

1. **Name** - The name of this organization shall be the New Association of Friends, Inc. (hereinafter “New Association of Friends” or “New Association”).
2. **Purpose**
 - 2.1. The New Association of Friends is a voluntary association of monthly meetings, churches and individuals that supports worship, ministry and service through the cultivation of Christian faith in the Quaker tradition.

Commentary: There is a lot more that can be said about the purpose or mission of the organization, but we do not need to include all of it here. The above is intended to succinctly and broadly describe the scope and purpose of the organization. A more detailed description may be provided in a separate mission statement as adopted and amended from time to time by the New Association.
 - 2.2. The New Association of Friends is organized solely and exclusively for religious and charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code of 1954.
3. **Membership** - The New Association of Friends offers three different types of membership: Monthly Meeting, Affiliate Meeting, and Individual.
 - 3.1. **Monthly Meeting** – monthly meetings and churches that desire to be in full fellowship with the New Association of Friends. Monthly Meetings provide financial and other practical support to the New Association of Friends and name representatives to the New Association. Members and regular attenders and supporters of Monthly Meetings are considered to be members of the New Association.
 - 3.2. **Affiliate Meeting** – monthly meetings and churches that desire to be in limited fellowship with the New Association of Friends. Affiliate Meetings do not desire to participate regularly in decisions and operations and do not name representatives. Members and regular attenders and supporters of Affiliate Meetings are considered to be members of the New Association.
 - 3.3. **Individual** – individual Friends who are members, regular attenders, or supporters of monthly meetings that do not participate in the New Association of Friends as Monthly Meetings or Affiliate Meetings, but who desire to participate on a personal basis.
 - 3.4. **Dual affiliation** - monthly meetings and individuals that desire to maintain affiliation with another body of Friends are allowed to do so. These Friends are strongly encouraged to consider how they can maintain their fair share of financial and other practical support to both organizations.

3.5. Joining the New Association

- 3.5.1. A monthly meeting or church may join the New Association as a **Monthly Meeting** by indicating its desire to do so in writing to the Presiding Clerk of the New Association. This should be a minute approved by its own meeting for business. It should indicate the desire of the monthly meeting to participate fully in the New Association, and to provide such financial and other practical support as the monthly meeting or church is able. The Presiding Clerk shall present the request at the next meeting of the New Association for discernment and possible affirmation.
- 3.5.2. A monthly meeting or church may join the New association as an **Affiliate Meeting** by communicating its desire to do so in writing to the Presiding Clerk of the New Association. This should be a minute approved by its own meeting for business. The Presiding Clerk shall present the request at the next meeting of the New Association for discernment and possible affirmation.
- 3.5.3. A Friend who is a member, regular attender, or supporter of a monthly meeting that is not a Monthly Meeting or Affiliate Meeting member of the New Association may join the New Association as an **Individual** member by sending a letter requesting membership to the Recording Clerk. The Recording Clerk shall present the names of persons requesting individual membership at the next meeting of the New Association for discernment and possible affirmation.

Commentary: The New Association recognizes that there are many who wish to participate in and support the activities of the New Association, including people who are members of meetings that have not formally joined the Association. Affirmation by the New Association is an acknowledgment that those being admitted into membership are in unity with its mission, principles, and practices. Anyone who is a current member of IYM as of July 23, 2013, but whose meeting has not joined the new association by that date, who wishes to be recorded as an "Individual Member" may do so by communicating in writing their intention to join as an individual member to the Recording Clerk of the Association not later than December 31, 2013. A clearness process may be devised for persons from outside the pre-reconfiguration membership of IYM or for those wishing to join as individual members after 2013.

3.6. Withdrawing from the New Association

- 3.6.1. The New Association shall release from membership any monthly meeting, affiliate meeting or individual who no longer wishes to be part of the New Association of Friends. In the case of a Monthly Meeting or Affiliate Meeting, the desire to withdraw must be communicated in writing to the Presiding Clerk and must be a minute approved by the monthly meeting. Individuals who wish to withdraw from membership should communicate their desire in writing to the Recording Clerk.

- 3.6.2. Release from membership shall be without penalty or retribution. Financial commitments for the current year should be honored whenever possible.

4. Meeting for Business

- 4.1. **Powers** - The powers, management and control of the New Association of Friends and all of its affairs, shall be vested in the Meeting for Business.
- 4.2. **Representatives** - Each Monthly Meeting member shall appoint two (2) representatives to the Meeting for Business. Appointments shall be made in writing, and given to the Recording Clerk of the New Association. Representatives are appointed for a term of 3 years, but are eligible for re-appointment for an additional 2 consecutive terms. The term for a Representative will commence at the first Meeting for Business following communication of the appointment by the Monthly Meeting to the Recording Clerk. Representatives receive no compensation for their services.
- 4.3. **Meetings** - the Meeting for Business shall meet at least once a year, not more than 90 days after the end of the fiscal year, at an agreed upon time and place. An official meeting of the Meeting for Business requires that each monthly meeting shall have written notice at least two weeks in advance. At all meetings of the Meeting for Business, more than half of the Representatives must be present for the transaction of any business.
- 4.4. **Resignations, terminations and vacancies** - Resignation of Representatives must be in writing and received by the Recording Clerk. Whenever a vacancy occurs, the monthly meeting shall notify the Recording Clerk and arrange for a new appointment to be made.
- 4.5. **Decisions** - Decisions of the Meeting for Business shall be made according to the Quaker process of prayerfully seeking unity under the leading of God. All decisions shall be recorded by the Recording Clerk and reported to the Meeting for Business at its next meeting.

5. Steering Committee

- 5.1. **Membership** - The Steering Committee shall consist of the officers of the New Association of Friends and the two (2) representatives appointed by each Monthly Meeting member.
- 5.2. **Duties** - The Steering Committee shall act in between meetings of the Meeting for Business to oversee operations of the New Association of Friends and to carry out the decisions and policies of the New Association. The Steering Committee shall propose nominees for vacancies on the Nominating Committee and the clerkship of the Nominating Committee for consideration and approval by the Meeting for Business.
- 5.3. **Meetings** - The Steering Committee shall meet regularly at such times as it approves.

Special meetings of the Steering Committee may be called by the Presiding Clerk, or in his or her illness or disability, by the Assistant Presiding Clerk. More than half of the members of the Steering Committee must be present for the transaction of any business.

- 5.4. **Decisions** - Decisions of the Steering Committee shall be made according to the Quaker process of prayerfully seeking unity under the leading of God. All decisions shall be recorded by the Recording Clerk are reported to the Meeting for Business at their next meeting.
6. **Nominating Committee** – The Nominating Committee shall nominate members and chairs for the Trustees and all standing committees for consideration and approval by the Meeting for Business. The Nominating Committee shall nominate annually a proposed slate of officers for consideration and approval by the Meeting for Business. The Nominating Committee shall have not less than three (3) members nor more than nine (9) members.
7. **Trustees** – The Trustees shall represent the New Association in legal matters including entering into contracts, buying and selling property, to sue and be sued, and other matters as described in Indiana Code 23-10-2. The Trustees shall have not less than three (3) members nor more than nine (9) members.
8. **Other committees** - The Meeting for Business may appoint other standing and ad-hoc committees as needed in order to do the work of the New Association of Friends. Committee decisions are made according to the Quaker process of prayerfully seeking unity under the leading of God. Committees shall keep minutes and shall report their decisions to the Meeting for Business. More than half of the members of a committee must be present for the transaction of any business.
9. **Officers** - The officers of the New Association of Friends shall be the Presiding Clerk, the Assistant Presiding Clerk, Recording Clerk and Treasurer. All of the officers shall be members of the New Association of Friends and shall serve *ex officio* on the Steering Committee.
 - 9.1. **Presiding clerk** - The Presiding Clerk shall preside at all meetings of the Meeting for Business and of the Steering Committee. He or she shall exercise a general oversight over the affairs of the New Association of Friends, enforce its bylaws and perform such other duties are as generally incumbent upon the presiding officer of such a group.
 - 9.2. **Assistant Presiding Clerk** - the Assistant Presiding Clerk shall perform the duties of the Presiding Clerk during the Presiding Clerk's absence and/or disability, all duties that pertain to his or her office, and other duties that the Presiding Clerk may require. In the event of the death or permanent disability of the Presiding Clerk, the Assistant Presiding Clerk shall call a meeting of the Meeting for Business within 60 days for the purpose of appointing a new Presiding Clerk, and shall perform the duties of the Presiding Clerk

until a new Presiding Clerk is elected.

- 9.3. **Recording Clerk** - The Recording Clerk shall record all decisions and proceedings of the Steering Committee, and of all meetings of the Meeting for Business, in a book kept for that purpose. The Recording Clerk shall receive and maintain records of the appointment of all member Monthly Meetings, member Affiliate Meetings, Individual members, and Representatives. He or she shall perform such other duties as may pertain to his or her office, as the Presiding Clerk shall require. In the absence of the Recording Clerk from any meeting of the Meeting for Business or Steering Committee, the record of the decisions and proceedings shall be kept and authenticated by such other person as may be appointed for that purpose at the meetings.
- 9.4. **Treasurer** - The Treasurer shall ensure that full and accurate accounts of the receipts and disbursements of funds are made in books belonging to the New Association of Friends, and that all monies and valuable effects in the name and to the credit of the New Association of Friends are deposited in such banks or depositories as may be designated by the Meeting for Business. The Treasurer shall disburse the funds as may be ordered by the Steering Committee. The Treasurer shall make a complete report to the Meeting for Business annually. The Treasurer shall ensure that the books are available for inspection by the membership. The Treasurer is responsible for ensuring that an annual, independent audit is conducted at the end of each fiscal year.
- 9.5. **Nomination** - During the last quarter of each fiscal year, the Nominating Committee shall name officers to serve for the coming year. Appointments shall be made at a meeting of the Meeting for Business. Officers so appointed shall serve a term beginning on the day of their appointment.
- 9.6. **Removal** – The Presiding Clerk, by and with the consent of the members of the Meeting for Business, may remove the Assistant Presiding Clerk, Recording Clerk or Treasurer. The Presiding Clerk may be removed by the following procedure:
- 9.6.1. A special meeting of the Meeting for Business of the New Association of Friends is called by at least 25% of the Representatives.
- 9.6.2. At this special meeting the only matter discussed is the issue of the removal of the Presiding Clerk.
- 9.6.3. More than 2/3 of all Representatives present approve the removal of the Presiding Clerk.

10. Meetings

- 10.1. **Annual Meeting** - An annual meeting of the Meeting for Business shall be held each year, on a date set by the Steering Committee, within 3 months of the close of each fiscal year.

- 10.2. **General Meetings** - The Meeting for Business shall meet at least 1 other time during each fiscal year, on a date set by the Steering Committee.
- 10.3. **Special Meetings** - Special meetings of the Meeting for Business may be called at any time by the Presiding Clerk, or, if he or she is absent and unable to act, by the Assistant Presiding Clerk, or upon written request of a majority of the Meeting for Business, by the Recording Clerk. A special meeting may be called and held only for the purpose specified in the notice of the meeting. Written notice of the time, place and purpose of each special meeting shall be sent to each Meeting for Business member by mail, addressed to the Meeting for Business member at the address shown in the records of The New Association of Friends, not less than 2 weeks before the date of the meeting. If a Representative is absent from a special meeting, an entry in the minutes to the effect that notice has been duly given to all Representatives shall create a rebuttal presumption that due notice of the special meeting was given to the absent Representative, as required by law and these bylaws.
- 10.4. **Agenda** - The Presiding Clerk, or the Steering Committee, shall determine the agenda and order of business at the annual meeting or general meetings.
- 10.5. **Decisions** - Decisions shall be made according to the Quaker process of prayerfully seeking unity under the leading of God. All decisions shall be recorded by the Recording Clerk and reported to the Meeting for Business at their next meeting.
11. **Miscellaneous**
 - 11.1. **Checks and Notes** - All checks or demands for money and notes of The New Association of Friends shall be signed by officers or staff persons that the Meeting for Business may from time to time designate. Checks and notes in excess of \$1000 shall always be signed by 2 such persons, one of which is an Officer of The New Association of Friends.
 - 11.2. **Fiscal Year** - The fiscal year of the New Association of Friends shall end on June 30.
 - 11.3. **Budget** - The Meeting for Business shall approve a budget for the New Association of Friends prior to the start of each fiscal year. The entire budget, or any item of the budget, may not be exceeded unless the Steering Committee approves to amend the budget.
 - 11.4. **Amendment of Bylaws** - These bylaws may be amended by approval of the Meeting for Business at the Annual Meeting, provided that any changes are distributed to Monthly Meeting members at least 60 days prior to the annual meeting.
 - 11.5. **Date of Approval of Bylaws** - These bylaws were approved by the Meeting for Business

on [date] and shall become effective on that date.

- 11.6. **Transfer of Property** - No property belonging to the New Association of Friends shall be deeded, assigned, or in any manner transferred or disposed of without the passage of a resolution by the Meeting for Business.

12. **Exemption requirements**

- 12.1. No part of the income or expenditure of the New Association of Friends shall be used for the benefit of, or be distributed to its members, officers, or other private persons, except as reasonable compensation for services rendered by employees, and to make payments and distributions in furtherance of the purpose set forth in the purpose statement above.

- 12.2. No substantial part of the activities of the New Association of Friends shall be used to attempt to influence legislation, or any initiative or referendum before the public. The New Association of Friends shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

- 12.3. The New Association of Friends shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

- 13. **Duration and dissolution** - The duration of the corporate existence of the New Association of Friends shall be perpetual until dissolution.

- 13.1. Upon the dissolution of the organization, assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Certification

These bylaws were approved at a meeting of the Meeting for Business on October 27, 2013.

[signed by the Recording Clerk]

October 27, 2013