

LIVONIA NEIGHBORS AND FRIENDS CONSTITUTION

(Revised September 2013)

Article I – Name

The name of the Club shall be LIVONIA NEIGHBORS AND FRIENDS.

Article II – Purpose

The object of the Livonia Neighbors and Friends shall be to bring together residents of Livonia and neighboring communities for mutual help and social relationships. The Club shall take an active interest in the civic, social and moral welfare of the community. The group will undertake and complete one or more charitable, humanitarian or social welfare projects each year.

Article III – Membership

Eligibility for new membership is open to all women who live in Livonia and neighboring communities, who agree to abide by the rules, set forth by this Constitution. Members moving outside the corporate limits of Livonia may continue to renew membership.

A prospective member shall be required to pay dues after attending two (2) general meetings or Club activities.

Active membership will be extended for an indefinite period of time.

Article IV – Meetings

The general meetings of the Club shall be held once a month from September to June of each year. Each meeting will begin at 7:00 p.m. unless members have been notified.

The Board of Directors meetings shall be held with a minimum of three per year. These meetings shall serve as a vehicle to incorporate business and professional growth and discuss all business pertinent to the operation of the Livonia Neighbors & Friends Club. Only one representative from each Standing Committee shall attend. Members who cannot attend the Board meetings are required to submit a report.

The joint Board meeting of the incoming and outgoing Boards, called the In/Out Board Meeting, shall be held in June and shall be presided over by the outgoing President and/or Co-Presidents.

Article V – Dues

The annual dues of the Livonia Neighbors and Friends shall be twenty (\$20.00) dollars and shall be used to defray the expenses of the Club. The organizational year will be from June 30 of the current year to June 29 of the following year. Membership dues shall be collected before September 30 of each year. If the Club does not receive payment of said dues before September 30 rejoining members may not be included in the yearly membership Roster Book. However, no penalty to the member shall apply. All paid members are entitled to receive a membership Roster Book.

Members joining after January 1 shall pay half the amount of dues for the year, ten (\$10.00) dollars.

Article VI – Officers

The officers of the club consist of the President and/or Co-Presidents, Vice President, Secretary and Treasurer.

Article VII – Election of Officers

All officers shall be elected at the May general meeting and shall be installed and assume office at the June general meeting. The privilege of voting shall be extended to the paid membership only.

Any paid member may nominate another member, or themselves, for any vacated post. Another member of the Club must second the nomination. When all nominations are completed those paid members present at the May meeting vote, and the nominee with the majority of the votes wins the post. Each position is to begin serving their term from June 30 of the current year to June 29 of the next year.

A vacancy in any office shall be filled by appointment of the President and/or Co-Presidents. The Vice President shall automatically fill a vacancy in the office of President and/or Co-Presidents. The Board of Directors shall consist of the elected officers and all Standing Committee Chairpersons.

Article VIII – Amendments

Amendments to this Constitution and to the by-laws shall require a two-thirds vote of those paid members present at the general meeting.

Article IX - Policy

The financial accounts of the Club shall be submitted annually for audit at the end of the fiscal year. The President and/or Co-Presidents shall appoint one (1) or two (2) members to audit the Treasurer's Ledger. The audit shall take place before the first general meeting of the season, September. The fiscal year shall run from June 30 of the current year to June 29 of the following year.

A minimum of four hundred (\$400.00) dollars shall be left in the treasury in order for the new Board to have a fund with which to start the fiscal year.

All members before making any Club purchases over twenty-five (\$25.00) dollars must have the approval of the Board of Directors.

Refreshments shall be reimbursed by the Club upon request, not to exceed twenty-five (\$25.00) dollars per meeting.

Expense reports and receipts are required for reimbursement. Only one signature is required on checks. Signers for the Club's checking account shall be the Treasurer, President and/or Co-Presidents and Vice President.

Any member who is hospitalized shall receive a gift, not to exceed ten (\$10.00) dollars given by the Club. If any member of the Club, their spouse or minor child passes away, a donation of twenty-five (\$25.00) dollars from the Club, to a charity of the family's choice will be given along with a sympathy card by the Sunshine Chairperson.

Article X – Activities

Any activity group shall be organized within the Club insofar as the need rises. Each activity group shall have a Chairperson presiding over any group activity, which may be elected by the other members of the group or by the President and/or Co-Presidents.

The Club claims no liability for any damage to property or persons while an activity is being hosted in a member's home or any other location.

Article XI – Officers Duties

President and/or Co-Presidents: Shall preside at all of the Club's general meetings and at the Board meetings. She (they) are responsible for the audit of the Treasurer's Ledger once a year (see article IX.) She (they) shall perform all other duties usually pertaining to the office.

Vice President: Shall be prepared to perform all duties of the President and/or Co-Presidents in the absence of the President and/or Co-Presidents or when called upon to do so. She shall also serve as Program Chairperson.

Treasurer: Shall collect fees for the Club. She shall keep books and pay all bills upon approval of the Board of Directors and obtain receipts for the same whenever possible. She shall report at general meetings and Board meetings.

Secretary: Shall keep minutes for all general and Board meetings. She shall write all letters under the Club signature except those pertaining to finance or done for publicity purposes.

Article XII – Standing Committees

Community Services Chairperson: Shall be in charge of organizing two or more activities each year, separate from the Club's annual charitable donations.

Historian: She shall compile and maintain items of historical importance. These may include photos or other means to significantly record the Livonia Neighbors & Friends Club activities.

Membership Chairperson: Shall collect all dues for the Club and turn them over to the Treasurer. She shall be responsible for keeping the Membership book and name tags current. She shall assist the Roster Book Committee with the necessary information to complete her job.

Newsletter Chairperson: Shall compile and distribute the monthly newsletter.

Prize Committee Chairperson: Shall be responsible for buying table prizes when required and selling 50/50 tickets at all meetings.

Publicity/Public Relations: Shall be responsible for publicity in the newspapers, and any other possible publicity for the group with the approval of the Board of Directors. She is responsible for updating and distributing the flyers and advertising our Club and its activities.

Refreshments Chairperson: Shall be responsible for assisting members with refreshments and confirming with them prior to each general meeting. She will also be in charge of supplies and inventory.

Roster Book Chairperson: Shall be responsible for compiling the Roster Book and making sure that there are enough copies made for all current members and prospective members. She shall inform all officers of the vital information of all new members. She shall be responsible to distribute the Roster Books to paid members.

Sunshine Chairperson: She is responsible for sending cards/flowers to members for the members' illness/accident, birth or death in the family. (See article IX)

Ways and Means Chairperson: Shall be in charge of money-raising activities for the Club. All money-raising activities must first be approved by the Board of Directors.

Web Master: Shall help with the formation and updating of the Club's web page.

Note:

All officers and committee chairpersons shall submit a summary of activities to their successor, listing all pertinent information, at the In/Out Board Meeting.

The official Club flower is the yellow rose.

