

THE NEW RESIDENT CLUB OF CAPE CORAL

STANDING RULES: (Rev 8/2026)

Membership

1. **Guests:** Members may bring adult guests (age 21 or older) to any NRC social function.
2. **Membership Dues** are \$60 per individual. All members who pay the membership dues will be "lifetime members".
3. **Data Privacy:** The database of the NRC is private and is to be used by the President and First Vice President to keep the membership informed of weekly activities and important NRC events. The database may not be sold to anyone, disclosed to anyone, or used for any other purpose. The database is maintained by the President and First Vice President.
4. **Membership Groups:** To promote friendships, encourage participation in Club activities, and help integrate new members into the Club, new members shall be assigned to a Membership Group consisting primarily of individuals who joined the New Resident Club during the same general period.
 - A. The First Vice President shall establish new Membership Groups as needed and assign new members to a Membership Group.
 - B. The purpose of each Membership Group is to foster friendships, welcome new residents, encourage participation in Club activities, and provide opportunities for members to socialize outside of regular Club events.
 - C. Each Membership Group shall be encouraged to adopt a unique group name by which it will be known within the Club. The name should be appropriate to the social nature of the organization and shall not duplicate the name of another active Membership Group.
 - D. Each Membership Group shall have a Group Leader. The Group Leader should be selected from among volunteers within the Membership Group. If no member volunteers to serve, the First Vice President shall appoint a Group Leader. The Group Leader shall serve as the primary point of contact for the Membership Group and shall encourage communication, participation, and fellowship among its members.
 - E. Membership Groups are informal social groups established solely for fellowship and participation. They possess no authority over the governance, finances, policies, or operations of the New Resident Club.
 - F. Membership Groups are intended to continue indefinitely. Members are encouraged to remain active with their assigned Membership Group while participating freely in all Club activities and events.
 - G. A member may request reassignment to another Membership Group at any time. A member may request assignment to a newly formed Membership Group or may contact the Group Leader of an existing Membership Group to determine whether the transfer is mutually agreeable. The Group Leader shall coordinate the request with the First Vice President. The First Vice President, in consultation with the Membership Group Chair and the affected Group Leaders, shall coordinate the reassignment and update the Club's membership records accordingly.

5. Member Conduct and Disciplinary Procedure:

Purpose: To maintain a respectful, welcoming, and constructive environment for all members, the New Resident Club of Cape Coral (NRCCC) has adopted the following procedure for addressing violations of expected conduct, including disruptive, inappropriate, or abusive behavior at meetings, events, or in communications (including social media).

A. **Standards of Conduct:** All members, including Board members, are expected to:

- Conduct themselves with courtesy and respect toward other members and guests.
- Support the mission and goals of the club in good faith.
- Avoid disruptive, hostile, or damaging behavior in any form.

B. Reporting and Documentation

- Any member who witnesses or experiences behavior believed to violate club standards may submit a written complaint to the Executive Committee.

- The complaint should include a factual account of the incident(s), date(s), names of involved parties, and any supporting evidence or witnesses.

C. Executive Committee Review

- The Executive Committee will review the complaint promptly and determine whether the matter warrants formal action.
- If the incident is deemed a serious violation, the member in question will be notified in writing and given an opportunity to respond, either in writing or in person at a special meeting.

D. Disciplinary Action

- Based on its review, the Executive Committee may take one or more of the following actions:
- Issue a verbal or written warning.
- Suspend the member from participating in club activities for a specified period.
- Remove the member from any leadership or Board position (if applicable).
- Recommend to the full Board of Directors that the member be removed from the club.

E. Removal from Membership

- If removal is recommended, the matter will be placed on the agenda of the next regular or special Board meeting.
- The member will be notified in advance and offered a final opportunity to be heard.
- A two-thirds vote of the full Board is required for removal from membership.
- The decision of the Board is final.

F. Confidentiality and Integrity

- All proceedings related to disciplinary action will be conducted with confidentiality and fairness to all parties. Retaliation against those who file complaints in good faith will not be tolerated.

Meetings:

6. **Monthly Membership Meetings** shall be held during the first week of the month, at a date, time and location established by the Board of Directors.
7. **Endorsement:** The NRC shall not construe the speaker's guest program or presentation or materials in any way as an endorsement.
8. **New Member Social** shall be held following the Monthly General Membership Meeting for that month's new members; day to be determined by the 1st Vice President and Membership Group Chair (usually the first Wednesday following the General Membership Meeting). The Venue will also be chosen by the 1st Vice President and approved by the Board.

Activities:

9. **Holiday Gala:** The 2nd Vice President – Activities will chair committees for the Holiday Gala and other dances. The Holiday Gala will be held in December along with a silent auction. Dates will be determined by the availability of the venue. Additional dances may happen during the year at a venue chosen by the 2nd Vice President – Activities. Menu, theme, and entertainment must be approved by the Board for the Gala, and any other dances.
10. **Refunds** for any event will be allowed up to 5 business days before the event to give the venue a final count of attendees. Events will close reservations at 5 business days prior to the event. If a member needs to cancel their reservation within the 5 business days, the activity leader will contact anyone who is on the standby list to take that reservation. Any payments due will be done between the two members.
11. **Activity Rules:** Activities that are created under the New Resident Club of Cape Coral shall be governed by the following rules:

- A. Each activity shall have a designated leader who is a current NRC member and is under the direction of the 2nd Vice President - Activities.
 - B. Each activity may set a minimum or maximum on the number of members that may attend the activity.
 - C. At any time an activity needs to be changed or cancelled for any reason, refunds will be given for any member who has paid for the activity in advance if the change is not convenient or the activity was cancelled.
 - D. A leader of an activity shall not be in a "conflict of interest" situation.
12. **Activity Fees:** The fee for any activity will be based on the cost of the venue, the caterer and entertainment (band/disc jockey). If there is a particular activity where it warrants a significant increase in the fee, the 2nd Vice President and Activities & Hospitality Chair will present the proposed fee to the Board, who will then decide and vote on the appropriate fee. Credit card purchases may be subject to an additional fee (Credit Card Surcharge).

Financial:

13. **Contracts:** All contracts entered into in the name of the New Resident Club of Cape Coral, must be approved by the President and the Board by majority vote. The President will sign all contracts on behalf of the organization. If the President isn't physically available and time is an issue, the Treasurer will also have signing rights.
14. **Bank Accounts:** The NRC has a checking and savings account with the Bank of America. The President and the Treasurer are the designated NRC Board Members with signatory authority on those two accounts. Deposit only cards will be issued to the Treasurer and debit cards will be issued to the President, 1st Vice President, and 2nd Vice President, Ladies Lunch Chair and Activities & Hospitality Chair. All other Board members will need to submit a purchase form for reimbursement of funds that have been approved by the Board in advance.
15. **Credit Card Acceptance:** The NRC operates a Stripe account for the convenience of the membership to purchase and participate in events. Current federal law requires an individual's name and social security number to be associated with the NRC Stripe account. Each new Board will change the Stripe account to the President or the Treasurer, or they may identify one of the Executive Committee members who will place their name and social security number on the Stripe Account. The change to the name and social security number on the account will occur during the first month of the new Board's term. If no Executive Committee member volunteers, the Stripe account will be closed to ensure that the prior Board member's information is removed from the account.
16. **Continued Funding:** The outgoing NRC Board shall ensure that a goal of at least \$20,000 is in the General Operating Account and is passed to the incoming NRC Board.

Board:

17. Director Positions

The following voting Director positions are established. Each Director shall serve as Chair of the committee or function identified by the position title and shall be a voting member of the Board of Directors:

- Activities & Hospitality Chair
- Membership Group Chair
- Ladies Luncheon Chair
- Publicity Chair
- Photographer/Historian Chair
- Newsletter Chair
- Reservations Chair

- Raffle Chair

18. Responsibilities of Directors

The duties and responsibilities of the elected Officers are established by the Constitution of the New Resident Club of Cape Coral. The following Standing Rules supplement the Constitution by establishing the primary responsibilities of the Directors serving as Board Chairs. Nothing in these Standing Rules shall be construed to conflict with or supersede the Constitution.

The Board of Directors may assign additional duties consistent with the Constitution and these Standing Rules.

Each Director shall:

- Keep the Board of Directors informed regarding activities and matters within their area of responsibility.
- Assist in maintaining a positive public image of the Club.
- Be encouraged to obtain gift cards, discounts, merchandise, services, and other donations for the benefit of the Club. Unless restricted by the donor, donated items are intended to benefit the membership as a whole and should be shared among Club activities and programs whenever practical. Items purchased by the Club for a specific activity or program may be reserved for that purpose.

Activities & Hospitality Chair

- Work in coordination with the Second Vice President in planning and conducting Club activities.
- Coordinate hospitality and refreshment functions for Club meetings and events, as needed.
- Assist activity leaders and volunteers, as needed.

Membership Group Chair

- Work in coordination with the First Vice President in administering the Membership Group program.
- Recruit, train, mentor, and support Membership Group Leaders.
- Meet regularly with Membership Group Leaders to exchange ideas, share information, and discuss best practices.
- Encourage communication, participation, and fellowship among the Membership Groups.

Ladies Luncheon Chair

- Plan and coordinate the Club's Ladies Luncheon program.
- Recruit volunteers, as needed.

Publicity Chair

- Promote the Club through approved public communications and community outreach.
- Coordinate the Club's participation in public-facing events, including event registration and volunteer staffing for Farmers Markets, art shows, civic exhibitions, and similar community events.

Photographer/Historian Chair

- Document Club meetings, activities, and special events through photographs and other media.
- Maintain the Club's photographic and historical records.
- Manage photographic content published on the Club's website and official social media platforms.
- Preserve materials of historical significance to the Club.

Newsletter Chair

- Prepare, publish, and distribute the Club's newsletter.
- Coordinate newsletter content with Officers and Directors.

- Solicit and coordinate advertising for publication in the Club newsletter, as authorized by the Board of Directors.
- Assist in communicating Club news and information to the membership.

Reservations Chair

- Coordinate reservations and registration for Club meetings and events.
- Maintain attendance records, as appropriate.
- Coordinate reservation information with activity leaders and the Treasurer.

Raffle Chair

- Coordinate raffles and other Board-approved fundraising activities.
- Recruit volunteers, as needed.
- Coordinate the collection and distribution of raffle and door prizes.
- Account for raffle proceeds in accordance with the Club's financial procedures.

19. **Co-Chairs:** If a Director position is eligible for both Chair and Co-Chair members, only the Chair will have voting rights. The Co-Chair is allowed to attend and comment at the Board meeting.

20. Coordinator Positions and Responsibilities

The following non-voting Coordinator positions may be appointed by the Board of Directors:

- Website Coordinator
- Special Interest Group Coordinator

Coordinators are not Directors and are not voting members of the Board of Directors. They may attend Board meetings when requested by the President or when matters relating to their responsibilities are under consideration. Coordinators shall serve at the pleasure of the Board of Directors and are not subject to the term limits applicable to Directors. Coordinators serve in an advisory and administrative capacity to the Board.

Website Coordinator

- Maintain the Club's website and related online resources using tools and procedures approved by the Board of Directors.
- Keep website information current, accurate, and functional.
- Coordinate website content with Officers, Directors, and other authorized contributors.
- Recruit volunteers to assist with website responsibilities, as needed.

Special Interest Group Coordinator

- Encourage the formation and continuation of Special Interest Groups.
- Assist members interested in organizing new Special Interest Groups.
- Coordinate communication among Special Interest Group leaders.
- Publicize Special Interest Groups and their activities through approved Club communications.
- Serve as the primary point of contact between Special Interest Group leaders and the Board of Directors.

21. Continuing Contract Authority:

To ensure continuity of Club operations, the Board of Directors may enter into contractual obligations for bands, caterers, restaurants, and similar services that extend beyond the current Board's term. Such contracts may include commitments for the first two months of the succeeding Board's term and, when necessary to secure dates or facilities, longer-term commitments for events such as the Holiday Gala.

22. **Advisors to the Board:** A new Board will include the Past President of the previous board to act as an advisor and may also include a second previous Board member as an advisor if the Board so chooses. These advisors have no voting rights.

23. **Ineligibility:** Except under circumstances of ill health, personal family issues, relocation, or other unforeseen events without the current Board approval, any Board member who quits prior to the

end of their term without securing a replacement to complete the responsibilities of the position, becomes ineligible to serve on any future NRC Board.

Amending/Voting:

24. **Voting Requirements:** In certain circumstances, such as voting to change By-Laws, voting on large expenditures, and other important business decisions, e-mail voting will be allowed to ensure that all active members have a voice in these decisions. For standard business practices such as approval of minutes from previous meetings and Treasurer's reports, approval may be done by members at a general meeting, unless a member protest occurs in one of the previous mentioned reports. Most expenditures and standard business reports require a majority vote. Changes to the Constitution and By-Laws require a 2/3 vote in favor of the change.
25. **Amendments:** These Standing Rules may be amended by a majority vote of the Board of Directors.

NRC Board 118
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