

CONSTITUTION

BIRMINGHAM BLOOMFIELD COMMUNITY HOUSE NEWCOMERS CLUB

Founded in 1948 as a Non-profit Organization

ARTICLE I: NAME

The name of this Club shall be the Birmingham Bloomfield Community House Newcomers Club, known as BBNC (Birmingham Bloomfield Newcomers Club sponsored by the Community House,) Tax ID Number 38-2384012.

ARTICLE II: PURPOSE

Its purpose shall be to help newcomers become acquainted with one another and their community.

ARTICLE III: MEMBERSHIP

Section 1 Membership shall consist of newcomers who have resided in the designated area for less than six years prior to joining. Membership in the Club is based on dues. Upon completion of six consecutive years of membership, a Member shall cease to be a Member and may become an Associate Member. Applicants who have resided longer than six years in the designated area shall be allowed to become Associate Members only.

Section 2 Associate Members may not be Elected Officers. Associate Members may be invited by the President to be Board Members and Activity Leaders if approved by the Executive Committee. Associate Members are entitled to take part in all Club activities and must pay club dues.

Section 3 Applicants become Members by payment of dues in accordance with the Standing Rules.

Section 4 Each member is entitled to access to the current online membership directory. This directory and all supplements are for the exclusive use of the membership and may not be distributed to any other persons or organizations, commercial or otherwise.

Section 5 The use of the membership data for any kind of business is not allowed. The use of Club meetings or activities for the promotion of an individual Members business is also not allowed unless approved by the Executive Committee

Section 6 A member in good standing who moves out of the Club area may continue as a member.

ARTICLE IV: FINANCES

Section 1 Budgets

- a. At the August Board meeting, the President must present the budget for approval.
- b. All expenditures not included in the budget must be voted on separately by the board of the Executive Committee.
- c. The Treasurer shall balance the books at the close of each fiscal year (August 1 – July 31).

Section 2 A financial report must be submitted by each Board member at the end of her term and returned to the Treasurer.

Section 3 Audit: At the end of the fiscal year, the books must be audited and forms filed by a qualified accountant paid with Club funds.

ARTICLE V: MEETINGS

The Club shall meet monthly except during the summer.

ARTICLE VI: EXECUTIVE COMMITTEE AND ELECTED OFFICERS

The Club is governed by the Executive Committee and the Board

Section 1

Executive Committee:

- a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Past President and Executive Director of The Community House.
- b. The primary function of the Executive Committee is to provide leadership to the Club and overall, ongoing directions to the Board during monthly meetings.
- c. The Executive Committee also authorizes and monitors all the programs and activities of the Board of Directors and Activity Leaders to ensure compliance with the Constitution and the purpose of the Club.
- d. The President and the Executive Committee shall facilitate and preside over internal meetings and Welcome Coffee.
- e. The Executive Committee shall act on behalf of the Club in the case of emergency between Board Meetings. The Executive Committee shall attempt to gain full input from the full board before taking action. The Executive Board shall report all of its actions to the Board at the next Board Meeting.

Section 2

Elected Officers:

- a. They shall be the President, Vice President, Secretary and Treasurer.
- b. They must be active members.
- c. The Elected Officers shall act in good faith to promote the Purpose of the Club
- d. The President shall be selected from the Board and automatically serve as Past President the following term.
- e. If a vacancy occurs in an elected office, The Executive Committee shall appoint a successor for the balance of the term. To replace a Past President, a member from the previous Executive Committee shall be selected.

Section 3

Duties of Officers:

- a. The President shall serve for one term and preside at all meetings and have general supervision of the Club. She shall appoint all Activity Leaders. She shall be an ex-officio member of all committees except the Nominating Committee.
- b. The Vice President shall assume the duties of the President in her absence and shall be of assistance to the President.
- c. The Secretary shall keep a record of all proceedings of the Club, handle all correspondence, and be responsible for all clerical revisions of the Constitution.
- d. The Treasurer shall be custodian of all Club funds, make disbursements of the funds when authorized by the Board, prepare the books for audit, and maintain necessary financial records.
- e. The Past President shall serve as Nominating Chairperson, Parliamentarian and Advisor. She may hold no further office. The year of service as Past President may constitute a 4th year on the board and/or a third year on the Executive Committee. A Past President shall become lifetime member of the Club exempt from payments of dues.

ARTICLE VII: BOARD

- Section 1 The Board shall consist of the Executive Committee and the Activity Leaders listed in the Standing Rules. The Board may include Associate Members if approved by the Executive Committee save that at least two thirds of the Board shall consist of Members
- Section 2 The Board shall meet once a month except in the summer.
- Section 3 Board Members are required to attend the board meetings and to fulfill their assigned duties
- Section 4 The role of the Board is to maintain a constructive partnership with the Executive Committee to transact the business of the club set strategic plans for and approve proposed activities throughout the year according to the purpose of the Club and the Standing Rules while making best use of the allocated Budget.
- Section 5 Each Board Member will make decisions based on a personal examination of the facts, acting with transparency and integrity.

ARTICLE VIII: ACTIVITY LEADERS

- Section 1 An Activity Leader shall come from the active membership and may serve for three terms when they are also Board Members. Activity Leaders who are not Board Members may serve for more than three terms if invited to do so by the President..
- Section 2 All Activity Leaders shall be appointed by the President
- Section 3 Each Activity Leader shall receive a description of duties and a copy of the Constitution.
- Section 4 Each Activity Leader is responsible for special interest groups falling under her title.

ARTICLE IX: ELECTION PROCEDURE

- Section 1 Term of Office: Officers and Activity Leaders shall serve for one year.
- Section 2 Elections shall be held on a date designated by a majority vote of the Board.
- Section 3 The Nominating Committee shall be chosen and chaired by the Past President. It shall consist of four active members (2 Board and 2 general memberships) and shall meet two months prior to the designated election date. A slate of eligible members as nominees shall be presented to the membership one month prior to the designated election date at a regular Club meeting at which time nominations from the floor will be accepted provided the nominee is an eligible member and her prior approval has been obtained.
- Section 4 Elections, by voice, will be held at the designated meeting.
- Section 5 In case of a double slate, election shall be by ballot, to be counted by three tellers appointed by the President. Simple majority of active members present will elect.
- Section 6 Only active members may vote.

ARTICLE X: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the Club.

ARTICLE XI: GUESTS

Section 1 Each member shall be entitled to bring three different guests during the Club year to the monthly meetings. An out-of-town guest is welcome at any activity.

Section 2 Upon motion of the Activity Leader, the Board may vote to exclude guests at any single activity.

ARTICLE XII: REVISIONS AND AMENDMENTS

Section 1 Revisions or amendments, approved by a 2/3 (two-thirds) majority of the Board, may be made to this Constitution at any regular mtg.

Section 2 Revisions or amendments require written notice to the active membership.

ARTICLE XIII: ACTIVITIES CONSISTENT WITH TAX EXEMPT STATUS

The club shall not, for the entirety of its existence, engage in any activity that would be inconsistent with maintaining a tax-exempt status under Internal Revenue Code Section 501(c) (4) and related regulations, rulings, and procedures.

ARTICLE XIV: DISTRIBUTION OF ASSETS ON DISSOLUTION

Upon dissolution, the Club shall only distribute its net assets after payment of debts to organizations qualifying for tax-exempt status under Internal Revenue Code Section 501 (c) (3) and qualified under the laws of the State of Michigan to receive distributions from non-profit organizations.

ARTICLE XV: COMPLAINTS AND DISCIPLINARY PROCEEDURE

Section 1 All complaints regarding the behaviour of a Member refered to the Executive Committee and the Executive Committee should attempt to resolve the matter in conjunction with the members concerned.

Section 2 Where a complaint regarding the behaviour of a Member is deemed of appropriate severity by the Executive Committee they have the right to invoke the Disciplinary Procedure.

STANDING RULES

General Membership:

1. These rules may be changed at any time by a majority vote of the Board.
2. No single activity or group can take it upon itself to vote bylaws or rules that are in conflict with the Constitution of the Birmingham Bloomfield Newcomers Club.
3. No commitments for the organization shall be made by any individual member without approval of the Board.
4. Dues: Yearly dues of \$45.00 (per paying Member) are payable September 1st of each year, with \$10.00 of that amount being set aside as a donation to The Community House. Maximum donation is \$2000 annually. Donations will be presented in two instalments: one at the September coffee and the other in May. Dues are not refundable.
5. Members may reside in any zip code area, but must have moved into the new area in the past six years. Membership rules do not start over if a current member moves within the area.
6. All activities and projects will be conducted from a non-partisan, non-political standpoint at all times.
7. Only active and associate members in good standing may participate in Club activities. Former members and others may not participate except as allowed under guest privileges.
8. All activities of the Club should be self-supporting.
9. Cancellation of reservations for the monthly meeting or any activity involving a fee must be made within the allotted time or the individual will be responsible for payment.
10. All contracts of over \$100.00 must be approved by the President and the Treasurer.
11. All profits made by any activity group must be returned to the Treasurer. Any expenditure of these profits, if desired by the Chairperson or her group, must be approved by the Board.

Officers and Committees:

1. Activity Leaders of the following committees shall form the Board: Community Support, Coffee 'n' Conversation, Couples Night Out, Hospitality, International Culture, Membership/Roster, Moms & Tots, Venturing Out, Winter Markt, Dinner Dance and Fashion Show
2. The Activity Leader of the following committees, Newsletter, Photographer, Webmaster, Welcome Mat Publisher shall form a public relations committee together with Publicity and shall meet on request of the President with the Board or the Executive Committee.
3. Each Activity Leader is responsible for the organization and supervision of her particular activity and for any special interest activities

Special Interest Groups:

1. Special interest groups shall be formed or discontinued by majority vote of the Board. Leaders shall be selected from the active membership.
2. These groups shall meet at times and places of their own choosing, being careful not to conflict with other groups whenever possible and alerting the President who keeps the Master Calendar.
3. These groups shall keep written financial records of all activities and submit them for audit to the Treasurer at the close of the year.

Disciplinary Procedure

1. The Executive Committee will appoint a panel of three Board Members to hear the disciplinary case. The Panel will hold the disciplinary hearing within fourteen days of notifying in writing the Member subject to the disciplinary procedure. The Member subject to the disciplinary procedure and the Member bringing the complaint will have the right to appear.
2. The Panel will have the following sanctions at its disposal under the disciplinary procedure.
 - (i) Issue a written warning about future conduct.
 - (ii) Terminate the membership of the person where it has been clearly demonstrated that a serious breach of the Constitution has taken place.

3. The decision of the disciplinary Panel should be notified in writing by the Secretary to the Member within seven days of the hearing. If the disciplinary action arose from a complaint by a Member this Member should also be notified in writing of the decision of the Panel.
4. A Member may appeal a decision of the disciplinary Panel. The appeal must be made in writing to the Secretary within seven days of the member being notified about the decision of the disciplinary Panel. This appeal will be heard by a separate Appeals Panel of three Members appointed by the President in conjunction with the Secretary. None of the Panel members will have been part of the original disciplinary Panel or witnesses to the hearing.
5. The appeal will be heard within fourteen days of the receipt of the letter of appeal. The decision of the appeals Panel should be notified in writing by the Secretary to the member within seven days of the hearing. If the disciplinary action arose from a complaint by a Member this Member should also be notified in writing of the decision of the appeals Panel. There shall be no further right of appeal.