

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

Article I NAME

1. The name of the Newcomers & Friends at YWCA Princeton, shall hereinafter be 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 area 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 membership list shall not be used for any commercial purposes, including advertising, selling, or soliciting funds to further any personal, political, religious, or charitable gain; nor may the President, any officer, or any member give permission for use of the group or its membership list for any such gain.

Article III MEMBERSHIP

1. Eligibility for membership requires a person 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 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 dues become delinquent (30 days past due) 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 group's current dues for membership for the balance of the fiscal year.
5. The annual dues for the Newcomers & Friends shall be approved by the Newcomers & Friends Board and any changes shall be communicated in advance to the General Newcomers & Friends 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, Programs 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, either in person or electronically.
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 or 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.
2. Special board 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 membership.
3. 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, Sunshine Network, Welcoming, 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 and as stated on the Newcomers & Friends Private Facebook group. These rules may be amended as needed from time to time 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 proposed slate shall be presented to the members through the April Newsletter or other electronic communications. Consent to serve must be obtained from any candidate before being nominated.
3. The vote on the slate shall take place electronically in May. A simple majority of the votes cast shall be necessary for election. Any member may make additional nominations to the proposed slate by communicating with the Chair of the Nominating Committee by April 15, provided the written consent of the nominee has been secured in advance.
4. 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 in the spring to create a proposed budget for the following year.
2. The proposed budget must be:
 - a. Approved by the Newcomers & Friends Board;
 - b. Made available in writing to the membership for review at least two weeks prior to voting; and
 - c. Approved by a majority of the general membership participating in the electronic vote.

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) Approved by the Newcomers & Friends Board;
 - b) Reviewed by the YWCA Princeton;
 - c) Presented in writing to the membership at least two weeks prior to voting; and
 - d) Approved by a majority of the general membership participating in the electronic vote.
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 membership.

*Proposed GPPs, March 4, 2022
GPPs as amended by vote on April 18, 2022*