

CONSTITUTION

ARTICLE I - Name

The name of the organization shall be THE GREAT OAKS CLUB, a non-profit Social Club, in compliance with IRS regulations for a 501 (c) (7) organization.

ARTICLE II - Objectives

The objectives shall be:

1. To provide a non-profit, educational, charitable, and service-oriented association for the members.
2. To stimulate knowledge and appreciation of gardening, the natural environment, the arts, local history, and community services.
3. To improve the local environment by supporting conservation, preservation, beautification and community resources.

ARTICLE III - Membership

Any *Landfall* resident, *Landfall* property owner or *Country Club of Landfall* member is eligible for membership in THE GREAT OAKS CLUB upon payment of dues. Any member who is no longer a resident of *Landfall*, a *Landfall* property owner, or a member of the *Country Club of Landfall*, may continue membership in The Great Oaks Club if there has not been a lapse of Great Oaks Club membership and dues are kept up to date. Failure to pay the annual dues will result in automatic loss of membership.

ARTICLE IV - Officers and Board Members

- A. The officers shall be President, Vice President, Secretary, and Treasurer.
- B. Board members shall be the officers and committee chairpersons.
- C. Officers and committee chairpersons shall be elected by voice vote by a quorum of board members and installed at the September meeting for a term of one year.
- D. A quorum shall be a simple majority of board members
- E. Upon presentation of the slate by the Nominating Committee, if there is only one nominee for each office, the position will be approved by the board by unanimous consent.
- F. The outgoing Vice President shall become incoming President at the September meeting.
- G. Any officer who terminates her position (e.g. by retirement, relocation, removal) prior to the end of the term shall be replaced by the Nominating Committee and approved by the board.

ARTICLE V - Meetings

The regular meetings of THE GREAT OAKS CLUB shall be held on the second Wednesday of each month from September through May. Other meetings may be called at the discretion of the President or other officer.

ARTICLE VI - Amendments

An Amendment Committee appointed by the President of The Great Oaks Club will amend the constitution from time to time. The revised Constitution will be presented to the general membership for review two months prior to acceptance. Questions and revisions suggested by the general membership will be considered by the board for inclusion in the Constitution. The board will act on behalf of the membership and will vote on acceptance after the two-month review period.

BY-LAWS

ARTICLE I - Duties of Officers

- A. President shall preside at all meetings of the Club and of the Executive Board. The President shall oversee a schedule of meetings, programs, and activities in conjunction with the Standing Committee Coordinators. The President shall notify Country Club of Landfall management of meeting dates for the coming year, and along with Treasurer, negotiate food and beverage costs for meetings. The President shall chair the Nominating Committee and will appoint members to the Amendment Committee from time to time. The President will be the official point person for the IRS.
- B. Vice President shall perform all duties of the President in the President's absence. Vice President manages the process of selecting speakers for the coming year. The Vice President shall also write a thank-you note to the speaker. The Vice President shall buy a farewell gift for the out-going President.
- C. Secretary shall keep all records of all meetings of the Club and of the Executive Board. The Secretary shall initiate correspondence which will include special cards to members.
- D. The Treasurer shall receive and disburse all funds as directed, propose and monitor the Club budget, and keep records pertaining to the office. The Treasurer will maintain and monitor a Post Office Box. The Treasurer will file IRS documents and will notify the IRS of changes in officer/point of contact changes and will update bank accounts.

ARTICLE II - Executive Board

- A. The Executive Board shall be composed of Elected Officers, the Immediate Past President (also serving as Parliamentarian) and the Standing Committee Coordinators.
- B. A simple majority of the Executive Board shall constitute a quorum.

ARTICLE III - Dues

Annual dues for THE GREAT OAKS CLUB are currently \$40.00 per Club year (September to May) and are subject to change. Reasonable and necessary dues increases shall be determined by the Executive Board and approved by the full Board.

ARTICLE IV - Standing Committees

There will be numerous Standing Committees to plan and coordinate specific activities of the club. These may include Communications, Community Outreach, Fall Festival, Guardian Ad Litem, Historian, Membership, Nominating, Speakers, Special Events, and Trips and Tours. Committees may be added or eliminated by the Board. Committee Coordinators may be volunteers or recruits and will be approved by the Nominating Committee. Each Standing Committee will be managed by a Coordinator who shall participate in Executive Board Meetings. Each Coordinator shall recruit participants as needed and maintain records of policies and procedures.

- A. Communications Committee:
Responsibilities Include:
 - i. Inform the Landfall community about Club activities, including providing articles for The Breeze and The Voice.
 - ii. Share significant news with the greater Wilmington community via news media.
 - iii. Maintain THE GREAT OAKS CLUB website.
- B. Community Outreach Committee:
Responsibilities Include:
 - i. Act as liaison between the Club and the currently supported charity.
 - ii. Ascertain charities needs from month to month and provide this information to the membership.
 - iii. Collect donations from the Club and deliver them to the charity.

iv. Each charity is supported by the Club for approximately three years. At the Boards' discretion, a new charity will be selected for support.

C. Fall Festival Committee:

Responsibilities Include:

- i. Coordinate with Kenan Chapel committee to determine volunteers needed
- ii. Solicit volunteers to run activities and to bake goods for sale

D. Historian Committee:

Responsibilities include:

- i. Record and display significant Club activities and events through digital photography
- ii. Maintain historical records, including scrap books from previous years, in an accessible location.

E. Holiday Outreach Committee:

Responsibilities include:

- i. Coordinate with the Guardian Ad Litem Committee to determine children's needs
- ii. Make up Christmas wish list for each child
- iii. Present wish lists to Club members and obtain sponsors for each child
- iv. Collect and organize donations and deliver them to GAL

F. Membership Committee:

Responsibilities include:

- i. Extend invitations to prospective new members
- iii. Provide name tags for current Club members
- iv. Promote maximum participation of membership
- v. Collect and record Club dues for disbursement to Treasurer
- vi. Compile the membership list
- vii. Receives and replies to email inquiries from website

G. Nominating Committee:

Responsibilities include:

- i. Shall be chaired by the President
- ii. Provide a slate of officers and committee coordinators for the coming year

H. Special Events Committee:

Responsibilities include:

- i. Assist in preparation and decor of special events such as member luncheons
- ii. Assist in menu planning
- iii. Coordinate cost with Treasurer

I. Speaker Committee

Responsibilities include:

- i. Shall be managed by the Vice President

- ii. Schedule monthly speaker
- iii. Arrange for meeting room requirements: chairs, table(s), audio-video equipment, etc.

J. Trips and Tours Committee:

Responsibilities include:

- i. Plan and make travel arrangements for overnight and day trips
- ii. Coordinate with Treasurer for vendors, reservations, etc.