

BY-LAWS OF

NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE, INC.

The following By-Laws of Neighbors and Friends of Table Rock Lake, Inc. give the Board of Directors a working formula.

**ARTICLE I                      NAME**

The name of this organization shall be Neighbors and Friends of Table Rock Lake, Inc.

**ARTICLE II                      OBJECTIVE**

Neighbors and Friends of Table Rock Lake, Inc. is a non-profit organization whose purpose is to foster friendship among its members and assist in their introduction into community, social, civic, and educational causes, and to undertake and promote charitable and humanitarian projects within the community.

**ARTICLE III                      DUES**

Membership year: The membership year will be from June 1 of every calendar year to May 31 of the next calendar year.

Dues: The dues for members for any year may be prescribed by the Board of Directors and voted upon by the membership. Dues may be collected for the following year beginning in March of the current membership year. All club members whose dues become delinquent after the September general meeting will be dropped from the club membership roster.

New Members: Dues shall be payable after a prospective member has attended two regular club meetings as a guest. Dues shall be paid for the full year regardless of when a member becomes active.

**ARTICLE IV                      OFFICERS**

The officers of the Neighbors and Friends of Table Rock Lake, Inc. shall be President, First Vice President (Programs), Second Vice President (Membership), Third Vice President (Interest Groups), Fourth Vice President (Telephone), Fifth Vice President (Ways and Means), Recording Secretary, and Treasurer. In addition, the previous past president serves as a non-voting member of the Executive Board.

The Executive Board consists of elected officers. The Board of Directors consists of elected officers and committee chairpersons. The Board of Directors is the governing body of Neighbors and Friends of Table Rock Lake, Inc. The Board of Directors shall meet as often as necessary to carry out the business of the group.

Term of Office: The elected officers and appointed chairpersons shall perform duties of such office for a term of two years.

When possible, two officers will serve in each elected position with staggered terms. This schedule allows for the smooth transition from year to year. The officer who is serving the second term is considered the "experienced" officer with final decision-making authority when making recommendations to the board. Exceptions for two officers and for two year terms might be Secretary, Treasurer, and Ways and Means.

No officer may be eligible to serve in the same office more than two consecutive terms but may serve in another office.

It is the duty of outgoing officers to keep a procedure record for the incoming officers and instruct incoming officers of the function of their duty. A joint Board Meeting will be held in May, at which time a transfer of duties and records shall take place.

Plans of work must be submitted for Board approval. No plan of work shall be conducted without Board approval.

All expense receipts are to be kept for reimbursement. A voucher will be provided for all Board approved expenditures.

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**ARTICLE V            ELECTION OF OFFICERS**

A Nominating Committee shall be appointed by the President in November. It shall consist of five members, including the immediate Past President, one current Executive Board Member appointed by the Executive Board, and three members at large. The Past President shall call the first meeting at which time the Committee members shall elect a chairperson.

The Nominating Committee shall be responsible for choosing candidates for the Executive Board only.

Nominations may be accepted from the floor. The Nominating Committee may ask for nominations from the floor at the December general meeting and in January, if necessary. No one shall be nominated for an office without that member's prior consent. In the event of other nominations, candidates for each office shall be voted on separately.

The annual election of officers shall be held at the February general meeting.

The Nominating Committee will present the proposed slate of officers at the February general meeting. If the Nominating Committee is unable to fill any position on the Executive Board, they may ask for nominations from the floor at the February general meeting.

Upon the announcement of the slate of proposed officers by the Nominating Committee at the February general meeting, a motion will be made by the President to accept the slate as proposed, and a vote of the membership shall be taken.

Committee chairpersons will be appointed by the newly elected President and announced at the general meeting in April. Installation of officers will be held at the Annual General Membership Meeting in May. However, officers elected in February may begin any work necessary for accomplishing the required tasks of their elected office. Newly elected officers will coordinate any such tasks with those currently in office.

In the event any elected officer resigns or is unable to perform that duty, the President shall choose a successor to that office.

**ARTICLE VI            DUTIES OF COMMITTEES**

Any committee work must have the approval of the Board before any action is taken.

The procedural records kept during the year on all activities will be submitted to the incoming Board members at the joint Board Meeting in May.

**ARTICLE VII            INTEREST GROUPS**

Interest Groups are open to all members of Neighbors and Friends of Table Rock Lake, Inc. Membership in Neighbors and Friends of Table Rock Lake, Inc. is required for participation in an interest group.

Group chairpersons will work with the Interest Group Officer and Membership chairperson to monitor the compliance with this requirement. Each interest group will elect their own chairperson and fund their own activity. Members of Neighbors and Friends of Table Rock Lake, Inc. may join as many interest groups as time and interest allows.

**ARTICLE VIII            RESOLUTIONS**

A resolution or motion to commit the club on any matter shall not be considered by the club until it has been submitted to and approved by the Executive Board.

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**ARTICLE IX FINANCES AND RECORDS**

An annual audit of the club's general operations shall be made by a committee of three club members or an outside auditor who shall be named by the Board of Directors at the last regular meeting of the Board during the fiscal year for which the audit is to be made. Said audit shall be completed not later than 30 days after the end of the club's fiscal year, June 30, and reported to the Board at its regular meeting in July, and to the general membership at the first annual meeting in September.

An audit of the separate funds raised by the Ways and Means Committee shall be made by a committee of three club members or an outside auditor who shall be named by the Board of Directors. Said audit shall be completed at least once for each fiscal year and conducted at a time determined by the Board of Directors. Said audit shall be reported to the Board at its next regular meeting and to the general membership at the next general membership meeting.

The fiscal year shall commence on June 1 of every calendar year and close on the last day of May of the next calendar year. The fiscal year shall not be changed without the consent of a majority of the club members at the annual meeting.

**ARTICLE X MEETINGS**

The Board meets the last Monday of the month, June through May. Plans of work are approved in August. The membership meets the second Monday of the month, September through May.

A majority vote of members in attendance is necessary to conduct organizational business. Critical issues should be advertised ahead of time.

**ARTICLE XI BY-LAW CHANGES**

These by-laws may be amended at any regular meeting of the membership by simple majority vote of the membership, provided the proposed change was submitted at the previous membership meeting.

**ARTICLE XII EXECUTIVE BOARD RESIGNATIONS**

Members of the Executive Board who miss three consecutive board meetings or five total board meetings shall be considered as having resigned from the board and a replacement will be appointed by the President. Attendance will be recorded by the Secretary. Absences may be excused following a request and subsequent approval by the rest of the executive board. The President will be responsible for ensuring the duties of that office are completed by coordinating tasks with the other person holding that office.

(Revised, March 11, 2013)