

NORTHERN INDIANA BANK ON ALLIANCE BYLAWS

Article I – General

Section 1.1 Name

The name of this organization is Northern Indiana Bank On Alliance (NIBOA), hereafter noted as Alliance.

Section 1.2 Mission

The mission of the Alliance is to provide opportunities for individuals and families to begin the journey to financial stability by offering access to essential banking services and financial education.

Section 1.3 Partnership

The Alliance is a non-partisan partnership between the United Ways of Elkhart, LaPorte, Porter and St. Joseph Counties, NWI Bank On of Lake County, community nonprofits, financial institutions and government entities.

Section 1.4 Operational Support (hereafter noted as OS)

United Way of Porter County (UWPC) has been assigned to handle Alliance operational support activities. UWPC is organized exclusively for charitable and educational purposes as a 501(c)3 not for profit organization of the Internal Revenue Code. UWPC is located at 951 Eastport Centre Dr, Valparaiso, IN.

Term limits do not apply to the OS organization unless services are no longer needed.

The OS will be the fiscal agent for the Alliance.

Section 1.5 Fiscal Year & Finances

The fiscal year of the Alliance will cognized with the fiscal year calendar set forth by the United Way of Porter County bylaws. Currently is June to July calendar year.

The Alliance shall have full and final responsibility for the finances of the Alliance subject to the provisions of these Bylaws and federal and state laws.

All money received by OS on behalf of the Alliance shall be deposited in one or more financial institutions within Porter County. The Alliance Steering Committee will review the handling and record keeping of all money, funds and property of the Alliance unless otherwise determined by the Steering Committee.

The OS will provide financial reports on a regular basis for the Alliance membership, specifically the Steering Committee, for review. The OS will handle all funding in accordance with their organizational bylaws and as stated here within.

Section 1.6 Non-Discriminatory policy

The Alliance operates entirely on a non-discriminatory basis with respect to age, sex, race, religion, national origin, handicap, and disability according to law.

NORTHERN INDIANA BANK ON ALLIANCE BYLAWS

Article II – Governance

Section 2.1 Steering Committee

The Steering Committee will govern all aspects of Alliance service to the community. The Committee is made up of seven (7) members that will guide program development and implementation. This seven member committee will be made up of the six (6) members serving on the three (3) subcommittees and the operational support organization, UWPC.

- i. Subcommittee Co-Chairs may elect not to serve on the Steering Committee. If this takes place, then a member from the same subcommittee can take their place. All duties/responsibilities will be the same.
- ii. Six of the seven placements are subject to subcommittee term limits of three (3) years. The OS organization does not have a term limit.
- iii. The Steering Committee shall authorize and define the powers and duties of all committees, except as otherwise provided in the Bylaws.

Section 2.2 Subcommittees

The duties of the subcommittees are to make sure Alliance programs are strategic and effectively implemented within the community. Each subcommittee is comprised of five (5) to seven (7) members with two (2) individuals serving as the Subcommittee Co-Chair.

The Co-Chair will serve as the leader in the implementation process of their subgroup and assist with moving the Alliance forward by serving on the Steering Committee. Co-Chairs must hold an active Alliance membership to hold this office. The Co-Chair term limit is three (3) years.

Alliance members can serve on one of three subcommittees: Education Committee, Financial Institution Committee or Community Partner Committee. The below is a brief description of what each committee is responsible for:

- i. Education Committee – Responsible for the development and implementation of the consumer education component of the Alliance and, in conjunction with OS, tracking the success of said program.
- ii. Financial Institution Committee – Responsible for recruitment of financial industry partners to the Alliance, development of new partnerships and, in conjunction with OS, tracking the success of onboarding new partners, continued Bank On education at member institutions and Bank On product account reporting.
- iii. Community Partner Committee – Responsible for recruitment of community partners to the Alliance, development of new partnerships and, in conjunction with OS, tracking participation and client participation in Alliance programs.

Section 2.3 Meetings

The Alliance will meet the second Thursday of ***every other month***, place and time to be determined by majority vote.

NORTHERN INDIANA BANK ON ALLIANCE BYLAWS

Currently, meetings are held at United Way of LaPorte County. The all member meeting will be held at 8:30 CDT/9:30 EST. ***Subject to change as Steering Committee deems necessary.***

Committee meetings can be held after this meeting or during the ***sixty (60) days*** between the regularly scheduled Thursday meetings.

The Steering Committee will meet quarterly or as needed. A special meeting of the Alliance may be held at any time upon request by the full Steering Committee.

Regular meeting schedule is subject to change as Alliance deems necessary. Meeting minutes of all meetings will be recorded and distributed to all membership for review. Minutes will be kept on file with the OS.

Section 2.4 Quorums, Motions and Majority Vote

A quorum for the transaction of business at meetings shall be those present. Majority vote is the majority of who is present at a meeting or votes collectively via email by a stated deadline. This applies to decision made by the Alliance as a whole or its individualized committee.

To vote a motion and a second of the motion is required. All voting members at meetings or via email have voting privileges for all business that comes before the group. Organizations represent by more than one individual shall cast a single vote.

Section 2.5 Officers

The officers of the Alliance will be formed by the Steering Committee members. Alliance membership will elect a President and Vice-President Chair. The OS will serve as the Secretary and Treasurer, unless otherwise determined.

The duties of the officers shall be as follows:

- i. President: Shall convene and preside at all meetings unless otherwise specified.
- ii. Vice-President: Shall perform the duties of the President in the event of his/her absence, resignation or inability to perform his/her duties.
- iii. Secretary: Shall have charge of the corporate records and perform such duties as to record all proceedings and votes.
- iv. Treasurer: Shall have, under the direction of the Board of Directors, the custody of all monies, securities and other property. The Treasurer shall sign or counter sign such instruments as require his/her signature and shall perform all duties incident to this office or that are required by the Board of Directors. The Treasurer will serve as Chair of the Finance Committee and shall provide regular reports to the Board.

The President and the Vice-President will be elected for terms of two year from the date of appointment. ***Both positions are held by committee co-chairs members from the financial industry.***

NORTHERN INDIANA BANK ON ALLIANCE BYLAWS

Article III – Membership

Section 3.1 Qualifications

The members of the Alliance shall consist of such natural persons and entities who:

- i. Are interested in participating in Alliance activities to accomplish its mission;
- ii. Apply for membership and agree to all membership requirements.

Section 3.2 Membership

The three main classification of members are: (1) community partner, (2) financial institution or industry partner, and (3) government entity members. Other entities interested in joining the Alliance are welcome to apply.

Except as otherwise set forth in these Bylaws, all members shall have the same rights, obligations, privileges, liabilities, limitations and restrictions. All member organizations receive one (1) vote in Alliance decision making process.

Alliance membership is free. Partner participation in program needs is required. Partner will receive participation recognition in Alliance communications. Additional recognition given based on monetary contributions to the Alliance either as a program sponsor or grantor.

All members will participate in meeting Alliance assessment goal needs, when applicable.

Section 3.3 Application Procedures

All members must sign a membership agreement or MOU. Membership agreements should be submitted to the OS. All membership agreements will be reviewed by the Steering Committee, or a committee thereof, and will be approved as determined by the committee.

Section 3.4 Termination of Membership; Revocation of Member ship

Alliance members can terminate their membership at any time. They must provide written notice via email of the termination to the OS before doing so.

The membership of any member may be revoked by the Alliance Steering Committee if it is determined that such member no longer meets or has failed to comply with the qualifications of membership.

No less than thirty (30) days prior to a meeting at which the membership of any member is to be considered for revocation by the Alliance, the President shall provide written notice of the proposed revocation, including an explanation of the reason(s) for the proposed revocation, to be transmitted by email, then certified mail if necessary, to the affected member. The member shall be offered the opportunity to meet with the Steering Committee to discuss the proposed revocation. Should the Steering Committee decide to revoke the member's membership, such revocation will be effective immediately, unless otherwise determined by the Steering Committee.

NORTHERN INDIANA BANK ON ALLIANCE BYLAWS

Article IV – Enactment & Amendments

Section 5.1 Enactment

These Bylaws shall be effective immediately following its adoption or revision by the Alliance membership, and when so adopted, shall supersede all previous constitutions and amendments thereto, which will be hereby annulled.

Section 5.2 Amendments

These Bylaws may be amended by a majority vote of the entire membership provided that a written notice of intent to amend the Bylaws is emailed to the membership not less than one week prior to the date of voting.

Article V - Dissolution

Section 5.1 Dissolution

Upon dissolution of the Alliance by a majority vote of the membership, all assets and liabilities of the Alliance shall be disseminate as determined by the Steering Committee. Distribution will be in alignment with the Alliance service mission. The OS, as the fiscal agent, will distribute assets and liabilities as designated by the Steering Committee.