

BY-LAWS
NEW DOMINION WOMEN'S CLUB
(updated September, 2000)

ARTICLE I – NAME

The name of this organization shall be the New Dominion Women's Club.

ARTICLE II – OBJECT

The object of this organization shall be to carry out the objectives of the GFWC and to promote charitable purposes in and around the community.

ARTICLE III – MEMBERSHIP

Section 1. Any woman interested in the purpose of this organization who is over 18 years of age shall be eligible for membership.

Section 2. An application for membership must be presented to the Membership Chairman. Applicants for membership must attend at least two (2) club meetings or events. A two-thirds vote of the Board members present shall constitute a membership.

Section 3. An initiation fee of \$5.00 and dues (as specified in ARTICLE IV, Section 4) shall accompany the application for membership.

Section 4. A. A member shall attend a minimum of seven (7) general meetings during one club year. Members installed during the club year are required to attend at least two-thirds of the remaining general meetings in that club year. A member shall participate in at least one committee and support the major ways and means project.

B. If a member chooses to become inactive during the club year, she must notify the Membership Chairman in writing. She is still responsible for annual dues. Inactive status may be used for only one calendar year, unless an exception is granted by the board. An inactive member may attend any meeting or social function of the club; she is not required to serve on committees; she may neither vote nor hold office.

Section 5. Members who have resigned from the club in good standing may be reinstated by the Board of Directors with appropriate dues (see ARTICLE IV, Section 4).

Section 6. Resignation must be made in writing to the Board of Directors and each member is indebted to the club for annual dues until such time, or until membership is terminated under provision of ARTICLE IV, Section 3.

Section 7. Transfers coming into the club shall be accepted at any time during the club year. There must be a letter from the club of the transfer stating that she is a member in good standing. A member going to another club from this club shall be granted a transfer if she is a member in good standing.

ARTICLE IV – DUES

Section 1. The fiscal year for the club shall be July 1 through June 30.

Section 2. The annual dues shall be payable by July 1.

Section 3. Members whose dues remain unpaid on October 1 shall be notified in writing by the Treasurer. If the Treasurer is unable to collect the annual dues from the member, this shall be cause for forfeiture of membership.

Section 4. Dues for new members and transfers coming into the club shall be prorated. New members and transfers accepted in the months of June through November shall pay full dues, and in the months of December through May shall pay half dues.

ARTICLE V – OFFICERS

Section 1. The officers shall be President, First Vice President, Second Vice President, Third Vice President, Assistant Third Vice President, Secretary, Treasurer, Editor and Parliamentarian.

Section 2. The officers shall be elected annually and shall assume their official duties at the June meeting and shall hold office until their successors are installed.

Section 3. No officer shall be eligible for reelection to the same office for more than two consecutive years.

Section 4. A person who has served more than one-half of one term shall be considered to have served that term.

Section 5. In the case of a vacancy in the office of President, the First Vice President shall become President. Vacancies in other offices may be filled by nomination by the Board of Directors to be approved at the next general meeting. Nominations may also be made from the floor.

ARTICLE VI – DUTIES Of OFFICERS

Section 1. The President shall preside at all meetings the club and of the Board of Directors. She shall present at the annual meeting a report of the work of the club for the past club year. She shall appoint all committee chairmen, with the exception of the Nominating Committee. In case of unavailability of the Treasurer, the President shall have the authority to sign checks.

Section 2. The First Vice President, in the absence of the President, shall perform the duties of the President. She shall head the Program Committee. She shall be responsible for the programs, meeting dates and locations September through June, and assist the President with the year-end reporting.

Section 3. The Second Vice President, in the absence of the President and the First Vice President, shall perform the duties of the President. She shall act as Membership Chairman with responsibility for attracting new club members and for keeping membership and attendance records. She shall organize at least one membership recruiting function per club year. She shall be responsible for installing new club members.

Section 4. The Third Vice President shall be the Ways and Means Chairman. An Assistant Third Vice President shall be elected to assist in ways and means activities and shall be a candidate for election as Third Vice President the following year.

Section 5. The Secretary shall keep the minutes of all meetings of the club and the Board of Directors, and perform the duties as the club may direct. The Secretary shall conduct all correspondence of the club. She shall file a copy of all letters written and received.

Section 6. The Treasurer shall be custodian of all funds of the club. She shall keep all funds in a financial institution and/or financial investment vehicle deemed appropriate by the Board of Directors. She shall produce monthly and year-end financial reports.

Section 7. The Editor shall publish and distribute the newsletter.

Section 8. The Parliamentarian shall assist the President on questions of parliamentary procedure. She shall be present at all general meetings of the club and the Board of Directors, and may be consulted by members on questions of procedure or bylaws. She shall also serve as the club's Courtesy Chairman.

ARTICLE VII – ELECTIONS

Section 1. A nominating committee of three members shall be elected at the April meeting. Each nominee shall have been an active member for at least one full year, and at least one nominee shall be a current Board member. Members of this committee will be ineligible to serve consecutive terms. It will present a slate of candidates in the May

newsletter and at the May meeting, at which time nominations may also be made from the floor with prior consent of the nominee for office.

Section 2. Election by ballot shall be held at the May meeting. If there is only one candidate for each office, voting may be by voice. A majority of votes shall constitute an election.

Section 3. The officers shall assume their duties after the installation services which shall be held at the June meeting.

ARTICLE VIII – MEETINGS

Section 1. The official club year will be July 1 through June 30.

Section 2. The general meetings of the club shall be held monthly September through June.

Section 3. The Annual Meeting shall be held in June in conjunction with the installation of officers.

Section 4. Special meetings may be called at the discretion of the President upon prior written notice to all members or by notification at the general monthly club meeting. If the President does not act, special meetings may also be called at the request of two or more members with prior written notice to all members or by notification at a general meeting.

Section 5. A quorum will consist of the number of active members present at a general meeting.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the officers of the club and the immediate Past President.

Section 2. Any members may attend the meetings of the Board of Directors and may participate in discussion; but may not make a motion or vote.

Section 3. The Board of Directors manages the detailed business of the club and presents recommendations to the club. The Board of Directors meets monthly, except July and August, unless otherwise ordered by the President and with proper notification of each member of the Board.

Section 4. Two-thirds (2/3) of the Board of Directors constitutes a quorum for that body.

Section 5. A. Officers are obligated to attend Board meetings. Any officer who misses two consecutive Board meetings shall be called before the Board and reminded of this obligation.

B. After an Officer misses a third Board meeting, she shall be notified via mail by the Secretary, stating that a fourth absence shall constitute forfeiture of office. A formal notice of forfeiture of office shall be sent by the Secretary after the fourth absence.

C. Reasons for failure to attend a Board meeting shall be offered to the President prior to the meeting or immediately following the meeting. An officer missing three (3) Board meetings shall submit a valid reason, in writing, to the President. Attendance requirements may be waived by the President in the event of extenuating circumstances.

Section 6. Any officer may be relieved of her position by failure to perform the duties of her office as determined by a quorum of the Board if Directors.

ARTICLE X – COMMITTEES

Section 1. Committee chairmen shall be appointed by and report to the President.

Section 2. Special committees, such as Audit, Budget, etc., shall be appointed by the President as the club or Board deems necessary.

Section 3. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE XI – PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern this association in all cases in which they are not inconsistent with these by-laws.

ARTICLE XII – AMENDMENTS

By-laws may be amended by a two-thirds vote of the quorum present at a general meeting provided that a copy of the proposed amendment has been presented at a general meeting and printed in the newsletter.

ARTICLE XIII – LIMITATION ON LIABILITY

Each member shall be indemnified by the club against all expenses reasonably incurred or imposed upon her in the performance of her duties for this club except where she was adjudged guilty of willful malfeasance; provided, however, that the Board of Directors approve such settlement as being in the best interest of the club.

ARTICLE XIV – DISSOLUTION OF THE CLUB

In the event of the dissolution of the club, no member, officer or individual shall be entitled to share in the disposition of any of the assets and all such assets shall be distributed for their stated purpose or to educational or charitable groups.

Amended: May 1994; May 1996; February 2000.