

WELCOME CLUB CONSTITUTION, BYLAWS, AND STANDING RULES

Effective June 2, 2026

CONSTITUTION

Article I. Name

This organization will be known as the Welcome Club of Henderson County.

Article II. Mission Statement

The Welcome Club of Henderson County is a social organization whose objectives are to welcome new and current Western North Carolina residents, provide the opportunity to establish friendships through activities and events, and to support Henderson County charities.

Article III. Membership

The Club will not discriminate against either prospective or current members because of race, color, creed, national origin, gender, age, income status, marital status, sexual orientation, or educational background. Anyone who pays dues and completes an application is eligible for membership.

Article IV. Welcome Club Board

The **Elected Board Members** of this Club are:

- President
- Vice-President or Past President
- Secretary
- Treasurer

The **Appointed Members** on the Board include:

- Membership Chairperson
- Coffee & Conversation Chairpersons
- Main Events Chairperson
- Activities Chairperson (s)
- New Member Coordinator
- Publicity Chairperson
- Website Manager (as of 2022 no longer a board position)
- Newsletter Editor
- Charity Liaison
- Welcoming Committee

Elected Board Members serve a 2-year term. Appointees to the Board will serve a 1 or 2-year term, to be determined at the time of appointment.

Terms of office for the Board will run from January 1 to December 31.

Article V. Amendments

The Constitution, Bylaws and Standing Rules may be amended by a simple majority vote of the members present at an Annual Meeting, whether in person or email, provided the amendment has been endorsed by a majority of the Board and published in the Club Newsletter. If the vote is not in person, votes will be sent to the Secretary for collection and recording.

Article VI. Meetings

There will be an Annual Meeting scheduled once a year in October, either conducted in person or via internet. New officers for the upcoming term will be elected at the Annual Meeting. The Board will schedule other General Meetings either in person or via internet as desired.

BYLAWS

Article I. Membership

1. A prospective member may attend up to 3 *different* Club events/activities within a 45-day period before membership will be required.
2. Once a person decides to become a member, the membership application and dues must be submitted to the Membership Chairperson.
3. Annually, current members wishing to renew must submit an updated membership application along with their dues to the Membership Chair. Applications are found on our website at hcwelcomeclub.org, or included in our Newsletter every Fall, or emailed to members.
4. A “member in good standing” is one who has paid their dues in full and submitted a completed membership application. Only members in good standing will be included in the Club Directory, receive a copy of the Directory quarterly and monthly Newsletter, and be able to attend club activities and events.

Article II. Dues & Fees

1. The Board will determine membership dues for each upcoming year. The amount will be based on the cost of maintaining the website, business expenses, and support for the chosen annual charity.
2. There are two membership levels: Individual Membership and Household Membership. Household Membership is limited to anyone living within one house. Separate applications must be completed by each household member to obtain separate emails, phone numbers, and activity interests.
3. Renewing members will pay their annual dues by January 31. If a new member joins after September 30, their paid dues will cover the last three months of the year and the full upcoming year. Dues rates are \$25 for an Individual membership and \$35 total for a Household membership.
4. If an activity requires a participation fee, the member will be required to pay their share, (e.g., group members who meet at a location that charges a fee may share the cost equally.)

Article III. Business and Elections

1. The Board manages all club business.
2. When an elected Board position opens according to schedule, the President will appoint a Nominating Committee. Once the Nominating Committee has identified candidates, they will be published in the Newsletter prior to the election. The nominee must have given their consent and be a member in good standing.
3. The election of new Board members will be held at the Annual Member Meeting. If in-person meetings are inappropriate, the election may be conducted online, through email, or mail-in voting. Elections will be determined by a majority vote.
4. Installation of new Board members will take place at the December Holiday event. If circumstances prevent an in-person event, all elected Board members for the upcoming year will be published in the January newsletter.
5. The positions of President, Vice President, Secretary, and Treasurer are elected positions. All other Board positions are filled by Appointees of the President. The President, Treasurer, and Activities Chairperson will each serve a two-year term commencing with odd years. The Vice-President, Secretary, and Membership Chairperson will each serve a two-year term commencing with even years.
6. In some circumstances (e.g., procedural, policy), the Board may amend the Constitution, Bylaws and/or Standing Rules by a two-thirds majority of the Board vote.
7. A monthly Club Newsletter will be distributed to members in good standing via email or USPS if the member does not use email. This official publication will provide Club information as well as details about activities for the upcoming month. It will also list each group leader's contact information for upcoming activities/events.
8. A Club website will be available to the public that will provide a generic description of Club activities, how to become a member, and how to contact the Club with questions. Names and phone numbers are not part of the website to maintain member security.
9. An updated Membership Directory will be distributed at least quarterly via email to each member in good standing.
10. Any Club member in good standing may nominate a Henderson County charity for the Club to support in the upcoming year. The list of three (3) charity nominees will be approved by the Board and published in the Newsletter. Each member in good standing may vote for (1) nominee. The nominee with the most votes will become the charity for the following calendar year.

Article IV. Officers and Their Duties

1. No elected Board member shall serve more than 2 consecutive terms in the same position.
2. If an unplanned vacancy occurs on the Board, the remaining members of the Board will appoint a replacement by majority vote to serve out the term.
3. The **President** will preside at all meetings of the Club, decide all points of order, and have oversight over all Club business.

4. The **Vice President/ Past President** will perform the duties of the President in his/her absence and assist the President as needed. If the President is unable to serve, the Vice President/Past President will assume the role of President in the interim until the Board appoints a new President. The Vice President does not need to be an automatic successor to the role of President. In lieu of a Vice-President, the outgoing President may perform the duties of the Vice-President for advice and precedent.
5. The **Secretary** will keep a record of proceedings of each Board, Annual, or General Meeting, and handle the Club's correspondence. The Secretary will accept and record votes for changes to the Constitution, Bylaws, Standing Rules, and Board member elections.
6. The **Treasurer** will receive dues from the Membership Chairperson, keep financial records, maintain the Club's bank account, disburse funds, and be responsible for scheduling an independent review of the Club's books at the end of the year.
7. The **Membership Chairperson** will compile the Membership Directory and reach out to members as needed to maintain its accuracy. The Membership Chairperson will be the contact person to receive new member paperwork and dues. Once received, they will turn over the dues to the Treasurer, the Membership Application to the Activities Chairperson, and add the new member to the Membership Directory.
8. The **Welcoming Committee** will receive information about new members from the Membership Chair and maintain this list until the next Welcome Coffee is scheduled, about every 4-6 months, at least in March and September. These new members will be invited to a New Member Coffee at Flat Rock Village Hall.
9. The **Activities Chairperson** maintains communication with all Activity Group Leaders. The Activities Chairperson collects member's reported interests to create new groups, maintains waiting lists for new groups and helps find leaders for these new groups.
10. The **New Member Coordinator** will receive information about new members, send them a welcome email, link their emails to the emails of Activity leaders and follow up 1x to insure they have been contacted and are feeling able to get involved.
11. The **Main Events Chairperson** will plan and organize the location and date for the Annual Membership Meeting and the December Holiday Luncheon in collaboration with the President.
12. The **Publicity Chairperson** is responsible for advertising the Club and its activities, both internally and to the public. This includes, but is not limited to, liaising with businesses, newspapers, radio stations, local Welcome Centers, realtors, and social media outlets. Post card design is critical.
13. The **Coffee & Conversation Chairpersons** will be responsible for coordinating regularly scheduled Coffees for prospective, new, and existing Club members. Responsibilities will include arranging suitable sites and dates for these Coffees, eliciting volunteers to provide refreshments, and providing basic setup and cleanup.

14. The **Newsletter Editor** will compile the monthly Club Newsletter and issue it via email or USPS to members in good standing.

15. The **Website Manager** will oversee and update the website as needed. As of 2022 this is no longer a board position.

16. The **Charity Liaison** will meet with the elected annual charity throughout the year and will present recommendations to the Board for financial gifts and potential volunteer activities. Once a year, prior to the membership vote for the upcoming year's new annual charity, the Liaison will provide background information to members about the 3 charities nominated. Each charity will be given an opportunity to present at the Annual meeting. If, however, an in-person meeting is inappropriate at the time, the Charity Liaison will work with each candidate to develop a short written version to publish in the newsletter or distribute to each member via email.

STANDING RULES

1. Any club debt or payment of business expenses greater than \$100.00 must be approved by the Board.
2. Special events will have cancellation dates stated on the reservation form if required. Cancellations made prior to that date will be eligible for a full refund. Alternatively, the member may choose to donate the event fee to the selected club charity.
3. Members interested in forming a new Activity group or a special Event must submit their request to the Activities Chairperson. The Chairperson will present the request to the Board for discussion and approval.
4. The Club will maintain an Operating Procedures Manual to delineate the responsibilities of all positions within the Club.
5. The club directory is provided solely for member-to-member communication regarding club-related activities. It may not be used for any commercial or political purposes. The club maintains a strict no-solicitation policy.
To keep our club a welcoming and comfortable social environment, members may not promote or solicit businesses, services, fundraising efforts, or investment opportunities in any club-related setting. This includes all club activities, meetings, Facebook posts, and events. Members may not distribute or share directory information with outside individuals, organizations, or agencies. When contacting fellow members, personal email addresses should be used rather than business email addresses.