

The Norwell Sociables Club By-laws
As Amended, December 10, 2003

Article I. Definitions

1. Advisory Board. "Prior past Presidents that oversee and assist current Officers of the Club."
1. Board Members. "The current chairpersons and assistant chairpersons of the following committees: Book Club, Creative Cooking, Ladies Night Out, Membership, Newsletter, Publicity, Santa Visits, Tot Time, Wine Corner and any other committees approved during the year by the Officers."
1. By-laws. "The governing document of the Club, as stated herein. The By-laws may be amended by a Quorum at a Monthly Meeting, notice of the proposed amendment having been announced at the preceding Monthly Meeting, in the Newsletter or emailed in advance. Any such amendments shall become Addenda to this document until restated."
2. Club. "The Norwell Sociables Club."
3. Executive Meeting. "To be held prior to the first Monthly Meeting of each Year, attended by the incoming and outgoing Advisory Board, Officers and Board Members, to ensure a smooth transition to the new Year."
1. Member. "A current resident (including resident couple) of Norwell, Massachusetts who has remitted dues for the current Year."
2. Monthly Meeting. "The Club shall meet monthly on the first Wednesday of each month, with the exception of holidays or a foreseen scheduling conflict. The date time and location of each meeting will be announced at the first Monthly Meeting of each Year and reminders shall be provided via the Newsletter and the Website, as available. Monthly Meetings are open to all current and prospective Club members."
3. Officers. "The current President, Vice President and Treasurer of the Club."
4. President. "The current leader of the Club."
5. Quorum. "Two-thirds vote of the Members present at any Monthly Meeting of the Club (minimum of 10 Members required to hold a vote)."
6. Treasurer. "The current Board Member responsible for all financial obligations of the Club."
7. Vice President. "The current assistant to the President."
8. Year. "The Club's official Year begins in September and ends in June with certain approved exceptions [e.g. Executive Meeting(s) and certain Social functions (i.e. Beach Party)]."

9. Website. The official site of the Club, www.norwellsociables.org

Article II. Objective

The object of the Club shall be to promote sociability among residents of Norwell, Massachusetts. Any money raised throughout the Year (or carried from prior years) shall be spent for Newsletter production and Website maintenance and at the discretion of the Officers, may also help subsidize larger scale social activities held at a restaurant or function facility that will benefit a larger population of the Club. Upon request, smaller scale events held at a Member's home will be reimbursed for incidental expenses (i.e. ice, paper goods) with prior approval of the President.

Article III. Membership

Any resident of Norwell, Massachusetts is eligible for membership. The membership shall be unlimited.

Article IV. Dues

For 2003, the annual fee for membership shall be \$15.00. The fee for membership for each Year shall be established at either the Executive Meeting or the first Monthly Meeting of each Year. Payment must be made by October 1 in order for a Member to be included in the Club listing, receive the Newsletter and be eligible for Club events. A Member whose membership lapses because of non-renewal may join the Club upon payment of dues. Those joining the Club on or after March 1 may elect to pay a reduced fee of \$7.50.

Article V. Duties of the Officers, Advisory Board and Board Members

Officers: Officers assume overall responsibility for activities of the Club. All Officers serve no more than a two-year term in any one position in order to promote involvement of new Members.

President: The President shall oversee all Club activities, coordinate the solicitation of Board Members for the following year, lead Monthly Meetings, act as recording secretary, fill leadership vacancies that occur during the year, prepare the monthly President's message for the Newsletter, and authorize updates to the Website.

Vice President: The Vice President encourages town residents to join the Club. The Vice President shall assist the President in all her activities and assume leadership at any Club activity the President is unable to attend, including presiding over Monthly Meetings. The Vice President may also be given the opportunity to lead Monthly Meetings from time to time, in the presence of the President.

Treasurer: The Treasurer shall manage the financial responsibilities of the Club and will issue checks as directed by the President. The

responsibilities of the Treasurer include monthly expenses, reimbursing Board Members, maintaining accurate records, balancing the checkbook, and presenting the Officers and Advisory Board with a financial monthly statement.

Advisory Board: The Advisory Board assists the Officers and may perform certain additional duties as requested by the President. Outgoing Presidents of the Club are invited to join the Advisory board to assist successor Presidents.

Board Members: The Board Members shall present suggested events to the Club at Monthly Meetings. Any such approved events shall be managed by the appropriate Board Member, who will ensure that the event remains financially self-funding (notwithstanding Article II herein), which includes ensuring advance receipt of Members' funds for fee events. Board Members will request the President to approve check requests to the Treasurer for fee events. Such requests represent that the Board Member has received all funds necessary to cover the check being issued, unless the request specifically states otherwise and the President agrees to any such exception. Board Members shall also ensure that all members are permitted equal opportunity to register for previously advertised events (i.e. the newsletter has been mailed and or the events have been published on the website). The Board Members will participate in the Club Monthly Meetings and if unable to attend will, in advance of the absence, (a) notify the President, and (b) provide an update of suggestions and upcoming events to either a Board Member on the same Committee or the President for discussion purposes at the Monthly Meeting.

Article VI. Board Selection

The Monthly Meeting that will hold the vote for successive Officers and Board Members ("Voting Monthly Meeting") shall be posted in the Newsletter and, if practicable on the Website, at least one month prior to the meeting date. All Members who would like to vote must attend the Voting Monthly Meeting. Absentee votes shall not be permitted.

Preference will be given to the current President returning to serve a second year. If desired, the Vice President will be automatically nominated for the office of President when the current President retires. If the Vice President does not wish to be President, the Board shall nominate another person. Board Member positions shall be filled by Members of the Club as coordinated by the Officers and the Advisory Board. Returning Board Members shall be given preference to their current positions for the following year and are not held to a term limit. The incoming Officers, Board Members and Advisory Board shall be posted in the June Newsletter and shall coordinate at least one Executive Meeting prior to the start of the next Year.

Article VIII. Service

In order to achieve a more involved and active membership, service is requested from each Member, in one or more of the following capacities:

- Service as an Officer or Advisory Board Member
- Service as a Board Member
- Assistance with Club activities

A definite number of hours will not be required. It is hoped that Members will volunteer for events or activities of personal interest. This Article is intended to help members get to know each other and Norwell.

Article IX. Club Activities

All Club activities shall be posted in the Newsletter and the Website. Specific events may be advertised around town or on television.

Members are required to RSVP for events to the designated person. With respect to events with fees: monies should be collected prior to the confirmation of the RSVP and the event (in conjunction with Article V herein).

Prospective members may participate in an activity, with the exception to Santa Visits and the Snowflake Ball, prior to becoming a member.

In order for Members to participate in events, dues must be paid by October 1 or as soon as the Member is eligible to join the Club (i.e. new residents).

Article X. Membership List

A membership list, including name, phone number, address and email address will be compiled and distributed to the membership on an annual basis (as soon as practicable following the dues deadline).

All such information shall remain confidential and shall be used strictly for the Club's use only.