



National Newcomers' Council of Canada

SUGGESTIONS FOR ORGANIZING A NEWCOMERS CLUB **ALUMNI ASSOCIATION**

NEWCOMERS' CLUBS exist in many cities and towns across Canada. Their purpose is to welcome new people, to help them make friends and to encourage them to become more involved in the community. Many of our clubs are for women only, some accept men, and some have family memberships.

The Clubs are open to people of all ages and from all walks of life who have resided in the area for less than a specified period of time.

When clubs reach a sufficient size or differing interest level as deemed by the Executive Board, the by-laws may be changed to limit the length of time a member may stay in Newcomers. This time interval, at the discretion of each individual club, is usually limited to two or three years. An Alumnae Club/Association is then created to allow longer-time residents to continue the friendships they have formed.

We at the National believe that when a Newcomers' Club decides to form an Alumni Association it is always done with kindness and in the spirit of friendship and cooperation. Based on these principals we make the following recommendations as to the procedures for forming an Alumni Association.

Step 1:

A group of prospective Alumni/Alumnae Association members and supportive members of the Newcomers' Club Executive Board discuss and plan the following items:

Club Name:

Alumni/Alumnae Clubs across the country have many names. Some examples include: London Newcomers' Alumnae Club, Calgary NuGrads, Mississauga Newcomers' & ACORN (Alumni Club Of Reorganized Newcomers). Please feel free to be creative.

By-Laws:

The easiest way to set up new by-laws is to adopt the original Club's By-Laws and change them as necessary. The main points to change are the purpose of the club, membership requirements, and the method of welcoming new members. See examples below:

Article II PURPOSE

The purpose of this organization is to continue the friendships created in the ... Newcomers Club.

Article IV QUALIFICATIONS OF MEMBERS AND DUES

Section 1

Eligibility for active membership will be two (2) or three (3) years active membership in good standing of the ... Newcomers Club

ARTICLE V OFFICERS, STANDING COMMITTEES AND ELECTIONS

Section 2 The Standing Committee Chairpersons will be: ...

e) WELCOMING CHAIRPERSON, with the help of volunteers living in the vicinity of graduating Newcomers, will contact the prospective members, offer to meet them at their first meeting, introduce the convenors of the activities they are interested in and follow up over the next three months

Meetings:

Plan your meetings for the same day of the week as Newcomers to make it easy for members moving up to be available. However, alternate the weeks so that you are able to attend each others functions whenever that would be appropriate. For example: if the Newcomers' General Meeting is the first Wednesday and the Executive Meeting is the third Wednesday then it would be best if the Alumni/Alumnae meetings were held on the second and fourth Wednesdays. This would also allow you to share the same meeting space.

Executive - Plan and designate who your new executive will be.

Activities - Plan to share activities between the two clubs; it is the kind and friendly thing to do.

Some Budgeting Suggestions

- Start your Alumni/Alumnae Club at the beginning of the membership year and budget accordingly.
- Negotiate with your Newcomers Club for a fair portion of the year's membership dues and funds raised to-date, based on the number of to-be Alumni/Alumnae members.
- Hold a fund-raising event with the support of Newcomers to generate your start-up budget.

Any Additional Items That May Be Of Concern to Your Particular Club

Step 2:

Present your plan to your Newcomers Executive Board at the Executive Meeting and to the membership at the General Meeting and address any concerns raised. Adhere to your present by-laws and pass a motion to start your Alumni/Alumnae Club.

Step 3:

Enjoy your new Club, and remember: always be kind, friendly and welcoming to newcomers. They are soon to become the newest (and perhaps most enthusiastic) members of your Alumni/Alumnae Club.

The above information is meant to offer information as a guide to organizing a Newcomers' Alumni/Alumnae Club. The extent to which these suggestions will be followed will depend very much on the feeling of the membership of your Club.

It is important to note that whatever works best is usually what the members feel most comfortable with.

August 2008