

BYLAWS OF THE CHRIST CHILD SOCIETY OF DETROIT

ARTICLE I

SECTION I. Name

The name of this organization shall be the Christ Child Society of Detroit (hereinafter referred to as the Society), a constituent chapter of the National Christ Child Society (hereinafter referred to as NCCS).

ARTICLE II

Purpose

SECTION 1. Object

This Society shall be a non-profit association of volunteers, embracing members of all denominations, expressing their love of the Christ Child by service to God's children regardless of race or creed.

SECTION 2. Purposes

The purposes of this corporation are as follows: To promote the physical, mental and moral well-being of needy children of the Detroit Metropolitan Area by providing residential care and such educational and recreational programs as the Board of Directors (hereinafter referred to as the Board) shall from time to time determine; to promote activities strictly on a nonpolitical and non-sectarian basis, to accept, hold, and disburse gifts, donations, bequests, and funds for such purposes as the Board shall deem proper; to accept, purchase or lease any property, real, personal or mixed, and to sell, convey and dispose of any such property, and to invest and reinvest the principal, thereof, and to deal with and expend the income there from for any of the before mentioned purposes; and, in general, to exercise any and every power which a nonprofit corporation organized under the provisions of the Michigan General Corporation Act for charitable purposes could be authorized to exercise, but not any other power. No part of the funds or property of the corporation shall inure directly or indirectly to or for the benefit of any member thereof.

ARTICLE III

Members

SECTION 1. Members

Each member of this Society shall also be a member of NCCS. Membership shall be open to all persons 18 years and over regardless of race, color, creed, or national origin who complete the requirements of the provisional period. A member is in good standing when current dues have been paid.

SECTION 2. Classification of Membership

- A. An ACTIVE MEMBER is one who has completed the requirements for provisional members and is admitted to active membership.
- B. A PROVISIONAL MEMBER is one who is in the training program of the Christ Child Society. The provisional shall have voice, but no vote.
- C. A TRANSFER MEMBER from another chapter shall be considered a member for the completion of the fiscal year. On payment of dues to the Detroit Chapter, the transfer member will become an active member of the Detroit Chapter.
- D. A NON-RESIDENT MEMBER is one who has been active before having moved beyond a fifty (50) mile limit of the Metropolitan area.
- E. A LIFE MEMBER is an active, or non-resident member who has paid Life Membership dues to the Detroit Chapter prior to the 2021 fiscal year. Existing LIFE MEMBERS prior to 2021 are considered ACTIVE MEMBERS in the Detroit CCS and are categorized as Inactive Life Members with the National CCS. These members remain on NCCS mailing list and the Detroit CCS will not be charged member dues by NCCS.

F. A LEGACY MEMBER is one who has been active for at least ten (10) years and is at least seventy-five years old prior to the 2021 fiscal year. Effective September 2020, the Legacy Membership classification is eliminated. Existing LEGACY MEMBERS prior to 2021 are considered ACTIVE MEMBERS in the Detroit CCS and are categorized as Inactive Life Members with the National CCS. These members remain on NCCS mailing list and the Detroit CCS will not be charged member dues by NCCS.

SECTION 3. Admission of New Members.

Application for membership in the corporation shall be made in accordance with such rules and regulations as the Board shall from time to time establish.

ARTICLE IV **Dues and Finances**

SECTION 1. Dues and Finances.

Dues shall be determined by a 2/3 vote of the Board and specified in the Society's Rules and Regulations. Each member's dues shall include the per capita dues/assessment to NCCS.

SECTION 2. Reinstatement.

A member may be reinstated upon payment of current dues. A member may be reinstated twice without review of the Board.

SECTION 3. Fiscal Year.

The fiscal year shall be from January 1 through December 31.

ARTICLE V **Officers**

SECTION 1. Elective Officers

The officers of the corporation shall respectively have such powers and perform such duties in the management of the property and affairs of the corporation subject to the control of the Board as generally pertain to their respective offices, as well as such additional powers and duties as may from time to time be conferred by the Board.

The elective officers shall be a president, a president-elect, a vice president-communication, a vice president-community service, a vice president-fundraising, a vice president-house chair, a vice president-membership, a recording secretary, a corresponding secretary, a treasurer and a vice president-education.

SECTION 2. Eligibility Requirements

A member, to be eligible to become and remain an officer of the corporation, shall be a member in good standing in accordance with the rules and regulations from time to time established by the Board. The offices of president and president-elect must have previous society board experience.

SECTION 3. Term of Office

Elected officers shall assume their duties immediately after the close of the annual meeting and shall serve for a term of two years and/or until their successors are elected.

SECTION 4. Consecutive and Unexpired Terms

No elected officer shall serve a consecutive term in the same elective office with the exception of the

treasurer and the database coordinator who may each hold two consecutive terms. A person appointed to fill more than half of an unexpired term shall be considered to have served a full term. No member shall hold more than one office at a time. Elected officers shall not serve more than three (3) consecutive terms except that this rule shall not apply to an officer subsequently elected to the office of president or president-elect.

SECTION 5. Office Vacancies

A vacancy in any office except that of president and president-elect shall be filled by appointment by the president subject to approval by the Board. A vacancy in the office of president shall be filled by the president-elect. In the event of a vacancy in the office of the president-elect, the vacancy in the office shall be filled from the Board by nomination and a ballot vote of the Board. In the event of a vacancy in the offices of both the president and the president-elect, the vacancies in the offices shall be filled from the Board by nomination and a ballot vote of the Board.

SECTION 6. Duties of Officers

The duties shall be those prescribed in these bylaws and in the adopted parliamentary authority.

A. President

The president shall be the chief executive of the Society and shall preside at all general and board meetings and shall be a member *ex-officio* of all committees, except the nominating committee. The president shall appoint members who will serve as chairperson or co-chairperson of standing committees and special projects. It shall be the duty of the president to appoint annually the members to chair specific standing committees. The president shall appoint the three immediately available past presidents to serve as an advisory committee. The president shall be the official representative of the Society at all community functions requiring the president's presence.

B. President Elect

The president-elect shall act as a consultant to the president in one or more activities of the Society; carry out assignments as stipulated in the bylaws or by appointment of the president; preside at meetings in the absence of the president.

C. Vice President-Communications

The vice president-communications shall act as a consultant to the president in one or more activities of the Society; carry out assignments as stipulated in the bylaws or by appointment of the president; preside at meetings in the absence of the president, if so directed.

D. Vice President-Community Service

The vice president-community service shall act as a consultant to the president in one or more activities of the Society; carry out assignments as stipulated in the bylaws or by appointment of the president; preside at meetings in the absence of the president, if so directed.

E. Vice President-Fundraising

The vice president-fundraising shall act as a consultant to the president in one or more activities of the Society; carry out assignments as stipulated in the bylaws or by the appointment of the president; preside at meetings in the absence of the president, if so directed.

F. Vice President-Christ Child House Chair

The vice president-Christ Child House chair shall act as a consultant to the president in one or more activities of the Society; carry out assignments as stipulated in the bylaws or by appointment of the president; preside at meetings in the absence of the president, if so directed. The VP-CCH Chair position is to be elected one year prior to serving on the Executive Board for the sole purpose of serving on the House Advisory Council. The intention is to shadow the current VP-CCH Chair and to

become familiar with the procedures of the Council. This initial year of service will be titled VP-Christ Child House Chair Elect and will only serve on the House Advisory Council.

G. Vice President-Membership

The vice president-membership shall act as a consultant to the president in one or more activities of the Society; carry out assignments as stipulated in the bylaws or by appointment of the president; preside at meetings in the absence of the president, if so directed.

H. Recording Secretary

The recording secretary shall take and keep minutes of all general and board meetings and any special meetings requested by the president. The recording secretary shall forward a copy of all minutes and attendance records to the president. The recording secretary shall include in the minute's financial reports of all authorized accounts. The recording secretary must secure in triplicate all procedure reports of all outgoing board members at the board meeting prior to the annual meeting.

I. Treasurer

The treasurer shall have the responsibility of all funds of the Society, and shall deposit same in financial institutions approved by the Board. The treasurer shall pay all bills legally incurred by the Society and all other expenditures approved by the Board. The treasurer shall submit a written financial report at each meeting of the finance committee and the Board and a written consolidated report at the annual meeting. The treasurer shall be an authorized signer of all Society accounts and shall keep a record of all other signers and of all financial institution locations. The treasurer shall receive all donations of money to the Christ Child House and keep a record of these donors. The treasurer shall advance funds within the approved limits to the Christ Child House and other accounts as needed. The treasurer shall chair the finance committee and shall assign duties within the committee. The treasurer shall, along with the finance committee, prepare the annual budget, direct financial policy and see that the financial rules and regulations are followed. The treasurer shall maintain all savings and investment portfolio accounts and review said accounts quarterly with the finance committee. The treasurer shall recommend the committee's financial policy changes to the board. The treasurer shall have the book of all authorized accounts audited by the designated independent public accountant. The treasurer shall submit the results of the annual audit to the board for review. The treasurer shall compile an annual consolidated financial report of all financial activities and submit it to the Board and to the membership at the annual meeting.

J. Corresponding Secretary

The corresponding secretary shall take care of all correspondence and other duties delegated by the president.

K. Vice President - Education

The Vice President of Education to facilitate specific fundraising and school advocacy for the children we serve.

**ARTICLE VI
Nominations and Elections**

SECTION 1. Directors

The board shall be divided into two classes: executive directors, eleven (11) in number, and other directors, thirteen (13) in number.

SECTION 2. Nomination of Directors.

The Board, annually, at a meeting before October, shall appoint a nominating committee of seven (7) members of the Society. At least two of this committee shall be from the board and the immediate past president. This committee shall be representative of the entire Society. The immediate past president shall serve on the committee for only two elections following the past president's term of office. If the

immediate past president is unable to serve, another member of the advisory committee shall be chosen. One member of this committee shall be appointed chairperson by the executive directors. A nominating committee shall select from the members of the Society, at least thirteen (13) nominees for directorships. Biennially, in the alternate year, the committee shall select from the members of the Society, eleven (11) nominees for the election as executive directors to the offices of president, president-elect., vice president-communication, vice president-community service, vice president-fundraising, vice president-house chair, vice president-membership, recording secretary, treasurer, corresponding secretary, and vice president-education.

SECTION 3. Nomination by Petition

Any number of members of the corporation entitled to vote, but no fewer than twenty-five (25), may nominate candidates for directors, with the written consent of the nominees. Such nominations shall be in writing over the signature of the members making such nominations and shall be placed in the hands of the nominating committee chairperson not later than fourteen (14) days from the mailing of the ballot. In the event such petition is presented, the vote for that office shall be a mailed ballot.

SECTION 4: Election

Election shall be by acclamation at the annual meeting if there is only one nominee for each office. If there is more than one nominee for a position, election shall be determined by the mail ballot specified in Section 3. A majority vote shall elect. In the event of a tie for any office, the decision shall be determined by lot.

SECTION 5. Vacancies

Whenever any vacancies shall have occurred in the Board by reason of death, resignation, removal by the action of a majority of the members, increase in the number of directors, or otherwise, it shall be filled by the votes of a majority of the directors then in office at any meeting, and the person so elected shall be a director until a successor is elected by the members, who may make such election at the next annual meeting of the members, or at any special meeting duly called for that purpose, and held prior thereto.

SECTION 6. Additional Directors.

The Board may appoint additional directors to serve a term not to exceed two (2) years.

ARTICLE VII **Meetings of Membership**

SECTION 1. Annual Meeting

The annual meeting of the members of the corporation shall be held at the close of the fiscal year in the Detroit Metropolitan area, Michigan on and at such place as may from time to time be designated by the Board, for the transaction of such business as may properly come before the meeting. Members must be notified of the meeting in writing at least ten (10) days in advance of the meeting.

In the event of an emergency, the Executive Committee may postpone or cancel the annual meeting.

If the annual meeting is cancelled, all members shall be notified, and the Board shall provide for election of officers by designated methods specified by the Board.

SECTION 2. General Meetings

At least (2) two general-meeting of the members of the corporation shall be held by the close of the fiscal year in the Detroit Metropolitan area. Michigan on and at such place as may from time to time be designated by the Board, for the transaction of such business as may properly come before the meeting. Members must be notified of the meeting in writing at least ten (10) days in advance of the meeting.

SECTION 3. Special Meetings

Special meetings of the members may be held upon call of the president or secretary, or of a majority of the Board, or upon the written request of twenty-five (25) members of the Society at the registered office of the corporation in the City of Detroit, Michigan, or at such other places within or without the State of Michigan, as may be stated in the notice thereof and at such time and for such purpose as may be stated in the notice. Except in emergencies, ten (10) days' notice shall be given.

SECTION 4. Quorum

A majority of the members of the corporation entitled to vote thereat, present in person, shall constitute a quorum at all meetings of the members.

SECTION 5. Conduct of Meetings

Meetings of the members shall be presided over by the president, or if the president is not present, by the president-elect or a vice president, or if none of the vice presidents are present by a chairperson to be chosen at the meeting. The secretary, or in the secretary's absence, a person chosen at the meeting shall act as secretary of the meeting.

SECTION 6. Voting

Except as the Articles or an amendment, or amendments, thereto otherwise provide, each member of the corporation shall, at every annual and/or special meeting of the members in good standing, be entitled to one(l) vote in person upon each subject properly submitted to vote.

ARTICLE VIII **Board of Directors**

SECTION 1. General Authority

The property, business and affairs of the corporation shall be managed by the Corporation's Board, consisting of not less than twenty-one (21) directors, all of whom shall be members of the corporation in good standing and have the qualifications, be elected or appointed and have the term of office described in Article V, Section 3.

SECTION 2. Power as to Negotiable Paper

The Board may from time to time prescribe the manner of the making, signature or endorsement of bills of exchange, notes, drafts, checks, acceptances, obligations and other negotiable paper or other instruments for the payment of money and designate the officer or officers, agent or agents, who shall from time to time be authorized to make, sign or endorse the name on behalf of the corporation.

SECTION 3. Meetings

The meetings of the Board shall be held at the principal office of the corporation in the City of Detroit, Michigan, or at such other place or places within or without the State of Michigan at least nine (9) times per year.

SECTION 4. Special Meetings

Special meetings may be held at any time upon the call of the president or of a vice president, or of not less than a majority of the Board then in office.

ARTICLE IX **Executive Committee**

SECTION 1. Executive Committee Members

Members of the executive committee shall be the elected officers.

SECTION 2. General Authority

The executive committee shall conduct the business referred to it by the Board and shall have the authority to act between meetings of the Board. Actions of the committee shall be subject to ratification by the Board.

SECTION 3. Meetings

Meetings of the executive committee shall be at the call of the president.

ARTICLE X Committees

SECTION 1. Standing Committees

Standing committees shall be as follows: bylaw committee, finance committee, membership committee and advisory committee. A secretary will be appointed who shall record minutes of all committee meetings, and promptly furnish a copy of such minutes to the president.

SECTION 2. Description of Standing Committees

A. Bylaw Committee

The bylaw committee shall review the bylaws, rules and regulations of the society during each president's term.

B. Finance Committee

The finance committee shall prepare the annual budget, direct financial policy and see that the financial rules and regulations are followed.

C. Membership Committee

The membership committee shall review membership policies, classifications and shall be responsible for membership development.

D. Advisory Committee

The advisory committee shall be composed of the three most recent former presidents who are able to serve on that committee for the period coinciding with the term of the officers. They may assist the president in matters of policy. They shall have voice and vote at meetings of the Board.

SECTION 3. Other Committees

Such other committees, standing or special, shall be appointed by the president as the Society or the Board shall deem necessary.

SECTION 4. President's Relationship to Committees.

The president shall be ex-officio a member of all committees except the nominating committee.

ARTICLE XI Delegates

In accordance with the bylaws of NCCS, the Society shall be represented at the biennial convention of NCCS by the president or an alternate and one other delegate or alternate. All delegates other than the president shall be elected by the board.

ARTICLE XII Spiritual Advisor

The Society shall have a spiritual advisor appointed by the Ordinary of the diocese in which the society is chartered.

ARTICLE XIII
Affiliations

The Society may affiliate with any organization approved by NCCS. It shall not become an integral part of any other organization.

ARTICLE XIV
Insigne

The emblem of NCCS - the image of the Christ Child encircled by the words "Serving Children – Since 1887" - shall be required by the Chapter for use on official documents, stationery, membership cards, promotional material and other items authorized by NCCS.

ARTICLE XV
Indemnification

Each person who is or was a director, officer, or member of a committee of the corporation and each person who serves or has served at the request of the corporation as a director, officer, partner, employee or agent of any other corporation, partnership, joint venture, trust or other enterprise shall be indemnified by the Corporation to the fullest extent permitted by the laws of the State of Michigan as they may be in effect from time to time. The corporation may, to the extent authorized from time to time by the Board, grant rights to indemnification to any employee, non-director volunteer, or agent of the corporation to the fullest extent provided under the laws of the State of Michigan as they may be in effect from time to time. The corporation may purchase and maintain insurance on behalf of any such person against liability asserted against and incurred by such person in any such capacity or arising out of his status as such, whether or not the corporation would have power to indemnify such person against such liability under the preceding sentences.

ARTICLE XVI
Dissolution

In the event of dissolution, the dissolution shall be conducted in accordance with the statutes of the state of Michigan and Section 501(c)(3) of the Internal Revenue Code, and after payment of all liabilities, then all of this property and assets of this corporation, if any, shall be distributed to the NCCS. The Board shall act as trustees for winding up the affairs of the Society. Upon dissolution the charter shall be returned to NCCS.

ARTICLE XVII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order: Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

ARTICLE XVIII
Amendment

These bylaws may be amended at any regular meeting of the society by a two-thirds vote of the members present and voting, provided that the proposed amendment shall have been submitted in writing to the Board no fewer than thirty (30) days and to the general membership no fewer than fourteen (14) days prior to the meeting at which it is to be considered.

**THE CHRIST CHILD SOCIETY OF DETROIT
RULES AND REGULATIONS**

I. Scope

The Christ Child Society of Detroit is a Christian organization. All rules and regulations shall apply with equal force and effect to all members of the Society. The work of the Society shall adhere to the principles and doctrine of the Catholic Church and shall be administered by a Board whose officers shall be lay people.

II. Membership

Membership shall be open to all persons 18 years and over regardless of race, color, creed, or national origin who complete the requirements of the provisional period.

III. Provisionals

A. Prospective Provisionals will be invited to a meeting and will sign an application form. They will be told the requirements expected of them and will be given an application to be returned within a fifteen (15) day period.

B. A fifty (\$50.00) dollar initiation fee must accompany the application for provisional membership. This fee includes the membership directory, membership pin, mailing, and provisional meetings. There will be no further dues during the provisional period. Refunds will not be made to Provisionals failing to meet the hour requirements.

C. All applicants for membership must serve a provisional period of at least one year. If the applicant does not successfully complete the provisional period, the applicant may re-apply immediately for a second provisional period but must pay an additional twenty-five (\$25.00) dollar fee.

D. The length and scope of the provisional period will be established by the president, vice president-membership and the provisional chair with the approval of the Board. The hours needed for membership will be completed within the time limit.

E. Provisionals must complete an intensive training program covering all phases of Christ Child work.

1. This time period must be at least one year.
2. A minimum requirement of sixty (60) hours will be expected.
3. Provisionals will be expected to attend two Board and/or general meetings and provisional meetings and workshops.

F. Provisionals who have successfully completed the requirements will be formally introduced to the Society and presented their pins at the time of the annual meeting.

IV. Dues

A. Active Member - Eighty (\$80) dollars per fiscal year (30+ hours); One Hundred Twenty dollars (\$120) (<30 hours).

1. Dues are paid according to hours completed in the preceding year.
2. The record of hours must be in by February 28.
3. A reminder will be sent for non-payment of dues on March 30. If there is no response before April 30, the member may be dropped.
4. In order to resign in good standing, a member must have paid last year's dues.

B. Provisional Member - Fifty (\$50.00) dollars for the provisional year.

C. Non-Resident Member - Seventy (\$70.00) dollars per fiscal year. This payment entitles the non-resident member to the newsletters. Members will be dropped for non-payment of dues.

D. Life Member – Not currently available.

V. Hours

- A. Hours are approved for meetings, working at activities, fundraising and service projects including travel portal to portal. Individual members are responsible for recording their own hours to be submitted with dues. Additional hours may be approved at the discretion of the Board.
- B. Members are expected to attend a minimum of two meetings per year choosing from the annual membership meeting in January.

VI. All Directors

- A. Directors are required to attend all Board, annual and general meetings unless properly excused by the president or the recording secretary.
 - 1. The executive directors shall request the resignation of any director with more than three unexcused absences from board meetings.
 - 2. All directors shall have a voice and vote at all Board meetings.
 - 3. A procedure report will be required from each director at the end of the term.
 - 4. If a director is unable to fulfill the required duties, the director must ask to be relieved temporarily or permanently of the director's duties. All material pertinent to the position must be returned to the Society.
- B. Procedure for Transition of Directors.
 - 1. Following the election of a new president, the outgoing president will preside at the annual meeting until the installation of new officers is complete. At this time the president will turn the gavel over to the new president who will conclude the meeting and, thereafter, assume the responsibilities of the presidency.
 - 2. Each director and each executive director will perform her duties until the annual meeting at which time the director will submit a written report to the recording secretary.

VII. Procedure Suggestions for Nominating Committee.

- A. Meetings
 - 1. Committee shall meet for the first time not later than October 25 of each year.
 - 2. Any revision of a slate must be done at a meeting of a quorum of the committee.
- B. Selection of Candidates.
 - 1. Candidates for executive directors should have had previous board experience.
 - 2. The president and the vice presidents have the privilege of submitting a list of recommended candidates for consideration by the committee.
 - 3. The records of the vice president-membership and the attendance records for board meetings shall be available to the committee at all times.
 - 4. Nominations for president shall be confirmed before proceeding to the next office. Each office in turn shall follow the same procedure.
 - 5. Leadership qualifications must be considered when selecting candidates to assure the future strength of the organization.
 - 6. The highly confidential nature of the committee must be stressed.
 - 7. Names of candidates must not be divulged by the committee to any candidate or member until the completion of the slate; at which time, the slate shall be sent immediately to the president. The president, in turn, will announce it at the next Board meeting.
 - 8. The chairperson shall keep a confidential list of all considered prospects. This list is to be given to the president immediately following the sessions.
 - 9. The committee shall not second guess the availability of any nomination.
 - 10. It should be stressed that the committee member, calling prospective candidates, should limit conversation to official business.
 - 11. Any candidate for president shall be an active member with board experience.
 - 12. Executive director candidates shall be selected on the basis of qualifications for any given office.
 - 13. Director candidates shall be selected on the basis of qualifications and placed on the ballot in alphabetical order.
 - 14. Any revision of a slate requires a quorum of the Nominating Committee.
 - 15. Nominations must be accepted or refused within a period of twenty-four (24) hours.
 - 16. Withdrawals from candidacy must be made within a period of twenty-four (24) hours.

- C. Election Procedures.
 - 1. Notification of the nominated slate, along with instructions for nomination by petition, shall be sent to all members thirty (30) days prior to the annual meeting.
 - 2. All candidates must be notified of results within twenty-four (24) hours of the vote.
 - 3. Election by Ballot.
 - a. In case of election by ballot, counting must be done in the presence of a quorum of the committee.
 - b. No count for any election shall be given to anyone. On director election, the elected slate shall be prepared in the order of popular vote and presented to the president. The director slate shall be presented to the general membership in alphabetical order.

VIII. Administration

A. Finance

- 1. All money must be administered from the chapter treasury.
- 2. All bank accounts must be authorized by the Board.
- 3. All bank accounts shall have at least three signers, two of which must be that of the president and the treasurer.
 - a. Withdrawals from reserve accounts for items over budget must have Board approval.
 - b. A record of all signers and bank locations of authorized accounts shall be kept by the treasurer.
- 4. Society funds may be invested in FDIC insured savings institutions at joint decision of the treasurer and finance committee. Other investments may only be made with the approval of finance committee and the Board. An annual report of the investment portfolio shall be presented to the Board.
- 5. All Society bank accounts and investment accounts require oversight.
 - a. The treasurer will quarterly have the last three months bank reconciliation reviewed by the president-elect.
 - b. All Society investment accounts should have statements and confirmations mailed to the treasurer and directly to a Board designated member of the Finance Committee.
- 6. Ordinarily, stocks, bonds, and other investments given to the Society will be sold immediately upon receipt.
- 7. Event finance coordinators must submit a written financial report to the treasurer, fundraising chair and to the recording secretary for inclusion in minutes of the board meeting within sixty (60) days after project completion.
- 8. No member, with the exception of the elected treasurer, may keep financial books and handle money on the same project for more than a two (2) year consecutive period without Board approval. No member may keep more than one set of financial books at the same time without Board approval.
- 9. The Christ Child Society of Detroit credit may be utilized only for purchases to be used by the Society. No member has the authorization to make personal purchases on any Christ Child credit accounts or in the name of the Society. No financial chairperson may pay for merchandise for members' personal use.
- 10. All donations of money to the Christ Child Society and Christ Child House shall be placed in the treasury. A record of donors shall be kept by the treasurer.
- 11. All expenses incurred by members on behalf of the Society shall be paid by the treasurer either before the end of the fiscal year or accrued in the financial statement.
- 12. Members who receive expense money shall give an itemized account with receipts of same to the treasurer.
- 13. All service projects must submit a budget of anticipated expenditures and improvements first to the finance committee and then to the Board for approval. Any changes to the budget thereafter must also be submitted to the finance committee, and then to the Board for approval.
- 14. Request for purchase of equipment for use by the Society must be submitted to the finance committee first, then to the Board for approval. This rule will be satisfied if the purchase was listed on the budget request and approved as part of the budget or if the item cost is under \$250 and the purchase doesn't cause the relevant budget to exceed its authorized limit.

B. Finance Committee

- 1. In addition to the treasurer, the current house treasurer and the outgoing treasurer, the committee

shall have at least five members appointed biennially by the president with the approval of the board. The treasurer shall be the chair of this committee.

- a. At least two (2) members of this committee should be retained for continuity.
 - b. No member shall remain on this committee for more than four (4) consecutive years, unless she is elected to society treasurer, without the approval of the board.
2. Meetings
- a. The committee shall meet a minimum of two times each year, one time for the purpose of preparing the following year's budget
 - b. The committee shall meet at any time deemed necessary to conduct the business of the Society as determined by the president and the treasurer.
3. Duties.
- a. Make recommendations for any changes in financial policy.
 - b. Review money market mutual fund and investment accounts annually and recommend any changes.
 - c. Review budgets of service projects and requests for purchase of equipment for the society and recommend change or approval.
 - d. The Finance committee shall recommend the outside public accountants to the board.
 - e. The treasurer and financial assistants shall submit their ledgers, checkbooks and bank statements by February 15. All records will be audited by an outside auditor.
 - f. The treasurer shall assume responsibility for the outside audit of the Christ Child House financial records as required by the State of Michigan for renewal of the license.
 - g. Submit a copy of the minutes to the president following each meeting.
 - h. Submit an annual written report to the president summarizing financial policy procedures.
 - i. Review and make recommendations to the Board for all necessary insurance.

C. Bylaw Committee

The president shall convene the bylaw committee. This committee should include three immediately available past presidents, two executive directors and one director of the Christ Child Society. It is usually chaired by a vice president.

IX. Fundraising Events and Service Projects.

- A. The general chairperson of all projects shall be appointed by the president upon the recommendation of the appropriate vice president and approved by the board of directors.
- B. The event finance coordinator must be appointed by the president as recommended by the treasurer with the approval of the Finance Committee.
- C. It is strongly recommended that a board member shall not hold more than one administrative position in the society.
- D. A committee shall be appointed by each project chairperson with the approval of the president.
- E. The administrative and advisory committees shall be appointed by the president, with the approval of the Board.
- F. When business meetings are held by a project committee, a secretary will be appointed who shall record minutes of all committee meetings, and promptly furnish a copy of such minutes to the president and appropriate vice-president.
- G. Each committee, subject to the directions of the board, shall be responsible for the administration of its project, and shall operate within a budget to be established from time to time by the board.
- H. Each chairperson shall give a written report at all meetings of the board and shall submit a written annual report.

X. Conventions and Conferences

- A. National Conventions and Conferences.

The president and another director shall be the official delegates to all required meetings of the National Christ Child Society and all other National Conventions in which the chapter wishes to participate. Expenses of the delegates shall be assumed by the Society. A written itemized account of these expenses shall be submitted to the treasurer within one week following the convention or conference.

B. Local Conferences.

Attendance and expenses assumed by the Society for the representatives at community functions shall be left to the discretion of the board.

XI. Miscellaneous

- A. Gifts paid for by the Society, for any employee or friends of the Society, shall be from the Society and not an individual. The board shall determine the policy of gift giving.
- B. The annual Mass shall take place on or as near as possible to December 12, the anniversary of the Detroit Chapter.
- C. Members shall not use the name of the Society for any purpose other than Society business.
- D. All members of the Society must do their volunteer work on Christ Child projects. Non members and associate members of the Society may give assistance to the Christ Child Society in accordance with the policy of the specific project.
- E. Official Christ Child seals shall be kept in the president's file.
- F. Christ Child members and their immediate families may not work as paid, regular employees of the Society without the approval of the Board.
- G. All society related expenses of the president shall be paid by the Society.

XII. Affiliations

The Christ Child Society of Detroit is an affiliated chapter of the National Christ Child Society and shall abide by the rules and regulations of the National bylaws. No act, neglect, or liability of the Detroit Chapter shall bind or create liability upon the NCCS. The chapter shall pay annual dues in accordance with these national bylaws. Number of dues-paying members shall be certified to the national office at the time of paying the annual per capita dues. The chapter is delinquent if dues are not paid by March 25th.

In accordance with the National bylaws, the Chapter shall not become an integral part of any other national organization.

Revised	October 2001	Approved	January 2002
	October 2006		November 2006
	December 2012		Winter/Spring 2013
	June 2014		January 2015
	December 2016		January 2017
	September 2019		September 2019
	August 2020		September 2020