

## 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, 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 three years prior to joining. Applicants who have resided longer than three years in the designated area shall be allowed to become Associate Members only. Associate Members may not vote, hold office or serve on the Board but are entitled to take part in all Club activities and must pay club dues.
- Section 2        Applicants become members by payment of dues at a regular monthly meeting or monthly coffee or by arrangements with the Membership Chairperson.
- Section 3        Each member is entitled to a copy of the current 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 4        Membership in the Club is based on payment of dues and shall consist of five full consecutive Club years. Upon completion of five years of membership, a member may become an associate member. Associates may not vote, hold office, or serve on the Board, but are entitled to take part in all other Club activities and must pay Club dues.
- Section 5        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

- 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. It shall act in case of emergency and meet at the call of the President or any other two members of the Committee.
- Section 2        Elected Officers:  
a. They shall be the President, Vice President, Secretary and Treasurer.  
b. They must be active members.

- c. The President shall be selected from the Board and automatically serve as Past President the following term.
- d. 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 committee chairpersons. 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 4<sup>th</sup> 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 OF DIRECTORS**

- Section 1 The Board shall consist of the Executive Committee and Chairpersons of all standing committees.
- Section 2 The Board shall meet once a month prior to the regular Club meeting except in the summer.
- Section 3 It shall transact all business of the Club.

**ARTICLE VIII: CHAIRPERSONS OF STANDING COMMITTEES**

- Section 1 A Chairperson shall come from the active membership and may serve for three terms, two of which may be on the Executive Committee. The exception to the rule shall be the Past President.
- Section 2 All Chairpersons shall be appointed by the President.
- Section 3 Each Chairperson shall receive a description of duties and a copy of the Constitution.
- Section 4 Each Chairperson is responsible for special interest groups falling under her title.

**ARTICLE IX: ELECTION PROCEDURE**

- Section 1 Term of Office: Officers and Board Chairpersons 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 Chairperson, the Board may vote to 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.

**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 \$35.00 are payable September 1st of each year, with \$5.00 of that amount being set aside as a donation to The Community House. Maximum donation is \$1,500 annually. Donations will be presented in two installments: one at the September coffee and the other in May.
5. Members may reside in any zip code area, but must have moved into the new area in the past three 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. Chairpersons of the following committees shall form the Board: Community Service, Couples Night Out, Historian, Hospitality, Coffee 'n' Conversation, International Culture, Membership/Roster/Mailing, Moms & Tots, Potpourri, Publicity, Venturing Out, Webmaster, Welcome Mat Publication.
2. Each Chairperson is responsible for the organization and supervision of her particular activity and for any special interest activities headed by a sub-chairperson.

**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.