominees for a position, the voting shall be by written ballot, and a simple majority of the votes cast shall be necessary for election.

5. All officers shall officially take office as of the June Friday with Friends. Terms of office are for one year; however, there is no limit to the number of terms served.

Article IX PARLIAMENTARY AUTHORITY

1. The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Newcomers & Friends unless specified otherwise by these Governance Policies and Procedures.

Article X REVISIONS

1. The President shall appoint a committee to review the general operation of the Newcomers & Friends every two years, including a review of these General Policies and Procedures. This committee shall consist of no fewer than three members, at least two of whom shall have served on the Newcomers & Friends Board. The President and a Vice President may serve as voting *ex officio* members of this committee.

2. Proposed revisions to these Governance Policies and Procedures must be

- a) Presented to the Newcomers & Friends Board;
- b) Presented in writing to the membership at least two weeks prior to voting, along with the date when the voting will take place; and
- c) Approved by a majority of the general membership present.

3. A special meeting of the GPPs Committee may be held to discuss a specific issue at the written request of at least eight club members.

*GPPs as revised, February 28, 2018
GPPs as amended by vote on April 13, 2018*