

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 and surrounding areas.
 - b) To welcome those new to the greater Princeton and surrounding communities.
 - c) To assist new members in connecting with the community through Newcomers & Friends programming.
 - d) To promote the mission of the YWCA.
2. The Newcomers & Friends Club membership list shall not be used 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’ fees (both new and those renewing) are payable to the YWCA on or before August 31. Members must also pay an annual registration fee to the YWCA Princeton.
3. All members of Newcomers & Friends whose fees 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 January 1 shall pay one half of the Club's current fees for membership for the balance of the fiscal year.
5. The annual fees for the Newcomers & Friends shall be proposed 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, 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 the need arise.
4. The Newcomers & Friends Board shall meet monthly from August through June, prior to Friday with Friends.
5. a) A Newcomers & Friends Board quorum shall consist of a simple majority of Board Members.
b) A motion may be passed by a majority vote of those participating as long as there is a quorum.
c) Voting shall take place at a Newcomers & Friends Board meeting by those present or by proxy.
Electronic means, e.g., telephone, email, may also be used to cast a vote.
6. In the case of emergency, the President is authorized to act on behalf of the Newcomers & Friends Board and the Membership as long as it is confirmed by a vote at the next Board meeting.

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 10% of the total club membership.
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: Friday with Friends, Holiday Gift Giving, Social Coffee, Newsletter Chair, Sunshine Network, Welcoming Committee, Nominating Committee, and Historian. 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, meeting times, and places of all Interest Groups. The meeting times and places of each Interest Group shall not conflict with other Interest Groups unless no other reasonable options are available.
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 SOCIAL MEDIA

1. Rules governing the use of social media such as Facebook, Instagram, and Twitter shall be in accordance with these Governance Policies and Procedures. These rules are stated on the Newcomers & Friends Public Facebook page and may be amended by the Board.

Article IX NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall consist of up to six members appointed by the Nominating Committee Chair. 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, the Chairs of Standing Committees, and the Chairs of Ad Hoc 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 or by electronic means. 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, or electronic means. A simple majority of the votes cast shall be necessary for election.
5. All officers shall officially take office as of July 1st. Terms of office are for one year. However, there is no limit to the number of terms served, whether consecutive or not.

Article X BUDGET

1. The Treasurer shall lead a Review Committee to create a proposed budget for the following year. In addition to the Treasurer, this committee shall consist of the President, Membership Vice President, Interest Group Vice President, and Marketing Vice President.
2. The proposed budget must be:
 - a) Presented to the Newcomers & Friends Board and approved
 - b) Made available in writing to the membership for review at least two weeks prior to voting, along with the date when the voting may take place
 - c) Approved by a majority of the general membership participating in person or by electronic means.

Article XI 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 XII 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 shall serve as a member of this committee.
2. Proposed revisions to these Governance Policies and Procedures must be
 - a) Presented to the Newcomers & Friends Board and approved.
 - b) Presented to the YWCA Board and approved.
 - c) Presented in writing to the membership at least two weeks prior to voting, along with the date when the voting will take place
 - d) Approved by a majority of the general membership participating in person or by electronic means.
3. A special meeting of the GPPs Committee may be held to discuss a specific issue at the written request of at least 10% of the total club membership.

GPPs as revised, **March 15, 2020**

GPPs as amended by vote on **May 10, 2020**