

The North American
Blessed Family Association

October 23, 2004

Bylaws

1. Membership

1.1. Membership in the North American Blessed Family Association (hereafter referred to as "the Association") is open to all persons blessed in marriage by the Rev. Sun Myung Moon and Mrs. Hak Ja Han Moon

1.2. Annual Dues

1.2.1. There shall be no required membership dues.

1.2.2. Members shall be encouraged to donate to support and develop services provided the Association.

1.3. Committees

1.3.1. Members are welcome and encouraged to participate in the work of committees as the committees become established.

1.3.2. The board shall notify the general membership of the establishment of committees and solicit their involvement.

1.4. Annual Meeting

1.4.1. Members shall be invited to an annual meeting.

1.4.2. An annual report on the status of the Association shall be given at the annual meeting by the board.

1.4.3. A discussion with the membership shall follow.

1.4.4. Election of the board of directors shall be by a simple majority of the members present at the annual meeting.

1.4.4.1. A slate of board nominees may be prepared in advance of the annual meeting by the board of directors.

1.4.4.2. Nominations may be accepted from the floor at the annual meeting as well.

2. Board of Directors

2.1. Membership

2.1.1. The board shall consist of not more than nine members and not less than five.

2.1.2. Board members shall be members of the Association.

2.1.3. Terms

2.1.3.1. A normal term on the board shall be two years.

2.1.3.2. There shall be no term limit.

2.1.3.3. Initially, one half of the board members shall be elected for one year terms and the other half for two year terms.

2.1.3.4. Thereafter, approximately one half of the board members shall be elected at any given annual meeting.

2.1.4. Board vacancies created by people unable to complete their term may be filled at any board meeting.

2.1.4.1. If a board member wishes to resign from the board, they shall provide a letter stating their intent and effective date of resignation.

2.1.4.2. If a board member is not present for three consecutive board meetings and offers no explanation, they may be removed from the board by a 2/3 majority vote of the board.

2.1.4.3. A nominee to replace a board member shall be elected by a 2/3 majority vote by the board. Board members so elected will complete the unfinished term of the person they are replacing.

3. Officers of the Board of Directors

3.1. Election of Officers

3.1.1. The officers shall be elected by the board by a 2/3 majority vote.

3.1.2. The officers shall be elected at the annual meeting immediately following the election of the board of directors. (see 4.1.)

3.2. Terms for Officers

3.2.1. Officers shall serve one year terms.

3.2.2. There shall be no term limits for officers.

3.3. Responsibilities

3.3.1. The Chair's responsibilities include:

3.3.1.1. Developing the agenda for meetings with board input;

3.3.1.2. Calling board meetings as required;

3.3.1.3. Chairing board meetings.

3.3.2. The Secretary's responsibilities include:

3.3.2.1. Taking minutes at board meetings;

3.3.2.2. Distributing minutes to board members in a timely manner;

3.3.2.3. Chairing board meetings in the absence of the Chair.

3.3.3. The Treasurer's responsibilities include:

- 3.3.3.1. Maintaining financial records for the association;**
- 3.3.3.2. Depositing funds and dispersing funds as required;**
- 3.3.3.3. Providing records of donations to donors by January 15th of the year following the year in which the donation was made;**
- 3.3.3.4. Chairing board meetings in the absence of the Chair and the Secretary.**

3.3.4. Executive Committee

- 3.3.4.1. In the event of an emergency and should the full board be unable to meet, business of the Association may be conducted by the three officers acting together as an executive committee of the board.**
- 3.3.4.2. As with other board meetings, minutes from executive committee meetings shall be distributed to the full board in a timely manner.**

4. Required Meetings of the Board of Directors

- 4.1. There shall be at least one meeting a year to be held immediately after the election of board members at the annual meeting in order to elect officers.**
- 4.2. Other meetings shall be convened as required to conduct the business of the Association.**
- 4.3. A majority of the board members shall be present to convene board meetings in which board action is taken.**

5. Committee Structure

- 5.1. Committees shall be created as required to conduct the business of the Association.**
- 5.2. Each committee shall have at least one board member among its members. A board member shall act as an informal liaison between the committee and the board and keep the board apprised of its activities.**
- 5.3. Creation of new committees**
 - 5.3.1. Ad hoc committees may be created without altering the bi-laws, but shall require approval by a 2/3 majority vote by the board.**
 - 5.3.2. Standing committees may be created as required. A new standing committee shall require an amendment to this section of the bi-laws and shall include the following:**
 - 5.3.2.1. The name and a brief description;**
 - 5.3.2.2. Critical responsibilities of the committee.**

6. Governance

6.1. Unless otherwise specified, decisions by the board shall be made by consensus (or modified consensus or simple majority vote – choose a method (*note: I believe simple majority was selected cfh 2010-09-22*)).

6.2. Modifications to the Bylaws

6.2.1. The bylaws can be altered or amended by a 2/3 majority vote by the board of directors.

6.3. When disputes arise about procedures or process, Robert's Rules of Order shall be used as a primary reference.