

## **NEW BEGINNINGS GUIDELINE ON CLUB OFFICERS**

### **CONTENTS:**

- 1. ELIGIBILITY**
- 2. OFFICER DESCRIPTIONS**
- 3. TERMS OF OFFICE**
- 4. OBLIGATIONS**
- 5. RESIGNATION**
- 6. TRUSTEES**
- 7. DISCIPLINE AND/OR REMOVAL OF ELECTED OFFICIALS**
- 8. POSITION VACANCY**

**PLEASE NOTE:** This document is referenced in Articles #7, #8 #9 and #10 of the by-laws and further explains the policy regarding officers at New Beginnings Inc., in Runnemede, NJ.

### **SECTION #1 - ELIGIBILITY**

- A member must be present in at least three of the last six business meetings, prior to being nominated for office.
- All potential Officers must have three (3) years of continuous recovery time and one year as a member of this club in good standing.
- If the potential officers' recovery time does not meet the requirement, the membership must be made aware of the member's current time and the membership can vote to by-pass this requirement.
- The membership cannot by-pass the time requirement if the member has less than a year of recovery time.

### **SECTION #2 - OFFICER DESCRIPTIONS**

The membership shall elect as their trusted servants a Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer and Secretary.

#### **CHAIRPERSON**

- The Chairperson shall conduct all meetings and elections. In the event of a tie, the Chairperson shall cast the deciding vote.
- The Chairperson shall be charged with the direct responsibility for the growth of this organization.
- The Chairperson shall promote the feeling of unity of its members.
- The Chairperson shall distribute keys and/or combinations to the membership.
- The Chairperson must be a signer to the banking account.

#### **VICE-CHAIRPERSON**

- In absence of the Chairperson, the above duties will be performed by the Vice-Chairperson.
- The Vice-Chairperson shall be in charge of all standing committees, i.e. maintenance, club functions and social activities, supplies and community liaison.
- The Vice-Chairperson must be a signer to the banking account.

#### **TREASURER**

- The Treasurer shall be responsible of all moneys and accounting books of this organization.
- The Treasurer shall make all payments, when payments are paid by checks they must be signed by the Chairperson and the Vice-Chairperson.
- The Treasurer shall ensure that all money is deposited in the bank to the credit of this organization as soon as possible.
- The Treasurer shall receive drops of all money collected or donated and will be responsible and in charge of all monies and accounting books of this organization.
- The Treasurer shall be furnished a complete record of money collected and disbursed by any Committee in charge of any functions or social activity.
- The Treasurer shall post a monthly report within five business days after the end of the month.
- The Treasurer shall never make purchases and cannot receive monies at events.
- No club property is to leave the premises without the approval of the membership.
- The Treasurer must be a back-up signer to the banking account.

#### **ASSISTANT TREASURER**

- The Assistant Treasurer shall assist the Treasurer in the prior stated duties.
- The Assistant Treasurer is to count all monies with the Treasurer.
- The Assistant Treasurer is to understand all accounting procedures, and acts as a counter balance to the Treasurer.
- In the absence of the Treasurer, the above duties will be carried out by the Assistant Treasurer.
- The Assistant Treasurer must be a back-up signer to the banking account.

#### **SECRETARY**

- The Secretary shall keep all minutes of all meetings of this organization in proper order.
- Copies of the minutes shall be posted within five business days after the business meeting.
- The Secretary shall be in charge of all usual correspondence.

#### **SECTION #3 - TERMS OF OFFICE**

- All of the officer positions are two-year terms.
- Any interruption in recovery time would be automatic disqualification.
- If a Trustee resigns or dies, a new Trustee will be appointed by a unanimous decision of the Officers.

#### **SECTION #4 - OBLIGATIONS**

Basically, although these are non-paying positions for a non-profit, there still needs to be a sense of responsibility regarding a person's position. All Officers should be here a few times a week and should take initiative to fulfill their roles. If coming to the facility a few times a week or being a signer for the accounts is too much, the member might want to reconsider whether running for a position is the right decision for them.

#### **SECTION #5 - RESIGNATION**

If an Officer resigns from office, the Trustees must be notified as soon as possible. A special election will be held and section VIII of this document will apply.

#### **SECTION #6 - TRUSTEES**

There are 5 Trustees who are appointed to indefinite terms by the governing board. If a Trustee seat is vacant, a new one can be appointed by an unanimous vote of the remaining trustees.. If the candidate is not in recovery they should exhibit strong moral values and community spirit. If they are in recovery they must have 20+ years of recovery and show strong knowledge in the traditions.

- Trustees may not be paying members or hold board or committee positions.
- Trustees may attend business meetings, but may not vote or make motions, they are there to assist when asked on matters pertaining to the By-Laws or AA's traditions.

#### **SECTION #7 - DISCIPLINE AND/OR REMOVAL OF ELECTED OFFICIALS**

- There are five Trustees who assist in the elections and are welcome at all business meetings.
- If an Officer is negligent of their duties or needs to be disciplined and/or removed, the Trustees serve as the highest authority. They can form a committee and make decisions on matters where the Officers need guidance or are deadlocked.
- Any decision of the Trustees supersedes the Membership and the Officers.
- If an officer's membership is revoked, they can be replaced at an emergency business meeting.

#### **SECTION #8 - POSITION VACANCY**

- If a position becomes vacant, the following process occurs; for the Vice-Chairperson and Secretary, a notice will be posted for the membership for 30 days prior to the special nomination, which will occur during the monthly business meeting. Then a new notice is to be posted for the membership for 30 days prior to the special election, which will occur during the monthly business meeting. In the interim, the Chairperson will fulfill the absent Vice-Chairpersons duties until the special election is complete, as will the Treasurer fulfill the absent Secretaries duties until the special election is complete.
- If the Chairperson position becomes vacant, the Vice-Chairperson shall take that position and the special election process for Vice-Chairperson should begin. If the Treasurer position becomes vacant, the Assistant Treasurer shall take that position and the special election process for Secretary should begin.
- If the Chairperson or Treasurer position becomes vacant and the officer in-line does not want to move-up to fill the position, they may stay in their current position, but will fulfill dual responsibilities until the special election process noted above is complete.