

By-Laws for The Night Ministry's Associate Board

Updated April 2017

Article I. Name / Authority

The name of this organization shall be The Night Ministry's Associate Board (AB) and shall be secondary and under the authority of The Night Ministry's Board of Directors.

Article II. Objectives

- Increase awareness and understanding of homelessness and poverty in Chicago.
- Raise funds to support direct services that help to ease the challenges of individuals experiencing homelessness.
- Promote and facilitate direct volunteer opportunities to support the homeless and The Night Ministry's mission and programs.
- Promote and plan social activities and events that allow passionate young professionals to connect, share ideas, and develop networks in effort to maximize their social impact.

Article III. Policy

The Associate Board shall be self-governing, non-sectarian, and non-partisan.

Article IV. Fiscal Year

The fiscal year begins July 1st and ends on June 30th.

Article V. Financial Commitments

- All Active and At-Large Members shall be required to meet an annual fundraising commitments, write or raise, of \$250 by the end of the fiscal year.
- Committee Chair fundraising commitment shall be \$500.
- The Executive Committee fundraising commitment shall be \$750.

Article VI. Membership

Section 1. Active Member Requirements

Active Members will sign a commitment letter by the First Quarter General Board Meeting for the following responsibilities and requirements:

- Attend the quarterly General Board Meetings and monthly Committee Meetings
- Contribute or fundraise a minimum of \$250 for The Night Ministry
- Attend at least two Associate Board/agency events, including the yearly gala
- Participate in two Associate Board or agency volunteer opportunities per year
- Sign a commitment letter for each calendar year
- Approximate time commitment: 4 hours per month

Committee Chairs will fulfill all responsibilities required by the Active Members in addition to the following responsibilities and requirements:

Core Committee Chair Commitments

- Serve a one (calendar) year term
- Donate and/or fundraise a minimum of \$500
- Schedule regular, at minimum, quarterly meetings with members (outside of full AB meetings)
- Send meeting notes form to committee members, AB Exec liaison and TNM staff 48 hours after Committee Meetings
- Work with members to identify yearly goals and budgets
- Provide committee updates at General Board Meetings as needed
- Serve as a representative of The Night Ministry and AB at events as needed
- Approximate time commitment: 8 hours per month

Events Chair

- Plan regular events to raise money, increase awareness, and keep AB members socially engaged including events that support the LGBTQ community and other marginalized groups
- Assist Gala Chair in planning the annual marquee event, Night Lights
- Coordinate the soliciting and collecting of donations for key events

Marketing Chair

- Develop marketing strategies for AB events and volunteer opportunities
- Coordinate the creation and distribution of event invitations and announcements
- Manage and promote the use of various social media channels

Membership Chair

- Monitor the AB's e-mail account, contact lists, and member database
- Research and participate in events to market AB membership opportunities
- Coordinate the AB's New Member Process
- Plan engagement events for members and prospects

Volunteering & Advocacy Chair

- Develop and organize regular volunteering and advocacy opportunities for all members, including events that support the LGBTQ community and other marginalized groups
- Engage 3rd parties interested in The Night Ministry's cause or programs, with staff approval
- Provide content for education and advocacy materials for AB events and communications

Finance Chair

- Engage with other Committee Chairs on events and activities and provide insight from a financial perspective
- Coordinate Finance committee members' participation in AB events and management of funding and data collection

- Assist the AB Treasurer in developing and managing funding and data collection methods

Executive Committee Members will fulfill all responsibilities required by the Active Members in addition to the following responsibilities and requirements:

Core Executive Committee Commitments

- Serve a two-year term
- Donate and/or fundraise a minimum of \$750
- Attend Executive Committee Meetings and participate in conference calls
- Serve as a representative of The Night Ministry and AB at events as needed
- Provide overall leadership and oversight of the AB in accordance with Bylaws
- Oversee one AB Committee as the Executive Liaison, working with the Committee Chair to ensure goals are set and executed
- Support the planning and execution of Night Lights, especially as related to the duties of their committee
- Review the Associate Board bylaws on an annual basis
- Attend Board of Director meetings to report on AB activities, rotating each quarter
- Review and approve AB membership applications
- Approximate time commitment: 16 hours per month

President

- Lead annual AB planning and goal setting
- Run, coordinate, and prepare materials for General Board and Executive Committee Meetings
- Promote accomplishments of the AB and individual members in meetings and communications
- Track all yearly Committee goals, working with Committee Chairs and Executive members

Vice President

- Collaborate with President in preparation for General Board and Executive Committee Meetings
- Run General Board Meetings in President's absence
- Manage engagement and communications for the at-large membership base
- Regularly communicate with members to gauge overall sentiment about the board's direction

Secretary

- Send reminders/follow ups for meetings and events, including committee meeting notes, to AB Active Members and The Night Ministry Staff

- Take General Board Meeting minutes, sending them out to Active Members within one week
- Track volunteer hours for AB meetings and events
- Update Associate Board documents and collateral

Treasurer

- Manage the AB budget and monitor fund level at all times
- Provide quarterly financial updates on the Associate Board's financial progress to Executive Committee and Night Ministry staff
- With Finance chair, track individual member financial contributions
- Prepare any required financial reporting forms
- Oversee financial transactions before, during, and after AB events and coordinate with Event and Finance Chairs regarding check-in procedures
- Review and approve budget change requests from Committee Chairs throughout the year, in consultation with the President

Section 2. At-Large Member Requirements

Eligibility: Active membership in the AB for at least one year

Annual Requirements:

- Contribute or fundraise a minimum of \$250 for The Night Ministry
- Attend Night Lights or one other Associate Board event

Section 3. Membership Process

Prospective Member shall:

1. Fill out an interest form which can be found on The Night Ministry's website or the AB Facebook page and send it to associateboard.tnm@gmail.com.
2. The Membership Committee will be in contact with the Prospective Member and he/she will begin receiving updates from the AB about upcoming events. We will also recommend joining the Facebook group (The Night Ministry Associate Board) for updates.
3. Each prospective member must attend a Van Tour hosted by The Night Ministry's Development Department, and attend one other event. This event may include a volunteer outing, fundraising event, open meeting, or agency event hosted by The Night Ministry. A meeting or phone call with an Executive Committee member may be scheduled if no events are scheduled in the near future. If there are questions about events, the Membership Committee can be contacted at associateboard.tnm@gmail.com.
4. After attending the event with The Night Ministry/AB and the Van Tour, the individual will be provided with an application.
5. The application and resume should be sent to associateboard.tnm@gmail.com.
6. The AB Executive Committee will review the application and inform the Membership Chair of their decision.

7. If accepted onto the AB, new members will be provided with a Welcome Packet and receive an invitation to the next General Board Meeting and AB event to complete the onboarding process.

Article VII. Committees

Section 1. Participation of Active Members

Each Associate Board Active Member should participate in a minimum of one of the following committees. Members may participate in more than one committee, as some committees are more or less active during certain points of the fiscal year.

Section 2. Events Committee

The Events Committee is responsible for the development, coordination, and implementation of many of the AB and The Night Ministry fundraising and social events. In addition to Night Lights, our marquee event, the committee organizes and promotes smaller fundraising events by partnering with businesses throughout Chicago. For Night Lights, in conjunction with The Night Ministry, the committee works on various projects, such as budget development and reporting, vendor relationships and sponsorships, volunteer assignments and training, and ticket sales for the event.

Section 3: Marketing Committee

The Marketing Committee drives and executes the marketing strategy of the AB as a whole, creating engaging material that helps the AB share its mission, connect with base supporters, and create a brand identity. The committee is responsible for developing marketing plans and marketing materials to promote AB fundraising and social events. The committee also oversees the use of social media for the AB, with oversight from TNM staff, and will work with staff to maintain the AB presence on TNM's website.

Section 4. Membership Committee

The Membership Committee develops an annual membership plan and membership objectives for the AB. The committee is responsible for reaching out to interested members, answering questions, and overseeing the application process. The committee updates the annual AB requirements, applications/information sheets, welcome packets, email lists, committee assignments, etc. The Membership Committee also attends AB and community outreach events to increase interest and membership in the Associate Board.

Section 5. Volunteering & Advocacy Committee

The Volunteering & Advocacy Committee promotes the cause of The Night Ministry by raising awareness about and deepening the understanding of homelessness and its related social and economic challenges, in addition to coordinating volunteer activities. Through innovative information sharing techniques and direct service, the Volunteering & Advocacy Committee will provide the AB and the greater community with opportunities to learn about the issues facing our clients and how The Night Ministry is making a difference. The committee seeks to encourage "hands on" volunteer work both within the AB and the community in order to foster lasting and meaningful relationships between volunteers and The Night Ministry's clients.

Section 6. Finance Committee

The Finance Committee is responsible for monitoring the finances of the AB. The committee will maintain a continuous and accurate snapshot of the Associate Board's financial status, the status of the committees, and the status of individual board members. Additionally, in collaboration with the Executive Committee and Committee Chairs, the committee will develop yearly budgets for the AB committees and audit those budgets at regular intervals. The committee will analyze financial outcomes of fundraising events to help guide event planners in terms of maximizing fundraising goals.

Article VIII. Meetings

Section 1. General Board Meetings

General Board Meetings will be closed to Active and At-Large Members only, shall be held once a quarter with a total of four meetings in a calendar year. The Secretary is responsible for taking minutes and distributing to the Active Members following each quarterly meeting.

Section 2. Committee Meetings

Committee Meetings take place throughout the year. Meeting schedule is dependent on committee needs, but must occur quarterly at a minimum. At each committee meeting, someone should be elected to take meeting notes. Within 2 days of the meeting, Chairs must email meeting notes to committee members, AB exec liaison, and TNM staff

Article IX. Amendments

Any amendments to The Night Ministry's Associate Board by-laws must be approved by the Executive Committee. Amendments can be proposed by Active Members, Committee Chairs, the Executive Committee, and The Night Ministry Staff/Board of Directors. The Executive Committee must come to a consensus and inform the Associate Board of any changes made to the by-laws.

Article X. Budgeting and Fund Allocation

Section 1. Requirements

At no point throughout the fiscal year should the AB Account be allowed to be below \$4,000 or 15% of the previous year's total cash raised, whichever is higher. This shall be referred to as the reserve requirement. By the end of the fiscal year, all excess cash on hand in excess of the reserve requirement must be committed to The Night Ministry, a specific program of The Night Ministry, or a specific long term goal of the AB agreed to by The Night Ministry's Board of Directors/Staff.

Section 2. Account Review Guidelines

Three months prior to the end of each fiscal year (June 30), the Executive Committee should review recent fundraising history, the current state of the Active Member base, and make a reasonable fundraising objective for the year. At the end of the fiscal year, the Executive Committee, with input from staff, shall determine an amount to donate or allocate to The Night

Ministry, a specific program of The Night Ministry, or a specific long term goal of the AB agreed to by The Night Ministry's Board of Directors / Staff.

Section 3. Depleted Financial Reserves

If there are any concerns that AB funds will be depleted below the reserve requirement, the Executive Committee will meet with The Night Ministry staff to draft and enact a credible plan detailing what action will be taken to ensure that the account will be replenished to the reserve requirement.

Article XI. Member Roles and Placement

Section 1. Leadership Requirements

In order to apply for Executive or Chair positions, one must be a current Active Member.

Section 2. Leadership Term Limits

Executive Committee members shall serve two-year terms with a maximum of two terms in one role, but no maximum number of terms on the Executive Committee. Terms begin and end at the start of the calendar year. Committee Chairs shall serve one-year terms. There are no term limits for Chairs.

Section 3. Membership Renewal and Leadership Selection Process

1. Executive Committee distributes an interest and nomination form in the final quarter of the calendar year inviting members to indicate their interests in continued membership in any of the following capacities:
 - a. Active member
 - b. At-large member
 - c. Executive Committee
 - d. Committee Chair
2. Members complete and return the form in November.
3. The Executive Committee will review all the forms detailing each person's interests for committees and leadership positions. The Executive Committee will work with staff to evaluate the needs and goals of the AB and specific committees, review each candidate, and make all of the selections for committee placements, Executive Committee positions, and Committee Chair positions. A member of the Board of Directors will also weigh in on Executive positions.
4. All continuing members will be notified of their roles by the end of the calendar year and asked if they will accept the position and responsibilities of their specific role. If someone that was selected for a leadership role declines the offer, the Executive Committee will select the next best candidate.
5. The names and positions of those selected for leadership positions will be announced before the end of the calendar year.
6. New roles take effect at the start of the next calendar year.