

**BYLAWS
NEIGHBORS AND FRIENDS OF TABLE ROCK LAKE, INC.**

The following Bylaws 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. MISSION STATEMENT

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. Membership Dues are due by May 31. All members whose dues become delinquent after that date shall be dropped from the organization's membership roster.

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

ARTICLE IV. OFFICERS AND BOARD OF DIRECTORS

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

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. A quorum of a majority of board members must be present at any board meeting to conduct organization business.

Term of Office: The elected officers shall perform duties of such office for a term of two years. Co-officers will serve in each elected position with staggered terms. This schedule

allows for the smooth transition from year to year. Co-officers shall both have voting authority.

No elected officer may be eligible to serve in the same office more than one term of two years, but may, at the expiration of that term, serve in another office for one term of two years. No elected officer shall serve more than two consecutive terms (totaling four years).

It is the duty of outgoing board members to keep a procedure manual for the incoming board members and instruct incoming board members 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.

ARTICLE V. ELECTION OF OFFICERS AND APPOINTED CHAIRPERSONS

A Nominating Committee shall be appointed by the Co-Presidents 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 membership 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 membership meeting. The Nominating Committee will present the proposed slate of officers at the February membership 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 membership meeting. Upon the announcement of the slate of proposed officers by the Nominating Committee at the February membership 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 Co-Presidents and announced at the membership meeting in April. All committee chairpersons shall serve one year terms and may be reappointed by the Co-Presidents. Installation of officers will be held at the 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 Co-Presidents shall choose a successor to that office to serve the remainder of the unfulfilled term.

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 Co-Vice Presidents for Interest Groups and Co-Vice Presidents of Membership 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 organization in any matter shall not be considered by the organization until it has been submitted to and approved by the Executive Board.

ARTICLE IX. FINANCES AND RECORDS

An annual audit of the organization's general operations shall be made by a committee of three members not currently serving on the Board 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 no later than 30 days after the end of the fiscal year, June 1 to May 31. This shall be reported to the Board at its regular meeting in June, 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 members not currently serving on either the Board or the Ways and Means Committee 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 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.

All expense receipts are to be kept for reimbursement. The Board of Directors shall approve any nonrecurring expenditures prior to reimbursement.

The Treasurer is responsible for preparing an annual budget of receipts and expenditures, not including any funds raised by the Ways and Means Committee. The budget must be presented to the Board of Directors for approval in July and presented to the membership at the September membership meeting.

ARTICLE X. MEETINGS

The Board meets monthly, June through May. Plans for the year are approved in August. The membership meets monthly, September through May.

A simple majority vote of members in attendance at the monthly meetings is necessary to conduct organizational business. Critical issues including but not limited to policy changes, organizational operations and the distribution of charitable funds must be presented to the membership at a membership meeting at least one month before the change is to be voted on by the membership.

ARTICLE XI. BYLAW CHANGES

These bylaws 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 Co-Presidents. 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 Co-Presidents will be responsible for ensuring the duties of that office are completed by coordinating tasks with the other person holding that office.

Record of Updates to NFTRL Bylaws

- Amended by vote of membership November, 2021, document updated May, 2022.

ARTICLE III. DUES, paragraph 2

Dues: The dues for members for any year may be prescribed by the Board of Directors and voted upon by the membership. Membership Dues are due by May 31. All members whose dues become delinquent after that date shall be dropped from the organization's membership roster.