



BY-LAWS

2014

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Article I - Name

The name of this social club organization shall be “The Northern NJ Dallas Cowboys Fan Club” also known as “NNJDCFC”.

Article II - Objective

In support of our team, this club was created to bring all Dallas Cowboys Fans together as one family by organizing various events ranging from community to charitable events that are open to our members and the general public.

The Northern NJ Dallas Cowboys Fan/Social Club is a non-profit social organization, formed to promote the enjoyment of Dallas Cowboys National Football League in the New Jersey community. The Fan/Social Club is a dues-based, fund raised, and a volunteer organization. All funds are used exclusively for the club operations. No officers are compensated by the Fan Club. The Northern NJ Dallas Cowboys Fan/Social Club is not directly affiliated with the Dallas Cowboys Corporation or any other Fan Club.

Article III – Membership

Section I: Eligibility

- Must be a NFL Dallas Cowboys Fan
- Membership in The Northern NJ Dallas Cowboys Fan/Social Club shall be available without regard to race, religion, color, creed, sex or national origin.

Section II: Application

- All members are required to fill out a Club application.
- Each new member application is submitted with a nonrefundable Startup fee.
- Applicants are required to serve a 90 day “probationary period” before becoming a full member.
- During the probationary period, the applicant is required to attend events, mandatory meetings, and pay monthly dues.

Section III: Types of Members

Regular Member

- Shall be 21 years of age or older
- Receives all membership benefits
- Has voting rights
- Expected to participate in discussions, activities/events, and responsibilities of the club
- Dues: Monthly \$20.00 | Annually \$200.00 | Startup Fee \$30.00



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Associate Member

- Shall be 21 years of age or older
- Does not receive all membership benefits
- Does not have voting rights
- Not obligated to take part in any discussions, activities/events, or responsibilities of the club.
- Dues: \$10 Monthly | Annually \$100.00 | Startup Fee \$15.00.

Section IV: Requirements

- An active member in good standing is defined as one who is current on their dues, attends at least 80% of club meetings and participates in club functions.
- All members are required to attend all mandatory club meetings, and stay current on dues.

Section V: Duties and Responsibilities

The duties and responsibilities of all members are as follows:

- To govern yourself by the rules and bylaws of the NNJDCFC.
- Act at all times on behalf of and in best interest of the NNJDCFC.
- To promote the club in a positive and influential manner.
- To support our local charitable organizations throughout our community.
- Respect properties, venues, and all people including our HATERS.

There will be no tolerance for the following:

- Drug and Alcohol abuse.
- Fighting and obsessive profanity.
- Disrespecting or offending any club member.
- Dishonoring the name and reputation of The Northern NJ Dallas Cowboys Fan/Social Club.
- Lateness/Absences from mandatory club meetings, events, and activities without prior notice.
- No drinking at official meetings until after it has been concluded.

Section VI: Terms of Membership

- Each membership term is one (1) year.
- In the event of failure to pay required dues, the club member will not be entitled to full membership benefits.
- In the event of termination of membership for any reason there will be no refund.
- Failure to comply with by-laws may result in performing corrective measures, changes to membership status, or termination.



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Section VII: Suspension

- Any member who is temporarily not in good standing for any reason that does not comply with the NNJDCFC bylaws.
- Each Suspension period is 90 days, and during this period the club member will not be entitled to any rights and benefits of membership.
- Automatic Suspension will be place on:
 - Anyone who falls into financial delinquency and communication will be issued to the member directly explaining the reasons for the change in status.
 - Anyone who has missed three (3) scheduled meetings without prior notice.
- During the suspension period, the member is responsible for meeting the terms necessary for reinstatement.
- A club member does not have to satisfy a full suspension period, if he/she is considered to be in “good standing” before suspension has expired.
- After the suspension period has expired, a member will be terminated, if reinstatement terms have not been met.

Section VIII: Banishment

- If any member is found guilty of improper conduct by a fellow member, the Board will investigate, and a final decision will be voted on.

Section IX: Rights after Change in Status

- You have the right to appeal any decision in the presence of the Board within 30 days.
- Membership may be reconsidered for the following term, but only approved by majority vote of “good standing” members.

Article IV: Officers

Section I: Eligibility

- Any paid up member is eligible to hold office, but no member within the same family can serve on the Board at the same time.

Section II: Elections

- Members will be elected to office by a majority of the current members in good standing.
- All nominations are brought to the membership floor during general meeting at end of term. Any attending member in good standing may seek office by being nominated by another member or by nominating himself or herself.
- Election of officers will be held during every January during general meeting of the election year.
- The elected officers shall assume their duties on February 1st for a period of (1) one year term.



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- In the event that an elected official cannot carry out their term of office the President will appoint a member in good standing to fill the vacated position for the remainder of its term.
- All votes will be by secret ballot.

Section III: Term of Office

- All duly elected officers, except the Chief Executive Officer, shall serve for at least one year. Any officer may fill a new seat or the same seat consecutively, if re-elected.

Section IV: Vacancies

Offices, which become vacant during the membership year, shall be filled in the following manner:

1. President: The Vice President shall assume the duties of the President. If the Vice President should not accept Presidency, an election by the general membership shall be held at the next regular scheduled meeting.
2. All other vacancies: The President, subject to approval by the Board, shall appoint on a temporary basis.

Section V: Duties and Responsibilities

The duties and responsibilities of each officer are as follows:

CEO/President

- To preside at all meetings.
- To announce the business before the members in proper order.
- To state and address all questions properly brought by the members.
- To be informed of all communication, incoming and outgoing.
- To have a comprehensive understanding of the club's By-Laws, as well as a working knowledge of the "Robert's Rules of Order."
- To put all motions before the floor, ensure that they are properly seconded, voted on and have the results recorded in the meeting minutes.

Vice President

- In the absence of the President, to preside as and perform the duties of the President.
- To assist the President on all appointed duties.
- To facilitate and oversee the activities of all committees.
- To act a liaison between the board and the President.
- To have a comprehensive understanding of the club's By-Laws, as well as a working knowledge of the "Robert's Rules of Order."



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Treasurer

- To record and account for all monies received.
- To bank all monies received by the club.
- To process reimbursements to members with appropriate supporting documentation.
- To pay external vendor invoices and disburse all monies as the club may direct.
- To maintain accurate and detailed financial records on behalf of the club
- To provide a complete financial report at every club meeting.

Secretary

- To read the minutes of the previous meeting, as well as to record the minutes of the meeting in progress.
- To send out communications or notice of meetings.
- Maintain a current roster of club members, complete with all contact information.
- To keep record of all members and attendance at meeting.

Sergeant-At-Arms

- To maintain order at all functions.
- To have a comprehensive understanding of the club's By-Laws, as well as a working knowledge of the "Robert's Rules of Order."

Section VI: Powers of the Board

- To advise and recommend to general membership courses of action to achieve the objectives of The Northern NJ Dallas Cowboys Fan/Social Club.

Article V: Meeting

- A meeting shall be held once a month in a year.
- The quorum shall consist of ten (10) members.
- The Board shall schedule separate meetings at times of their choosing. A quorum shall consist of five (5) members of the board.
- Members are required to notify a Board member in advance in the event they are unable to attend a meeting.
- Uniformity at all meetings; such as fan gear, club gear, or Dallas Cowboys logo visible.
- Sergeant At Arms is responsible for maintaining order.

Article VI: Dues

- Each member will be assessed monthly dues, and are asked to stay current.
- Board members cannot fall behind in dues |Active members cannot fall behind 2 months.
- Any member that is two (2) months behind will receive communication, and 90 day suspension to make balances current.



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- All outstanding balances must be paid by the expiration of the 90 day suspension, or membership status will be terminated.
- A payment arrangement can be requested for any outstanding balances, but only can be approved by the Board.
- Broken payment arrangements may result in changes to member status, leading up to termination.
- All dues are expected to be paid at the scheduled meetings; to the Treasurer.
- No monies will be accepted outside of scheduled meetings, unless pre-arranged.
- All outstanding monies, fines, etc. are to be paid prior to accepting current dues.

Article VII: Fines

- First offenses will receive a fair warning; any subsequent offenses will result in 10% of your monthly dues.
 - Excessive lateness/absences (without prior notice)
 - Disorderly conduct or abusive language.
 - Out of uniform.

Article VIII: Committees

- A special committee will be created as needed and shall remain in being as long as the need exists or until the project for which a committee was created is completed. Such as; Public Relations, Event Coordination, Projects, Special Appeals, etc.
- The President shall appoint the Chairperson of standing committee of the club.

Article IX: Finances

Section I: Policies

- The Northern NJ Dallas Cowboys Fan/Social Club shall practice good fiscal procedures.
- There shall be funds allocated in accordance with the by-laws.
- A financial report shall be presented at every monthly meeting.

Section II: Bookkeeping

- The treasurer shall have the responsibility for maintaining records of all The Northern NJ Dallas Cowboys Fan/Social Club's financial transactions.

Section III: Audits

- Audits shall be performed prior to the annual meeting.
- When the position of the Treasurer changes, another audit must be conducted prior to the new treasurer assuming office.



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- Audits will be performed by an Audit Committee appointed by the Executive Board, consisting of three Fan Club members.

Article X: Trip Liability

- No minor under 18 years of age may go on any trips unless accompanied by an adult.
- If the adult is other than the minor's parent, a waiver of The Northern NJ Dallas Cowboys Fan/Social Club's responsibility must be obtained, signed and placed on file with the Secretary.
- The waiver shall include the name of the responsible adult accompanying the minor on the trip.

Article XI: Amendments

- These By-Laws may be amended at any regular meeting of The Northern NJ Dallas Cowboys Fan/Social Club by two-thirds vote of the members present and voting, providing one month's advance notice of the proposed amendment shall have been included in the notice of the meeting in which such motion is to be considered.
- A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by a majority vote at a regular meeting of The Northern NJ Dallas Cowboys Fan/Social Club



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“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.”

These by-laws were Amended on December 31, 2013, and Approved by the following:

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