

NORTH CAROLINA
ASSOCIATION OF SENIOR
CITIZEN CLUBS



Guidelines for Chartering
A New Club

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Guidelines for Chartering a New Club

The following guidelines apply to those organizing a new senior club under the auspices of the North Carolina Association of Senior Citizen Clubs (NCASCC), Inc.

First, the person taking the temporary leadership role should contact the NCASCC President to inform him/her of their decision to form a club. The NCASCC President will provide the *Guidelines for Chartering a New Club Packet*. The NCASCC Secretary will also provide contact information for the District leadership in the area that the new club is being formed.

MANDATORY: ALL CLUBS MUST BE A MEMBER OF THE DISTRICT IN WHICH THE CLUB IS LOCATED.

I. ESTABLISH A CORE GROUP

When there is an interest in forming a new senior club, one should begin recruiting members to join the club. This can be done by placing ads in local newspapers, distributing flyers, church announcements, radio announcements, etc. One can also host a reception to garner interest to come up with a core group. Once you have at least six people, having a minimum age of 55 years willing to commit to the new club, call a meeting and prepare to apply for active membership.

II. ELECT OFFICERS/ELECTIONS

Elect the following officers which will make up the executive board for the new club:

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer

Describe the process and required majority of votes by which your officers will be elected. Stipulate what time of year will selection occur and the term of office; by year. Describe how your officers will be removed or replaced.

III. SPECIAL APPOINTEES

Suggested special appointees could include, but are not limited to: Chaplain, Parliamentarian and Sargent at Arms.

III. STANDING COMMITTEES

The following standing committees are suggested: Benevolence or Helping Hands Committee, Phone calling committee, Membership committee (new member's orientation) and Publicity. There may be other standing committees as the club leadership deems necessary.

IV. NAMING THE CLUB

The members should decide on a name for the club. The club can be named in honor of someone, for a particular location, neighborhood, city, etc.

V. MEETINGS/LOCATION/HOUSING

Find a central location that will be convenient for your meetings to be held on a regular basis. Establish the best time for the club to meet. Then, decide on a location, day, time and frequency of the meeting. Decide if there will be call special emergency meetings and how you will notify people of emergency meetings. Note your quorum. State the exact minimum number or % of members who must be present at a meeting, in order to conduct business.

BYLAWS

Establish the bylaws for the club. Bylaws must align or be in agreement (not conflict) with the district and state bylaws.

VI. GENERAL ORDER OF A MEETING

The order of business of the club meetings should be as follows:

1. Call to Order
2. Opening Prayer
3. Pledge of Allegiance
4. Reading and approval of minutes
5. Treasurer's report
6. Committee report
7. Communications and correspondence
8. Old Business
9. New Business
10. Adjournment

VII. DUTIES OF THE OFFICERS

President:

- A. Presides at all club and executive board meetings.
- B. Calls meetings to order and opens meetings or sessions on time.
- C. Announces the business before the assembly in the order in which it is to be acted upon.
- D. Recognizes members entitled to the floor.
- E. States each motion, puts to vote all questions which are moved or raised in the course of the proceedings.
- F. Enforces, on all occasions, the observance of order decorum among the members.
- G. Appoints special committees and special appointees (not conflicting with executive board appointees).
- H. Appoint a Parliamentarian, Chaplain and Sergeant-at-Arms.
- J. The appointed District Advisor or Co-Advisor will serve as Parliamentarian.

Vice-President:

- A. Presides in the absence of the President.
- B. Replaces the President whenever a motion is made referring to the President.
- C. Presides when the President wishes to make comments on a certain motion, or to make a motion.

Secretary:

- A. Records minutes of the meeting, and acts as custodian of all records, except such as specifically assigned to others.
- B. Records and reports minutes of meetings, and sends copies of minutes to President, Club Advisors, and board members within specified time following a meeting.
- C. Keep a register or roll of all Club Officers and Appointees.
- D. Calls the roll.

Assistant Secretary:

- A. To fulfill the duties of the Secretary in his/her absence.

Treasurer:

- A. Keeps the financial records of all receipts and disbursements of the club, dispensing funds only upon receipt of an approved voucher by the President and/or Vice President.
- B. Signs all checks with the Assistant Treasurer.
- C. Receives and properly safeguards all the Club monies and financial records.
- D. Maintains the accounts and records in conditions for audit at all times.
- E. Reports the financial status of the Club at executive meetings and/or when requested to do so.
- F. Preserves all receipts, cancelled checks, vouchers, and other records maintaining them in a manner which will permit a thorough audit.

Assistant Treasurer:

- A. To fulfill the duties of Treasurer in his/her absence.

Club Advisor or Co-Advisors:

- A. Assists officers in planning when required.
- B. Assists Secretary in dispensing minutes and all publicity when required.
- C. Assists with planning of special events with Club Officers and members as required.
- E. Reports information obtained at Advisor's meetings.
- F. Distributes State Membership Cards to Club members.
- G. Conducts workshops as deemed necessary or needed.
- J. Assist in establishing or organizing clubs with written information or personal contact.
- K. Helps with installation services or other duties as needed or requested by your district.
- L. Keeps clubs informed of District and State events.

Parliamentarian:

- A. Oversees all voting to ensure eligibility and, along with one (1) other Executive Board member, counts "Yeas" and "Nays" for all business requiring such a vote.
- B. Helps maintain order at all meetings and activities.
- C. Ensures that the rules of the organization's bylaws are available to members and that the organization follows these rules in its conduct.

Chaplain:

- A. Arranges for prayers and invocations at meetings.
- B. Acts as a friend and faith-based representative to all members

Sergeant-At-Arms:

- A. To maintain strict order at club meetings.
- B. To resolve problems between members.
- C. To ensure that members adhere to correct policies when dealing with other members or outsiders.
- D. To defend club members, property, or territory from outside threats.

VIII. **OPTIONAL:** You may select a club color, club flower, theme, etc.

IX. ANNUAL STATE DUES

Currently, state dues are \$5 per member per year. There will also be dues for your District. This ensures membership at both district and state levels.

X. LOCAL CLUB DUES

Once you have your new members in place, they should decide or determine the amount of the annual club membership dues. NOTE: This is in addition to the \$5 state dues and your District dues.

XI. MARKETING YOUR CLUB

You may design and market club t-shirts, caps, jackets or other uniformed attire. This is strictly optional.

APPROVALS:

NCASCC PRESIDENT

Signature	Date

NCASCC SECRETARY

Signature	Date

NCASCC STATE ADVISOR

Signature	Date

NCASCC REGISTERED AGENT

Signature	Date

North Carolina Association of Senior Citizen Clubs
CLUB CHARTER PACKET

Steps to Chartering a NCASCC Club

To charter a new club or re-charter an existing club, you must complete a Club Chartering Packet and submit it to the NCASCC President and/or State Advisor.

The Club Chartering Packet should include:

- A list of all club officers, members and club advisor along with their contact information
- Draft bylaws
- Must have a six officers to charter
- Club meeting day: _____ Club meeting time: _____
- Dues (\$5.00) for each member must be submitted with the chartering packet

I (President) _____ hereby request to charter/re-charter the
_____ Club in District _____. Effective Date: _____

Upon chartering, this club will be granted all privileges extended the NCASCC.

***** NCASCC OFFICIAL USE ONLY*****

Charter Request Form: Date Submitted to NCASCC State Secretary _____

Bylaws: Date Submitted _____

Dues: Amount/Date Submitted \$ _____

Club roster including list of officers, members and advisors: Date submitted _____

Club President Printed Name/Signature: _____

Phone: _____ Email: _____

NCASCC President/State Advisor Signature: _____ Date: _____

Phone: _____ Email: _____