

CONSTITUTION

ARTICLE I: NAME

The name of this Club shall be the

Birmingham Bloomfield Community House Newcomers Club

aka **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 reside in the Greater Metro Detroit area.

Definition in accordance with the membership management program.

- a. **Active Member** An **active member** is a member who has paid or is exempt from paying. Honorary members are exempt from paying but included in Active members. (Regular, Associate and Honorary members are all active members)
- b. **Regular Member** A member who has resided in the Greater Metro Detroit area for less than six years prior to joining.
- c. **Associate Member** A member who has completed six (complete and consecutive) years of membership. Applicants who have resided longer than six years in the designated area shall be allowed to become Associate members only.
- d. **Honorary Member** A honorary member is exempt from payment and has lifetime membership. A past president shall become a honorary member.
- e. **Lapsed Member** Is a member who has not renewed (paid) their membership for the current year.
- f. **Pending New** Is somebody who has completed an online application. Applications can be pending new if they are awaiting approval and or payment has not been received.
- g. **Archived Member** Archived member are previously active members whose details have been archived.
- h. **Contact** Everyone in the member management program is a contact.
- i. **Non member** A contact that is not a member.

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.

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- Section 3 Applicants become Members by payment of dues in accordance with the Standing Rules.
- Section 4 Each active 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 any business is also not allowed unless approved by the Executive Committee.
- Section 6 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 September Board meeting the Treasurer must present the budget for approval.
- b. All expenditures not included in the budget must be voted on separately by the Executive Committee.
- c. The Treasurer shall balance the books at the close of each fiscal year (August 1 – July 31).
- d. A financial report (actual expenses versus budget) should be issued at the end of each month and presented to the board.

Section 2 Activity Leaders and Board Members are responsible for submitting their expenditures on a timely basis and prior to June 30th in order to get reimbursement.

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: WELCOME COFFEE:

The Club shall meet monthly for welcome coffee except during the summer (June, July, August).

ARTICLE VI: EXECUTIVE COMMITTEE AND ELECTED OFFICERS

The Club is governed by the Executive Committee and the Board Members.

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 authorizes and monitors all the programs and activities of the Board Members 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 Committee shall report all of its actions to the Board at the next Board Meeting.

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- Section 2 **Elected Officers:**
- a. Are: President, Vice President, Secretary and Treasurer.
 - b. They must be regular members when they are voted in.
 - 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 Members of the previous three Boards 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.
 - f. To replace a Past President, a member from a 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. The President shall appoint all Activity and Administrative Leaders. The President 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 their 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. The Past President 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 Leaders listed in the Standing Rules (B 1.). The Board may include Associate Members if approved by the Executive Committee. At least two thirds of the Board shall consist of regular members.
- Section 2 The Board shall meet once a month September through May and may meet during summer (June, July, August) as deemed appropriate.
- Section 3 Board Members may serve for three terms. They are expected 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.

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ARTICLE VIII: ACTIVITY LEADERS AND ADMINISTRATIVE LEADERS (LEADERS)

- Section 1 Activity Leaders are persons leading an activity where active members can take part.
- a. Activity Leaders who are Board Members shall come from the active membership and may serve for three terms.
 - b. Activity Leaders who are not Board Members may serve for more than three terms if invited to do so by the President.
- Section 2 Administrative Leaders are persons performing any administrative work for the club. (i.e. secretary, treasurer, membership, webmaster, newsletter ...)
- Section 3 All Leaders are appointed by the President.
- Section 4 Each Leader will receive a description of duties and a copy of the Constitution.
- Section 5 Each Activity Leader is responsible for special interest groups falling under their title.

ARTICLE IX: ELECTION PROCEDURE

- Section 1 Elections shall be held on a date designated by a majority vote of the Board.
- Section 2 The Nominating Committee shall be chosen and chaired by the Past President or a designee of the past president. It shall consist of four active members (2 Board and 2 regular memberships) and shall meet two months prior to the designated election date. A slate of nominees should 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 their prior approval has been obtained. The Past President shall be notified in writing latest one week prior to the election date.
- Section 3 Elections, by voice, will be held at the designated meeting.
- Section 4 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 5 Only active members may vote.

ARTICLE X: PARLIAMENTARY AUTHORITY

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

ARTICLE XI: GUESTS (PARTICIPATING OF NON-MEMBERS)

- Section 1
- a. Upon motion of an Activity Leader and majority vote of the board certain events may be open to non-members.
 - b. An out-of-town guest is welcome at any activity.
 - c. Prospective members may attend up to two activities before paying dues.
- Section 2 Upon motion of the Activity Leader, the Board may vote to exclude guests at any single activity.

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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 meeting.

Section 2 Revisions or amendments must be communicated 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) (3) 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 nonprofit organizations.

ARTICLE XV: COMPLAINTS AND DISCIPLINARY PROCEDURE

Section 1 All complaints regarding the behavior of a member that is not acting in the best interests of the club should be referred 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 behavior of a member is deemed of appropriate severity by the Executive Committee they have the right to invoke the disciplinary procedure.

STANDING RULES

A. 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. 4.1 Dues:
 - a. Yearly dues of \$48.00 (per active Member) are payable September 1st of each year.
 - b. \$10.00 of that amount is being set aside as a donation to The Community House. This can be capped at \$2,000.-- annually at the discretion of the board. Donations will be presented in one installment. At a welcome coffee, latest at the March or April welcome coffee.
 - c. Dues are not refundable.
 - d. Members that join after May 1st will be deemed to have paid their dues for the subsequent year.
- 4.2 Renewal notices should be sent by mid August. At this point membership status is considered to be Pending Renewal. A member whose membership status is pending renewal has the same rights as an active member.
- 4.3 If a member has not renewed their membership by mid September, their membership status becomes lapsed. A lapsed member does not have access to the members-only-pages. A lapsed member may renew their membership. Lapsed members may attend activities and events. They will be required to renew their membership before signing up for online events.
- 4.4 All lapsed members must renew their membership by October 15th.
- 4.5 The records of members who do not renew by October 15th will be archived.
- 4.5 A member who joins between September and December is considered to have joined at beginning of the BBNC year. That year will be considered a full year. If a member joins after December 31st that year will be deemed a partial year.
5. Members may reside in any zip code area. Membership rules do not start over if a current member moves within the Greater Detroit area.
6. All activities and projects will be conducted from a non-partisan, non-political standpoint at all times.
7. Only active members in good standing may participate in Club activities. Former members and others may not participate except as allowed under guest privileges.
8. If a member cancels a reservation for an activity or event, the fee is non refundable unless otherwise noted.
9. All contracts of over \$100.00 must be approved by the President and the Treasurer.
10. 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.

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B. Officers and Committees:

1. The Board should have a minimum of 15 members consisting the Executive Committee and can include representatives of:
 - Hospitality
 - Community Outreach
 - International Coffee and Conversation
 - Venturing Out
 - Membership
 - Webmaster
 - Eventmanager
 - Newsletter
 - Publicity
 - Special Events
 - Mom & Tots
 - D.N.A.
 - Bruncheon

The final Board composition is determined by the Executive Committee prior to October 15th.
2. The following heads shall form a public relations committee and shall meet on request of the President with the Board or the Executive Committee:
 - Newsletter
 - Photographer
 - Webmaster
 - Eventmanager
 - Social media / Publicity
3. Each Activity Leader is responsible for the organization and supervision of their particular activity and for any special interest activities

C. Activity Groups:

1. Activity 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 or Vice President who oversees the Master Calendar.
3. The Activity Leaders are obligated to maintain the costs within the budget and deliver the related invoices to the Treasurer on a timely basis.

D. 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.

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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.