

## **Cambria Neighbors Club By-Laws**

Motion to Approve the By-Laws was Voted on  
And Passed by the CNC General Membership at  
The Club Meeting on September, 19, 2019



Article I. NAME AND PURPOSE: The name of this organization shall be Cambria Neighbors Club (CNC). The purpose of this club shall be to promote fellowship among members and other interested residents of the community and to acquaint its members with the social and educational opportunities available in the area. The CNC, a social club functioning as a not-for-profit organization, shall not fundraise or provide donations or scholarships.

Article II. MEMBERSHIP AND DUES: Membership in this club shall be open to, although not limited to, any resident living in the Cambria/San Simeon area. Dues shall be determined by the CNC Board and remain unchanged throughout the calendar year. The full annual membership fee is charged regardless of the time of year at which any person applies for membership. Membership is renewable for all eligible members in January. After a minimum of two reminders, if members do not pay renewal dues, they are notified and removed from the membership roster. Membership can only be involuntarily terminated based on the action of the CNC Board.

Article III. BOARD and GENERAL MEETINGS: Regular meetings of this club shall be on the 3<sup>rd</sup> Thursday of each month unless otherwise scheduled by the CNC Board. Special meetings may be scheduled with due notice to members. The CNC Board meeting shall be held at least two weeks prior to the general meetings unless, with due notice to the Board, the President schedules an alternative meeting time. Order of Business is set the by President. Officers and Standing Chairpersons shall attend the CNC Board meetings. Meetings shall be open to all membership.

Article IV. OFFICERS: The elected officers who comprise the CNC Board shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Standing Chairpersons. The duties of the elected officers are:

**PRESIDENT:** The President shall preside at all meetings, exercise general supervision over Club affairs, and call special meetings, if necessary, with the approval of the CNC Board.

**1<sup>st</sup> VICE PRESIDENT:** The 1<sup>st</sup> Vice President shall serve as the President's assistant, shall preside at meetings in the absence of the President, shall be responsible for arranging programs for the general meeting luncheons and establish contacts for the club with public information media.

**2<sup>nd</sup> VICE PRESIDENT:** The 2<sup>nd</sup> Vice President shall serve as the President's and 1<sup>st</sup> Vice President's assistant, preside at meetings in their absence and shall also serve as Membership Chairperson.

**SECRETARY:** The Secretary shall record the Minutes of the CNC Board meetings, report the Minutes and take care of correspondence as requested by the Board.

**TREASURER:** The Treasurer shall have charge of all funds: creating an annual budget, depositing funds in a bank, writing checks, and paying bills. The CNC Board shall approve all monies spent. The Treasurer shall submit a report of the funds monthly.

**STANDING CHAIRPERSONS:** Standing Chairpersons shall attend all CNC Board meetings.

**ACTIVITIES:** The Activities Chairperson shall be responsible for managing the various activity groups, communicating with coordinators and annually confirming all current Activity Group members. The Chairperson shall facilitate members to form new groups and inform the CNC Board.

**CHAIRPERSON-AT-LARGE:** The Chairperson-At-Large shall assist or substitute for any Officer or Standing Chairperson, as needed.

**HOSPITALITY:** The Hospitality Chairperson shall be responsible for providing door prizes for general meetings and conducting drawings.

**MEMBERSHIP:** The Membership Chairperson shall be responsible for sending out information to possible new members, collecting new and renewing membership dues, maintaining the membership roster and printing and distributing an updated membership directory for the current year. The Chairperson also verifies that all activity group members belong to Newcomers.

**RESERVATIONS:** The Reservations Chairperson shall submit the menu, including total per person meal price, to the CNC Board. In addition, the Chairperson takes reservations, coordinates with the meeting venues and provides name tags.

**SUNSHINE:** The Sunshine Chairperson shall be responsible for sending cards to members who are ill or bereaved.

**NEWSLETTER EDITOR:** The Newsletter Chairperson shall be responsible for compiling and distributing the newsletter monthly.

**NEWSLETTER MAILER:** The Newsletter Mailer shall distribute the newsletter to members.

**WEBMASTER:** The Webmaster shall maintain current and accurate information on the CNC Website.

**ARTICLE V. NOMINATIONS And ELECTIONS:** Each officer and chairperson shall be elected for a term of one (1) year. All serve as volunteers with no compensation. The Nominating Committee shall be appointed by the President to meet in September and submit names of the candidates for all elective offices at the general meeting in November. Nominations may also be made from the floor. Elections will be decided by a majority of the voting members present at the November meeting. Vacancies may be filled by the President with the approval of the CNC Board. Installation of new officers and standing chairpersons will be held at the December general meeting.

An officer or standing chairperson's term can only be terminated by action of the board.

**ARTICLE VI. AMENDMENTS:** Changes to the By-Laws may be initiated by any board members or standing chairperson and approved by the CNC board. Notice of proposed changes to the By-Laws must be submitted to the membership one month prior to taking action. Verbal notice is then

given at the next general meeting and changes ratified by a majority of the members in attendance at the subsequent general meeting.

ARTICLE VII. STANDING RULES:

1. No literature, tickets or products of any kind may be displayed, distributed or sold at a Club meeting unless first approved by the CNC Board.
2. All members' and guests' reservations for general meeting luncheons must be paid in advance.
3. Any guest shall join by the third general meeting or third activity group meeting that they attend. Paid members may join any open activity group.

ARTICLE VIII. The CNC may associate its name "Cambria Neighbors Club" with a Cambria Community event with board approval by a quorum vote.