

The Constitution and By-Laws of the Day by Day Club, Inc.

(Revised January 9, 2023)

Article I – NAME

The name of this Corporation shall be the **Day by Day Club, Inc.**

Article II – PURPOSE AND ACTIVITIES

- 1) The primary purpose of the Day by Day Club, Inc. is to provide a meeting site for regularly scheduled meetings of chemical dependency programs and their related support programs.
- 2) The purpose of the Corporation is to handle the receipt and maintenance of funds and their application exclusively for charitable and educational purposes and to engage in any act or program in furtherance of all purposes of the Corporation.
- 3) This Corporation shall be organized as a “not for profit” Corporation pursuant to the laws of the State of Illinois, committed to the care and rehabilitation of men and women who are chemically dependent and their related support programs.
- 4) No part of the net earnings, if any, of this Corporation shall inure the benefits of any individual, and no part of its capital assets, if any, shall be distributed to any individual or corporation organized for profit, upon liquidation.
- 5) The Corporation shall not participate in any fund raising for any other organizations.
- 6) The Corporation shall not endorse any candidate for any political party.
- 7) The Corporation shall also have such additional powers as are now or may hereafter be granted by the General Not for Profit Corporation Act of the State of Illinois.
- 8) Meetings are independent entities. The business meetings of the Day by Day Club, Inc. will not dictate the conduct and/or content and/or procedure of any meeting with the following exceptions:
 - A. New meetings formed will begin at least 1.5 hours after the beginning of the preceding meeting and at least 1.5 hours before the following meeting.
 - B. Meetings shall end at least fifteen minutes before the following meeting.
 - C. New meetings may be authorized by the President of the Day by Day Club or may be presented at any regular business meeting for approval by majority vote.
 - D. No meeting shall interfere with the lease of the Day by Day Club, Inc.
 - E. A meeting in progress shall take precedence over any other activity in the Club.
 - F. Each Group is responsible to report any violent or inappropriate behavior seen on Club premises to a Club Officer or to the Business Meeting in a timely manner.

Al-Anon/ Al-Ateen/ Al-Atot meetings may overlap with meetings as long as:

1. The new meeting starts at the same time as the existing meeting.
2. The new meeting obtains the permission of the existing meeting.
3. Any disputes arising between the meetings are worked out by the meetings, with the existing meeting taking priority.

ARTICLE III – MEMBERSHIP

Membership shall be composed of persons who attend meetings at the Day by Day Club.

ARTICLE IV – OFFICERS

- 1) Officers of the Corporation shall be: President, Secretary, and Treasurer, each of whom shall be club members.
 - A. President: The president shall be the chief executive officer of the Day by Day Club. The president shall preside over all business meetings. If the president is absent from a business meeting, one of the two other officers shall preside. The President’s term of office is 12 months beginning December 1st and ending November 30th.
 - B. Secretary: The secretary shall be the chief record keeping officer of the Day by Day Club, Inc. The secretary shall take and keep all the minutes of the business meetings. Only approved business meeting minutes shall be posted in a conspicuous location at the club and on the Day by Day website within 7 days of each business meeting. The secretary, or their assigns, is responsible for the maintenance of all literature and supplies for the Day by Day Club. The secretary’s term of office is 12 months beginning December 1st and ending November 30th.
 - C. Treasurer: The treasurer shall maintain custody of all moneys of the club and present a current statement of the club’s financial condition at each regularly scheduled business meeting. The treasurer shall keep complete financial records of all business transactions. The treasurer shall be responsible for filing all the necessary papers to retain the club’s “not-for-profit status.” The treasurer’s term of office is 18 months from December 1st thru May 31st, six months overlapping with the incoming treasurer each year on December 1st. The Fiscal year of the club shall be November 1 to October 31.

The officers are expected to attend all Business Meetings. An officer may be removed from office, by majority vote:

- a. At a business meeting, for failure to perform required duties.
- b. If an officer is removed from office or resigns, a new officer may be appointed by the business meeting.

ARTICLE V – ELECTION OF OFFICERS

- 1) Officers of the Day by Day Club, Inc. shall be selected by a nominating committee. The nominating committee shall be composed of past and present officers of the Day by day Club, Inc., who have at least two years of continuous sobriety to the present. The nominating committee may select its candidates from a list of qualified nominations that are submitted by the general members of the Day by Day Club, Inc. Nominations will also be accepted from the floor at this time. The nominations will begin two months before the October business meeting, and a ballot box shall be left in conspicuous designated place. It is the President’s responsibility to designate the location of the nominating box and to post nomination procedures.

- A. A qualified nominee for Club Officer is any member who has at least two years of continuous sobriety to the present and has not served as an officer, in any capacity, for more than three terms in the past five years. No Club member may serve as an officer more than three times in any given five-year period. It is recommended that the nominees regularly attend the business meetings.
- 2) A notice will be posted at the club and on the Day by Day Club website of the nominating committee meeting at least two weeks before the regular October business meeting. The notice will advise the time and place of the mentioned meeting. The nominating committee shall meet before the October business meeting on the same day as the October business meeting.
- 3) The nominating committee will announce the newly nominated officers at the regular October business meeting. The business meeting shall vote on the nominating committee's nominations and nominations can also be accepted from the floor at this time. Officers shall be elected by a majority vote at the same business meeting and the newly elected officers shall take office at the December business meeting

ARTICLE VI – BUSINESS MEETINGS

- 1) Decisions regarding the affairs of the Day by Day Club, Inc. shall be decided by a majority vote at the business meetings, except when those decisions conflict with the by-laws of the Day by Day Club, Inc.
- 2) Regular business meetings are open to all Club members. They will be held once a month in-person or on zoom or both at the Day by Day Club, except where business meeting conflicts with a national holiday schedule. When a national holiday schedule conflicts with a regularly scheduled business meeting, the new time will be decided at the previous meeting. The time of all business meetings shall be posted in a conspicuous location at the club and on the Day by Day Club website.
- 3) Special purpose business meetings may be called by the President. The purpose of these meetings and the time and place of these meetings must be posted at least five days before the meeting.

VII – MONEY

- 1) Every reasonable effort should be made to maintain capital accounts of at least four (4) months expenses. If capital accounts fall below four (4) months expenses, no funds for donations of any kind shall be granted.
- 2) Special requests of money for half-way houses and/or clubs, etc. related to chemical dependency programs shall be posted in a conspicuous place in the Day by Day Club and on the Day by Day Club website for at least thirty days before being voted on at a business meeting.

VIII – BY-LAWS

- 1) Proposed changes to the by-laws must be approved for posting by a majority vote of a regular business meeting.
- 2) Approved changes to the by-laws must be posted at least fourteen days prior to the regular business meeting when the proposed changes are to be voted on. An officer shall be responsible to post the proposed changes and to notify Club members of the time and date of the meeting where the proposed change is to be voted upon.
- 3) Proposed by-law changes may be modified and/or amended at the meeting where the Proposed changes are to be voted on, provided the modifications and/or amendments do not substantially change the overall intent of the proposed by-law changes.
- 4) Approved and posted proposed changes to the by-laws shall become part of the by-laws of the Day by Day Club, Inc. through a two-thirds (2/3) positive vote by the business meeting.
- 5) The current by-laws of the Day by Day Club shall be posted in a conspicuous location at the Day by Day Club and on the Day by Day Club website.

ARTICLE IX – RULES

- 1) No alcohol, drugs, smoking, candle burning, gambling, card playing, video games, television, radios, stereos, bicycles, the playing of musical instruments and the like shall be allowed on the premises (including Club bathrooms) of the Day by Day Club, Inc.
- 2) No animals or pets except medical service dogs with proper documentation are allowed on Club premises at any time.
- 3) No improper conduct by Club members will be tolerated on Club premises at any time. Improper conduct includes: verbal or physical abuse or threats to Club members and/or their property, physical damage to Club property, panhandling, stealing, sleeping on Club premises, sexual activity, and any other destructive or disruptive behavior deemed inappropriate by a business meeting.
- 4) Improper conduct may be addressed in the following manner:
 - a. 1st offense may result in the member being placed on a five-minute probation rule, and loss of meeting leadership privileges. The five-minute probation rule is defined as: A Club member is allowed to be on Club premises only five minutes before and only five minutes after each meeting that they attend.
 - b. Repeat offenses of improper conduct may result in a member being banned from the Day by Day Club for the minimum of one year. Such a ban may be passed at any regular business meeting by a 2/3 majority vote. In extreme circumstances, an immediate ban may be made by agreement of at least two Club Officers.
 - c. The reversal of an immediate ban made by the action of Club Officers alone may be passed by a 2/3 majority vote at the next regularly scheduled business meeting.
 - d. Once a Club member has been banned, no discussion regarding the reversal of said ban made be had during the initial one-year period. After the initial one-year period has been completed, a discussion regarding the reversal of the ban may be presented to the business meeting. In order to reverse the banning of a Club member, the following procedure must be followed:

- 1) Since the banned Club members are not allowed to attend the business meetings, a representative for the banned Club member must attend a business meeting to propose the reversal of the ban.
- 2) Proposal for the reversal of the ban must be passed by 2/3 majority vote of the business meeting.
- 3) After approval of proposed reversal by the business meeting, the reversal proposal must be posted in a conspicuous place at The Day by Day Club for at least 21 days before the next business meeting when the proposal is to be voted on.
- 4) Final vote for the reversal of a banned Club member must then be passed by a 2/3 majority vote of the posted business meeting. If the reversal is not passed, the ban will remain in effect for a minimum of one more year and the reversal process may not be proposed for at least one more year.