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**BLOOMINGTON**



**NEWCOMERS & NEIGHBORS CLUB**

# **Bylaws**

*Approved March 13, 2018*

# BLOOMINGTON NEWCOMERS & NEIGHBORS CLUB BYLAWS

Bloomington, Indiana and surrounding areas

## ARTICLE I - NAME AND PURPOSE

**Section 1:** The name of this club shall be the Bloomington Newcomers & Neighbors Club (“BNNC”).

**Section 2:** The motto of the BNNC shall be “In this world there are no strangers, just friends who have never met.”

**Section 3:** The purpose of the BNNC is to be a social organization giving people the opportunity to meet and develop friendships with others. Through general meetings and interest groups, the BNNC encourages members to learn more about Bloomington and to develop friendships by sharing interests and hobbies.

## ARTICLE II - MEMBERSHIP

**Section 1: Active membership:** People living in the Bloomington area are welcome to join the BNNC. Upon payment of the BNNC annual dues Active Membership status is initiated.

- A. Active members are eligible to vote, participate in BNNC general events and interest group activities, and receive the Membership Directory and Newsletter.
- B. A membership is defined as people living in the same household.
- C. The Bloomington Area is defined as all of Monroe County and other surrounding counties from any location within a reasonable driving distance to Bloomington.
- D. The membership year is June 1<sup>st</sup> through May 31<sup>st</sup>.
  - 1) Dues are determined by the BNNC Board and are due by August 1<sup>st</sup> for inclusion in the Annual BNNC Directory.
  - 2) If annual dues are not paid by September 15<sup>th</sup>, active membership is terminated until which time dues are paid.
  - 3) Dues may be paid at the September Fall Kick Off.
  - 4) Dues for new members (those who have not previously been a BNC/BNNC member) are discounted for the first year, regardless of the date paid during the membership year.
  - 5) Dues paid after, but no earlier than, April 1<sup>st</sup> will be applied to the next membership year unless paying for multiple membership years simultaneously.
  - 6) **Members shall notify the Treasurer of a new address when they leave the area for a time that requires mail to be stopped or forwarded. In the event the Newsletter is returned, there will be no further mailing of the Newsletter until the Treasurer is notified of a correct address.**

**Section 2: Honorary membership:** The BNNC Board may award honorary membership to individuals who have contributed significant support, services, or resources to the BNNC. Honorary members (annual dues not required) are eligible to participate in BNNC and interest group activities and receive the Membership Directory and Newsletter.

### **Section 3: Guests**

- A. Active members may invite guest(s) to attend any BNNC function to encourage the guest to become a members or for those individuals visiting the area for a limited time.
- B. Prospective members may attend up to two (2) general meetings and/or two (2) meetings of any interest group without paying membership dues.

**Section 4.** The membership list is the property of the BNNC and may only be used for BNNC related, non-commercial purposes.

## ARTICLE III - FINANCES

**Section 1:** Operating expenses of the BNNC are funded by membership dues and contributions.

**Section 2:** Additional assessments and/or adjustments may be authorized by the BNNC Board for general meetings and social events, to cover the costs of food, entertainment, or other expenses.

**Section 3:** A three-member audit committee consisting of the out-going Treasurer, the in-coming Treasurer (if different from the current Treasurer) and BNNC member(s) shall audit the financial records prior to the June meeting of the BNNC Board.

**Section 4:** The Bloomington Newcomers & Neighbors Club is a social club only and as such no monies in the treasury shall be used for charitable donations.

## **ARTICLE IV - GENERAL MEETINGS**

**Section 1:** The general meetings of the BNNC shall be held on the second Tuesday of each month, from September through May. Any change is subject to BNNC Board approval.

**Section 2:** Other meetings may be called by the BNNC Board or by petition of two-thirds of the BNNC membership.

**Section 3:** A motion shall be carried by the majority vote of those members present.

**Section 4:** A meeting may be canceled at the discretion of the Meeting Facilitator. If the Monroe County Community School Corporation cancels school due to inclement weather, the monthly general meeting will be canceled.

## **ARTICLE V – INTEREST GROUPS**

### **Section 1: Special Interest Groups**

- A. The BNNC encourages members to volunteer to organize interest groups and to serve as leaders to identify meeting dates, times and locations
- B. Attendees at the Interest Groups are to be active, dues-paying members or guests of an active member as described in Article II, Section 1.
- C. Interest Group Leaders are required to provide meeting details to the BNNC Board Interest Group Coordinator in a timely manner as identified by the Coordinator in order to be published in the BNNC newsletter.

### **Section 2: Liability:**

- A. No legal responsibility is assumed by BNNC, its Board, or volunteer leaders.
- B. Members attending events are to assume responsibility for their own safety and/or accuracy of information.
- C. All Interest Groups are to be financially self-sustaining.

## **ARTICLE VI –BNNC BOARD MEETINGS**

**Section 1: Function:** The BNNC Board shall function to preserve, improve and enhance the BNNC and its purpose as stated in Article 1 section 3. Tasks will be distributed to the various Board members to include but not be limited to:

- A. Organize general meetings and social events
- B. Provide communication regarding club activities, both for general events and specific interest groups.
- C. Provide outreach to recruit new members

### **Section 2: Meetings:**

- A. **Schedule:** Meetings of the BNNC Board shall be held monthly from August to June and at other times as agreed upon by the Board.
- B. **Quorum:** One half of the identified BNNC Board members will constitute a quorum. A quorum is required to call for a vote on any issue proposed to the Board. If a quorum does not exist, general BNNC business may be discussed but not voted upon.
- C. **Open Meetings.**
  - 1) Meetings are open to all members to attend and observe.
  - 2) If a BNNC member wishes to address the Board with an issue or recommendation, the member should inform a Board member of their desire to speak to be placed on the meeting agenda.
  - 3) Only the BNNC Board members may vote on issues.

**Section 3:** The responsibility of the Board shall be to transact business consistent with the BNNC's purpose, including recommending changes to the BNNC's Bylaws.

**Section 4:** The decision of the BNNC Board in all BNNC matters shall be final.

**Section 5:** The rules contained in the current edition of Roberts Rules of Order shall govern the proceedings of the BNNC unless other procedures have been established by the BNNC Board.

## **ARTICLE VII - BNNC BOARD**

### **Section 1: Board Structure**

- A. The Board is a cooperative body composed of a variety of members who agree to fulfill the tasks required to maintain the organization.
- B. No one specific position holds more weight than another position. However, to provide some continuity over time individuals are

encouraged to rotate from one position to another.

**Section 2: Term of office**

- A. The term of service for **all BNNC Board members** is from June 1 through May 31.
- B. Any term may be extended for an additional year(s) if deemed necessary by the Board.

**Section 3: Identification of BNNC Board members.**

- A. The BNNC Board, shall recruit a nominating committee consisting of five members. A nominating committee member shall have been an active member for at least one (1) year.
- B. If the nominating committee is unable to identify a full slate of members, the BNNC Board shall propose an alternate plan that will implement the Board responsibilities until which time a candidate(s) can be found who will fulfill the necessary functions as outlined in Article VII, section 4.
- C. The proposed slate of Board members shall be posted in the BNNC's newsletter in advance of the April meeting.
- D. A slate of Board members will be presented for a vote at the April general meeting.
- E. Any BNNC member may make a nomination from the floor with the permission of the nominee to be included in a vote by the members.
- F. Announcement of the new Board members will take place at the May general meeting.

**Section 4: Board Member Functions** *The following are functions/responsibilities required to maintain the organization purpose and uphold the bylaws. They do not necessarily indicate a specific position on the Board and may be combined to more effectively address the organization's needs. The Board as a body must provide oversight to ensure that all functions/responsibilities are being fulfilled.*

**A. Meeting Facilitator**

- 1) shall open, facilitate and close all general and Board meetings.
- 2) shall create and share in advance the agenda for Board meetings
- 3) shall support all BNNC functions.

**B. Program Coordinator**

- 1) shall serve in the absence of the Meeting Facilitator.
- 2) shall coordinate the programs for the general meetings and assist with the planning of any additional special functions.
- 3) shall provide information regarding general and special events to the Board and the newsletter editor for timely publication.

**C. Recorder**

- 1) shall record minutes at all BNNC Board meetings.
- 2) shall distribute copies to each board member prior to the Board meeting.
- 3) shall provide correspondence of the BNNC, as needed.

**D. Financial Coordinator**

- 1) shall receive all moneys from the membership and assessments for special functions.
- 2) shall maintain the official BNNC's membership database and provide reports as requested by the BNNC Board.
- 3) shall provide information of new members to other Board members such as the Directory Coordinator and the newsletter editor.
- 4) shall keep an accurate record of receipts and expenditures.
- 5) shall provide reports as required by the Board.
- 6) shall deposit all funds in the BNNC checking account.
- 7) shall pay all expenses incurred by the BNNC as authorized by the Board.
- 8) shall have records prepared for the annual audit in June.
- 9) shall publish a summary financial statement in the BNNC Newsletter following the annual audit.
- 10) shall pay all charges greater than \$100.00 directly to the vendor.

**E. Photographer:**

- 1) shall be responsible for photographically documenting and archiving BNNC events.
- 2) shall be responsible for producing digital images for a "slide show" to be presented at appropriate BNNC events.
- 3) shall provide images for publicity, communications and outreach.

**E. Hospitality:**

- 1) shall keep the name badges current.
- 2) shall distribute and collect name tags at the general meetings
- 3) shall welcome guests and new members at the general meetings.
- 4) shall mail greeting cards (Sympathy, Thank You, Get Well, etc.) to members and/or their immediate family as appropriate.

**F. Interest Groups:**

- 1) shall oversee the formation or discontinuation of each interest group with the approval of the BNNC Board.
- 2) shall provide a monthly update of each interest group's events to the Newsletter chairperson for publication.
- 3) shall prepare interest group sign-up sheets/display tables at the September general meeting.

**G. Membership:**

- 1) shall contact new members within one (1) month of their joining to answer any questions they may have regarding BNNC activities and provide a copy of the BNNC Directory.
- 2) shall collect local informational materials to be given to those new members who are new to the Bloomington area.
- 3) Shall oversee the distribution of promotional BNNC brochures throughout the community, to include such locations as, but not limited to, the Visitor's Center, and the Library.

**H. Directory:**

- 1) shall receive membership contact information from the Treasurer to produce the BNNC Directory. (If photos are included, the photographer will be responsible for providing such.)
- 2) Shall contact potential sponsors to defray cost of producing the BNNC Directory
- 3) shall oversee the creation of the mailing labels for the newsletter.
- 4) shall create and oversee the production and distribution of the "Bloomington Newcomers & Neighbors Club Directory."

**I. Publicity:**

- 1) shall oversee the updating and creation of the BNNC's publicity brochure.
- 2) shall provide announcements regarding events to the print media
- 3) shall keep a record of all publicity contacts.

**J. Electronic Communications:**

- 1) shall manage all electronic communications as directed by the BNNC Board.
- 2) shall oversee social media postings and usage.
- 3) shall oversee the continuous update of the BNNC website.

**K. Newsletter Editor:**

- 1) shall be responsible for compiling information received from other BNNC members.
- 2) shall compose regular newsletters throughout the membership year.
- 3) shall provide a draft to proofreaders for final approval prior to printing and mailing.
- 4) shall send the final, proofread copy of the newsletter to the printer.

**L. Circulation:**

- 1) shall pick up the monthly edition of the "Bloomington Newcomers & Neighbors Club Newsletter" from the printer
- 2) shall acquire (or create) the mailing labels for all current BNNC members according to the most recent membership database.
- 3) prepare copies for distribution by postal mail to all current members to include, but not limited to:
  - a. folding and stapling
  - b. obtaining and attaching mailing labels and closure stickers
  - c. organizing the newsletters for bulk mailing
  - d. delivery to the bulk mail postal unit

**M. Special Events Planner:**

- 1) shall be responsible for organizing general BNNC social events as directed and approved by the BNNC Board.
- 2) shall contract with vendors for facility rental and catering.
- 3) shall oversee the necessary details such as decorating and clean up for BNNC social events

**Section 4: Transition and training.** Each BNNC Board members is encouraged to find his/her replacement at the end of their term and to instruct and assist the replacement regarding the responsibilities, including a review of the pertinent sections of the Bylaws.

## **ARTICLE VIII- BYLAWS**

**Section 1:** The BNNC Bylaws shall be reviewed annually by the BNNC Board and revised as needed. Changes may be submitted prior to the standard review.

**Section 2:** Proposed changes to the Bylaws by members must be submitted in writing to the BNNC Board. These changes will be reviewed and approved or denied by the Board.

**Section 3:** The proposed Bylaw changes will be presented to the membership for approval.

**Section 4:** The Bylaws shall be published on the BNNC website. A hard copy will be available to members to download or mailed upon request.