

Enterprise Recreation Clubs and Programs

CONSTITUTION AND BY - LAWS

OF

The Boeing Employees Bible Fellowship of Puget Sound

Preamble: We the members of the Boeing Employees Bible Fellowship of Puget Sound do organize for the mutual recreation and pleasure of fostering Christian Growth through Bible Study and Fellowship.

CONSTITUTION

ARTICLE I NAME

Section 1 We shall be known as Boeing Employees Bible Fellowship of Puget Sound (BEBF).

ARTICLE II MEMBERSHIP

Section 1 Membership shall be open to the following without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status.

- a. Boeing employees and retirees.
- b. Spouse and eligible dependent children (as defined by Boeing benefit guidelines) and domestic partners as defined by The Boeing Company of Boeing employees and Boeing retirees.
- c. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, their spouses and dependents.
- d. Certain limitations may be imposed by the company on participation for other than company employees based on available staff, facilities and budgets.

Section 2 Annual dues shall be established by the Executive Board on a year-to-year basis and subject to approval by the membership.

ARTICLE III OFFICERS

Section 1 The officers of the BEBF shall consist of a President, Vice President, Secretary and Treasurer. The Treasurer of the club's Executive Board must be an active Boeing employee. Eligible candidates for President, Vice President, and Secretary of the executive board may be an active Boeing employee or a retiree of The Boeing Company.

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ARTICLE IV DUTIES OF OFFICERS

Section 1 President shall:

- a. Preside at all business meetings.
- b. Be chairperson of the Executive Board.
- c. Call extra business meetings, appoint committees not otherwise provided for, and fill pro-tem vacancies as specified.
- d. Perform such other duties as the office may require.
- e. Perform the duties of the Vice President in their absence.
- f. Review the monthly bank statement with the Treasurer.

Section 2 Vice President shall:

- a. Oversee and coordinate the efforts of all major committees.
- b. Perform the duties of the President in their absence.

Section 3 Secretary shall:

- a. Keep minutes of all Executive Board and other business meetings.
- b. Maintain an up-to-date roster of members.
- c. Notify members of all club meetings as specified.
- d. Maintain all required documents of the club.

Section 4 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
- c. Disbursements shall be made by check only. A checking account will be set up and no check will be honored by the bank for payment unless signed by the Treasurer, such signature to be countersigned by the President or one other elected officer of the organization.
- d. Maintain accounts and render monthly financial statements of the organization.
- e. Review the monthly bank statement with the President.
- f. Review the financial records with an officer or club member upon request.

Section 5 The Boeing Company provides Recreation Advisors who will provide administrative support and oversight as required to the Executive Board.

ARTICLE V ELECTION OF OFFICERS

Section 1 The offices of President, Vice President, Secretary, and Treasurer shall be filled by election at the first regular meeting as defined in the club's operational procedures.

Section 2 Nominations for officers of the organization shall be made by a three-person Nominating Committee appointed by the President at the April meeting.

They shall present a list of nominations to the organization to be voted upon at the first regular meeting in May / June.

Section 3 No person is eligible to hold office that is not a dues-paying member of the organization.

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- Section 4 No member is eligible to hold more than one elective office at a time or be retained in office more than two successive term limits. The length of a term is defined as: 2 years.
- Section 5 Only one member of a family, the active Boeing employee or Boeing retiree at a time is eligible to hold the office of President, Vice-President(s), Secretary(ies), or Treasurer. This also applies to appointed voting members of the Executive Board.
- Section 6 All elections shall be by secret ballot.
- Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.
- Section 8 No officer or trustee shall receive any salary or wages by reason of office.

ARTICLE VI COMMITTEES AND BOARDS

Section 1 There shall be an Executive Board, and two major committees.

Section 2 Executive Board

- a. The President, Vice President, Secretary, Treasurer, and all major committee heads shall constitute this Board.
- b. The Executive Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- c. The Executive Board shall meet according to the schedule defined in the club's operating procedures.

Section 3 Committees

The BEBF major committees shall be the Website Committee and the Events Committee.

- a. The Website Committee shall arrange for changes to the BEBF website.

It shall consist of Chairperson and one or more members appointed by the Chairperson.

- b. The Events Committee shall plan BEFB Events or participation at Boeing Family Days, Wellness Days, etc.

It shall consist of a Chairperson and one or more members appointed by the Chairperson.

- c. Sub-committees to the major committees may be formed at any time to carry out the various phases of the club activities.

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ARTICLE VII MEETINGS

- Section 1 Regular meetings shall be held according to the schedule defined in the club's operating procedures.
- Section 2 Special meetings may be called at any time as determined by the President.
- Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.

ARTICLE VIII AMENDMENTS

- Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization. The proposal shall be received and acted upon at the next succeeding regular meeting of the organization at which there shall be a quorum present (present is defined as in person, or via virtual meeting method).
- Section 2 Amendments may be acted upon at the announced meeting or by mail ballot. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt an amendment.
- Section 3 Written notice of the meeting shall be given three weeks prior to the meeting at which the amendment is voted upon.
- Section 4 All proposed amendments to this constitution and by-laws shall be submitted to Boeing Recreation for clearance before a vote by the membership.

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BY-LAWS

ARTICLE I QUORUM

Section 1 A quorum shall consist of TWO-THIRDS of the paid membership.


ARTICLE II GENERAL PROVISIONS

Section 1 Property or equipment purchased by BEBF with BEBF funds shall be considered club property and not the property of any individual member or group of members.

Section 2 The fiscal year for BEBF shall be from June to May, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Print Name: _____ Sign Name: _____ Date: _____
Club President

Print Name: Evelyn L. Alexander
Recreation Staff
The Boeing Company

Sign Name:  Date: 2/23/2012