

NEWPORT WOODS COMMUNITY CLUB BY-LAWS

REVISED: October 18, 2009, September 3, 2004, October 23, 1998, October 17, 2004, November 26, 2004

1. NAME:

NEWPORT WOODS COMMUNITY CLUB

2. PURPOSE:

- A. Primary purpose of the Club shall be to promote social events.
- B. The Club shall sponsor 4 quarterly social events to coincide with the seasons (Winter, Spring, Summer, and Fall). At least 2 events annually shall be conducted for the benefit community children.
- C. Where possible, functions shall coincide with commonly recognized national holidays, events, and/or occasions (e.g. Christmas, Easter, Halloween, St. Patrick's Day, etc.) or otherwise as determined by the Newport Woods Community Club Officers annually.
- D. The Club shall be responsible for the entryway maintenance of shrubbery and lighting. As part of the Adopt-a-Road program, in our city of Newcastle, we will assume the responsibility for picking up litter on Newcastle Way, (SE 69th Street) from Hazelwood Elementary at 116th Avenue SE to Coal Creek Parkway. This activity will be conducted in conjunction with Spring and Fall clean-ups.

3. OFFICERS:

There shall be a President, Secretary, Treasurer, a Hospitality Chairperson, and an Entryway Maintenance Chairperson. These positions shall be elected at the annual meeting held in October. An officer may serve up to two years in succession. If desired, these offices may be co-chaired. Job Descriptions are as follows:

- A. **PRESIDENT:** The president (with other officers), plans the annual business meeting and presides over it. He or she has the responsibility for storing club supplies and informing committees of what is available for use. He or she would also represent our neighborhood if called upon to do so in any way.
- B. **SECRETARY:** The Secretary person shall keep minutes of the annual meeting, collect dues, pay bills, publish and distribute the year's membership roster, committees, a neighborhood map (blank master available) with current residents (when changes have occurred), and if possible, an occasional newsletter. Help with the annual meeting. **NOTE:** Neighbors should help by calling in news items such as births, graduations, vacation, etc. –or- representatives from each street and cul-de-sac could be chosen to call in news.
- C. **TREASURER:** The Treasurer shall collect dues, collect social event payments, reimburse Club Members for Community club expenses, balance the checkbook monthly, and submit a treasurer's report at the Fall Annual Meeting.
- D. **HOSPITALITY:** This person's job is to acknowledge such things as new families in the neighborhood, new additions to families, illnesses or

deaths. This may be done in person, with flowers, cards or whatever the chairperson decides. Help with the annual meeting. NOTE: As above, community club members need to inform the hospitality person when happenings occur that need recognition.

- E. ENTRYWAY MAINTENANCE CHAIRPERSON: It is the responsibility of the entryway chairperson to schedule a Spring and late-Fall clean-up of the entryway. The chairperson shall also oversee maintenance of the lights, and minor clean-up, watering, etc. in between scheduled clean-ups if needed. If necessary a special session may be called. Help with the annual meeting.

4. DUES:

The Annual dues shall be \$20.00 a year per household. Dues are payable on or after the annual October meeting for the subsequent year. Dues help support entryway maintenance, hospitality expenses, and various other miscellaneous expenses. Social functions are intended to be self-supporting.

5. CLUB YEAR:

The club calendar shall run from January 1st to January 1st and shall be divided into four quarters for the purpose of committee assignments. The annual meeting shall be held prior to the end of the Club calendar year. It shall be planned by the outgoing officers. The calendar of events is identified in Attachment A of these by-laws.

6. QUARTERLY COMMITTEES:

Each member (household) is encouraged to serve on one of the quarterly committees if they wish to take part in the social events. New committees shall be formed randomly after dues collection has been made and prior to January 1. They may be formed randomly or be given the opportunity to indicate a 1st and 2nd choice or a third option – to support the club financially even though they do not wish to be involved in the planned social events. A designee(s) shall be appointed to call the first meeting of the quarterly committee in time to plan and give notice to residents prior to the event.

Committees shall be responsible for:

- A. The winter function shall be prepared by the former (outgoing) and new (incoming) Club officers.
- B. Planning a function for their assigned quarter.
- C. Organizing a function and giving notice to community members, including members not currently living in Newport Woods.
- D. Making their function, as nearly as possible, self-supporting (see by-law #7)
- E. Check with President in case any club supplies might be used in connection with your event.

NOTE: A function during the holiday time shall include a portion for the children of Newport Woods Community and can include a collection of food

and money for Northwest Harvest. It is also noted that the summer function is generally a family affair.

7. COMMITMENT OF FUNDS:

Committee members shall not commit any Community Club funds for any function without prior approval of the President and Treasurer.

8. COMMUNITY CLUB BALANCE:

It is the responsibility of the President and Treasurer to attempt to maintain a working balance of \$150.00 in the treasury, and a year end balance of \$300 in the account.

9. GUESTS:

A. New residents of Newport Woods may be guests of a member on a one-time basis only and then shall be given the opportunity to join the Club. If there is a fee to a function the cost shall be the responsibility of the guest.

B. Out-Of-Town guests visiting a Club member may be included in a Club function. If there is a fee to a function the cost shall be the responsibility of the guest, or host club member.

10. MEMBERSHIP:

Every resident (household) of Newport Woods Community shall be invited and encouraged to join every year. New residents moving in after June 30th would not need to pay dues until the following year, but could attend events by paying for them.

11. FORMER NEWPORT WOODS RESIDENTS:

Former members of Newport Woods Community Club may retain their membership by paying annual dues. They are still welcome to participate in semi-annual clean-ups and social events.