

# **BY-LAWS of MORaine HOUSE, INC.**

(Adopted 1 April 1992)

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## **ARTICLE I**

The name of the organization shall be THE MORaine HOUSE, INC.

## **ARTICLE II**

The organization shall be incorporated under the laws of the State of Indiana as a not for profit corporation.

The purpose is “To engage in educational, charitable and social welfare activities connected with the rehabilitation of individuals suffering from alcohol addiction and substance abuse, and to establish, maintain, and operate a halfway house, certified by the State of Indiana, as part of such activities for organization members and their families.

## **ARTICLE III**

### ***Section 1. Regular (Voting) Membership***

- A. Any person who is currently in good standing with any regular AA, NA, Al-Anon, or FA group is eligible for regular membership or any other person with a sincere interest in the rehabilitation of chemical dependencies. Regular membership is extended to two-hatters (defined as any person who derives their principal income from counseling).
- B. Any regular member who has not paid dues for three consecutive months shall be dropped from regular membership with due notification.

### ***Section 2. Honorary Membership***

- A. Such persons as the Board of Directors shall deem worthy, may be given Honorary Membership on an annual basis.
- B. Honorary Members need not meet the requirements of Article III, Section 1, Paragraph A.
- C. No Honorary Member shall have voting membership.

### ***Section 3. Supportive Membership***

- A. Such persons or businesses who contribute goods, money, or services to the organization may be given Supportive Membership on an annual basis.

B. No Supportive Member shall have a voting membership.

## **ARTICLE IV - DUES**

**Section 1.** The regular dues shall be determined by the Board of Directors.

**Section 2.** To be current, dues shall be paid no later than the 15<sup>th</sup> of the month. A member whose dues are in arrears shall not be entitled to vote at any Board or House Committee meeting.

## **ARTICLE V – Officers, Powers & Duties**

**Section 1.** The Officers of the Organization shall consist of a President, Vice-President, Treasurer, Secretary, and Membership Chairman.

**Section 2.** Officers shall be elected at the 4<sup>th</sup> Board Meeting of the year (July), for a term of one year or until their successors are elected. No more than 2 two-hatters (40%) shall hold an officer post within the organization. (See Two-Hatters ARTICLE III, Sec. 1, A.)

**Section 3.** **The President** shall preside/chair at all meetings of the organization to enforce all laws and regulations, and perform such other duties as are incumbent to his office or requested of him/her by the Board of Directors. He/She shall appoint standing committees not covered by these By-Laws, unless the Board of Directors decides that a special committee should be elected either by the Board itself or in conjunction with the membership. The President shall be ex-officio member of all committees.

**Section 4.** **The Vice-President** shall perform all duties of the President in absence of the President. The Vice-President shall also serve as the Chairman of the House Committee. The Vice-President shall prepare and enforce all rules regulating the use of the Moraine House by members, staff and guests, as approved by the Board of Directors.

**Section 5.** **The Treasurer** shall receive all income of the organization. All disbursements shall be made by check, except necessary disbursements from cash funds designated by the Board of Directors. All checks shall be signed by the Treasurer, or designated representatives, and counter-signed by any one of certain members appointed by the Board of Directors. He/She shall keep the Treasurer's account of the organization and report

thereon at each regular meeting of the Board of Directors, and shall make a full report in writing of the financial transactions of the preceding fiscal year at the first Board meeting (July). He/She shall perform such other duties as the Board of Directors may request of him/her. A copy of the annual full report of the financial transactions of the preceding fiscal year shall be available to regular members after same has been presented at the first Board of Directors meeting (July). The Treasurer's books of accounts shall be the property of the organization and shall be open at all times for examination by the Board of Directors, or any standing committee or special committee appointed by the Board of Directors. The fiscal year shall begin the first day of January of each year. The treasurer's accounts shall be audited annually by a certified public accountant, approved by the Board of Directors. All funds of the organization shall be deposited in the name of the organization at a bank, or financial institution insured by the Federal government, designated by the Board of Directors

**Section 6.** **The Secretary** shall keep Minutes of all meetings of the organization and of the Board of Directors, shall act as Parliamentarian to rule on points of order, and conduct, and keep a copy of ROBERTS RULES OF ORDER to govern all meetings and shall notify the membership of meetings. The Secretary shall keep attendance records of the Moraine House meetings, and in conjunction with the Treasurer keep current statistics of Moraine House. The Secretary, in conjunction with Membership Chairman, shall compile a record of monthly and annual membership, and aid the Membership Chairman in membership drives and mailings. The Secretary, in conjunction with the House Committee, shall help compile the By-Law updates, Rules and Regulations, office forms, and other data acquisition for the organization. The Secretary may perform such other duties as may be requested by the Board of Directors.

**Section 7.** **The Membership Chairman**, or any voting member he/she appoints, may receive monies paid for membership dues. He/She shall not later than the last day of each month, turn over to the Treasurer all monies collected and shall regularly report to the Board of Directors concerning all collection of dues. The Membership Chairman, in conjunction with the Secretary, shall maintain a current membership roster on a monthly basis, and at least one copy of the roster shall be maintained in the house at all times, roster being available for inspection by the Board of Directors.

## **ARTICLE VI – Board of Directors**

- Section 1.** The Board of Directors shall be composed of eight Board Members, four members to be elected each July for two-year terms. Officers and Board Members will be elected by regular membership, and together shall comprise the Board of Directors. If possible, each group in Porter County should be represented on the Board of Directors. No more than three two-hatters (40%) may serve as Board Members at any one time. (See Two-Hatters ARTICLE III, Sec. 1, A.)
- Section 2.** The retiring Officers shall be advisory members of the Board of Directors for a period of one year after their respective terms expire.
- Section 3.** The Board of Directors shall have full and final responsibility for all programs, funds, and property of the organization. The Board of Directors shall set general policy to be implemented by the House Committee.
- Section 4.** The Board of Directors shall meet at least bi-monthly in January, March, May, July, September, and November. A special meeting may be called at any time by the President, or by any three (3) members of the Board, provided two (2) day's notice of such meeting shall be given to each member of the Board. A quorum shall be five (5) members, or one half (1/2) plus one (1) of those members currently serving on the Board, whichever is less. Absence from three (3) consecutive meetings of the Board, without satisfactory excuse being given, should necessitate personal contact as to the individual's intention.

## **ARTICLE VII – Board of Advisors**

- Section 1.** The House Committee shall appoint an advisory committee, designated as the Board of Advisors, to be composed of four (4) members. They shall serve terms of two years, and may succeed themselves. The President and two (2) other Officers shall place the names of the Board of Advisors in nomination before the Board of Directors, and will post such names on the bulletin board thirty (30) days prior to their confirmation by the Board of Directors. At the end of the thirty (30) days, the Board of Directors shall confirm the appointment by majority vote.
- Section 2.** The Board of Advisors shall, upon request of the House Committee, act in an advisory capacity as to financial matters, establishment of credit,

deposit of monies, purchases of real estate and other matters of operation of Moraine House that require technical or professional judgment.

**Section 3.** The Board of Advisors shall serve without remuneration. No member of the Board of Advisors shall be a member of the Board of Directors or candidate for such office.

## **ARTICLE VIII – House Committee**

**Section 1.** The House Committee shall be constituted of the five (5) titled officers. Three (3) members shall constitute a quorum

**Section 2.** The House Committee shall be responsible for the appearance and operation of Moraine House, Inc. It shall be the responsibility of the House Committee to implement all policies set by the Board of Directors and report back to same at Board Meetings.

**Section 3.** The House Committee shall meet monthly on the first meeting of the month or when ever necessary.

**Section 4.** The House Committee shall review the By-Laws at least once a year..

## **ARTICLE IX – Meetings and Elections**

**Section 1.** The Voting Membership shall meet semi-annually. Voting Membership shall be defined thusly: members shall be current with dues, and shall have been a member for a period not less than three (3) months. Membership cannot be backdated.

**Section 2.** Elections by the organization membership shall be held on the day of the July bi-monthly meeting, except when special elections are necessary. Election shall be by individual ballot. Proxies shall not be appointed by the President before the July meeting. The Secretary shall notify the membership of the election at least ten (10) days prior to each election.

**Section 3.** Nominations shall be made from the floor for all officers needed to be filled. When nominations are closed, elections will be held immediately by acclamation if approved by a unanimous voice vote or secret ballot when less than a unanimous vote is achieved.

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**Section 4.** To be eligible for nomination to the Board of Directors, a person must be a regular member for a period of six (6) months. To be eligible for nomination as an officer, person must be a regular member of Moraine House in good standing for at least (1) year. No person's name shall be placed on the ballot for more than one position on the Board of Directors at any time. The phrase "in good standing" of the preceding being interpreted to mean the following:

*Dues shall be currently paid by these By-Laws. The candidate whose regular membership eligibility is met by being a member in good standing with any regular AA or NA group, shall have a period of at least six (6) months total abstinence from alcohol and/or drugs, shall attest to this fact in writing to the President, prior to their election, or Al-Anon or FA group or any other person with a sincere interest in the rehabilitation of chemical dependencies.*

**Section 5.** Any vacancy on the Board of Directors shall be filled in accordance with the following procedure:

*The House Committee shall act as the nominating committee and bring these nominations to the next Board of Directors meeting.*

**Section 6.** The President, with the approval of the Board of Directors, shall appoint Sergeant-at Arms, to serve at all membership meetings. ROBERTS RULES OF ORDER shall govern membership meetings, when not in conflict with these By-Laws.

### **ARTICLE X – Amendments**

Any amendments to these By-Laws must be posted on the Moraine House bulletin board two (2) weeks before any meeting of the membership can be called to vote on such changes, and all changes must be approved by two-thirds of the members present.

A copy of these By-Laws shall be available to any member upon request, and a copy shall be given to each new member when requested.