

# **WOMEN'S CLUB OF MADISON, CT CONSTITUTION (Revised 2015)**

## **Article I - Name**

The name of this organization shall be the Women's Club of Madison, (formerly the Fortnightly Club). It is a member of the General Federation of Women's Clubs of Connecticut (GFWC/CT) and General Federation of Women's Clubs (GFWC).

## **Article II - Object**

The object of this organization shall be charitable, including for such purpose, the making of distributions to organizations that qualify as exempt organizations as defined by section 501(c)3 of the Internal Revenue Code or corresponding provisions of any subsequent Federal tax laws.

## **BYLAWS**

### **ARTICLE I – MEMBERSHIP**

#### **Section 1 – Eligibility**

Membership shall be open to all Madison women, nonresident exceptions made at the Executive Board's discretion.

#### **Section 2 - Classes**

- A. Active - An active member shall pay annual dues within the prescribed time and attend general meetings. Each Member shall be a participant of a working committee and shall support scholarships, C.I.P. and ways and means projects.
- B. Life Members
  - 1. *Honorary* - Honorary membership shall be offered to those who have been in continuous Federated Women's Club membership for forty (40) years or those designated by the Executive Board. These persons shall be exempt from dues.
  - 2. *Past Presidents* - Past presidents shall remain club members upon payment of dues and are expected to take an active part to the best of their ability.

#### **Section 3 - Applications**

A prospective member shall attend one but limited to two general meeting prior to submitting an application, which must be approved by the Executive Board. The club shall provide orientation.

#### **Section 4 - Transfers**

A transferee shall be accepted at any monthly meeting following receipt of a letter from the former federated club, stating that she is a member in good standing.

#### **Section 5 - Termination**

- A. Notice of resignation shall be presented in writing to the President.

- B. Membership shall be revoked for nonpayment of dues as stated in Section 3 of STANDING RULES. Notification shall be made by a member of the Executive Committee prior to formal termination by the Executive Board.

### **Section 6 - Waiver of Duties**

Written request for waiver of club responsibilities for the club year must be submitted to the President and presented for action to the Executive Board.

## **ARTICLE II – OFFICERS**

### **Section 1 - Officers**

The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and Parliamentarian.

### **Section 2 - Eligibility**

They shall be active members for at least one year and ideally have served as a committee chairperson.

### **Section 3 - Election**

- A. The Nominating Committee shall consist of six (6) members. It shall be chaired ideally by the immediate Past President. At the January general meeting of an election year three (3) non-Board members shall be elected to serve on the Nominating Committee. At the January Executive Board meeting of an election year two (2) board members shall be elected. The one receiving the most votes shall serve on the Nominating Committee; the second shall serve as an alternate if needed. The current President will also serve as a non-voting Advisor. No member of the Nominating Committee shall serve on the Committee for two consecutive terms.
- B. The Nominating Committee shall present the slate of officers at the March general meeting of an election year. Anyone wishing to contest any office by nominating another person for that office must present her nomination in writing to the Secretary at least 14 days prior to the April general meeting. The officers shall be elected by acclamation at the April meeting. When there is more than one candidate for any office, election shall be by ballot with the candidate receiving the majority of votes being declared the elected officer.

### **Section 4 - Term**

A newly elected officer shall assume her duties upon installation for two years and shall hold only one office.

### **Section 5 - Vacancies**

- A. President - The Vice President shall automatically accede for the remainder of the term.
- B. Other Officers - The President, with the approval of the Executive Board, shall appoint a replacement to serve the remainder of the term.

### **Section 6 - Duties**

- A. President - She shall preside at all general and Executive Board meetings. She shall be an ex officio member of all departments and committees except the Nominating Committee.

She shall appoint department chairmen, choose an IRS agent, and shall fill Executive Board vacancies with the approval of the Board and shall submit a yearly report to the club.

- B. Vice President - She shall act in place of the President when necessary. She shall chair the Budget Committee; chair programs assist the President with GFWC/CT reports and shall perform other duties delegated by the President.
- C. Recording Secretary - She shall keep the minutes of the general meeting and the executive board meeting and present them when necessary.
- D. Corresponding Secretary - She shall conduct all club correspondence and cheer.
- E. Treasurer - She shall be in charge of all monies for the club and present a workable budget for the year. She will work in conjunction with the Budget Chair and the Assistant Treasurer and have regular meetings with them during the year. Deposit only in designated banks, and pay all bills approved by the Executive Board, and shall be responsible for paying membership fees and insurance policies to the GFWC. She shall submit her books for yearly review by a licensed IRS agent/CPA within one week following the end of our fiscal year. The CPA Review will be acted upon at the Executive Board meeting in August and will be presented to the General Membership at the September meeting.
- F. Assistant Treasurer - She shall work in conjunction with the Treasurer and have regular meetings with her during the year. When necessary, she shall be fully prepared to take the place of the Treasurer. She shall work with the Budget Chair, the Treasurer and the President in preparing the budget. She shall send all bills for membership and collect the annual dues.
- G. Parliamentarian- Ideally shall be the immediate Past President. She shall be the Chairwoman of the Nominating and By Laws Committee.

### **ARTICLE III - EXECUTIVE COMMITTEE**

#### **Section 1 - Members**

The Executive Committee shall consist of all elected officers and shall take action in emergency situations. Action taken will be reported to the Executive Board.

### **ARTICLE IV - EXECUTIVE BOARD**

#### **Section 1 – Members**

The Executive Board shall consist of all elected officers, Community Service Program and Standing Committee Chairwomen, Historian and available Past Presidents.

#### **Section 2 – Duties**

The Executive Board shall vote upon membership applications, recommend the acceptance of the budget, vote to spend money not authorized in the budget, approve all fund-raising projects, and plan further the work of the club.

## **ARTICLE V - DISSOLUTION OF CLUB FUNDS**

In the event of dissolution, all remaining assets and property of the club shall, after necessary expenses thereof, be distributed to another organization or organizations exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of any subsequent Federal tax laws or to the Federal government, state or local government for public purpose.

## **ARTICLE VI - PARLIAMENTARY AUTHORITY**

*“Robert’s Rules of Order, Newly Revised”* shall govern the club in all cases where they do not conflict with the Constitution and Bylaws.

## **ARTICLE VII-AMENDMENTS**

The Constitution and bylaws may be amended upon a  $\frac{3}{4}$  vote of the members present at any meeting, provided a notice of the amendment has been submitted in writing to the Recording Secretary, approved by the Executive Board and presented to the membership at last seven days prior to the vote.

## **ARTICLE VIII - QUORUM**

### **Section 1 - Executive Board Meetings**

One-third of the total board membership shall constitute a quorum.

### **Section 2 - General Meetings**

One-fourth of the active membership shall constitute a quorum.

## **STANDING RULES**

### **Section 1-Executive Board Meetings**

- A. Shall take place on the third Monday of the month.
- B. The Executive Board is authorized to expend a maximum of \$200.00 without membership approval per request.

### **Section 2 - General Meeting**

- A. Shall be held the second Tuesday of the month, September through June. They may be changed by the Executive Committee.
- B. The April general meeting shall be the Annual Meeting, at which time election of officers shall take place.
- C. Installation of officers shall take place at the June dinner of an election year.

### **Section 3 - Dues**

- A. Time of payment - Bills for dues shall be sent prior to April 1 and shall be payable by May 1. Members in arrears on June 30 of the current year shall be dropped from membership.
- B. Fiscal year shall be from July 1<sup>st</sup>-June 30<sup>th</sup>.  
*Categories*
  - 1. An active member shall pay full annual dues.
  - 2. A new member accepted after January 31 shall pay half the annual dues.

3. An honorary member shall not be required to pay annual dues.
4. Past presidents shall pay annual dues.
5. A transferee shall not pay current dues if she is a member in good standing of her former Federated Club.

#### **Section 4 - Finances**

- A. Disbursements shall be made by check and signed by the Treasurer or, in her absence, by the Assistant Treasurer.
- B. Annual Disbursements: Committee will be the same as the Budget Committee with the addition of two club members. It will be presented to the Board at the March meeting and to the General Membership at the April Meeting. A vote will be taken at the May General Meeting.
- C. Complimentary Annual Dinner: Expenses shall be paid for the outgoing and incoming Presidents and the Installing Officers.
- D. The Club will pay for two Members registration and lunch to State Federal Meetings.

#### **Section 5 - Community Service**

##### **Community Service Programs Chairwomen**

- A. *Eligibility* - Ideally, they shall be active members for at least one year.
- B. *Duties* - They shall coordinate committee meetings and guide work appropriate to their CSP. They shall attend Executive Board Meetings, submit budgets, and propose projects to the Executive Board for approval and submit written reports in December and May. Each chairperson shall deliver her records to her successor promptly.
- C. CSP chairpersons shall be appointed by the newly elected President at the beginning of her term for a period of two years.
- D. Community Service Programs maybe formed and discontinued by the President yearly with Executive Board approval.

#### **Section 6 - Committees:**

- A. *Budget* – The Treasurer shall prepare a workable balanced budget and present it to the Executive Board for approval at the August Meeting along with the annual audit report and then to the general membership at the September meeting. At the first Budget Meeting of newly elected officers, members shall be the Vice President (chairperson), President, Treasurer, immediate Past President and Assistant Treasurer with the Past Treasurer advising. The following year members shall be the Vice President (Chairperson), President, Treasurer, and Assistant Treasurer.
- B. *Communications Publicity/Historian*
  1. *Publicity*:  
The publicity chairwoman is responsible for promoting all club activities through media coverage.
  2. *Historian*:  
The Historian shall assemble and preserve a record of all activities and achievements of the club and act as a custodian of all records and other materials pertinent to the history of the Club.

- C. *Community Improvement Project (C.I.P.)* - Shall be responsible for choosing a two-year project subject to General Membership approval and coordinating supporting activities. All members serve on this committee.
- D. *Conservation and Gardening* - Shall promote through education and participation and interest in gardening, the preservation of our natural resources, i.e., historical preservation and environmental action.
- E. *Education* - Shall promote and support local and state primary and higher education, i.e., annual scholarships and awards.
- F. *Homelife* - Shall promote interest and offer informational classes, i.e., CPR, Community Baskets, Babysitting Seminar, Consumerism, and Health.
- G. *Hospitality* - Shall coordinate hostesses and plan refreshments and decorations for general meetings, *Guest Night*, and the annual dinner. Each active club member shall assist and provide refreshments for one general meeting.
- H. *International Affairs* - Shall promote club activities and educational programs, support our overseas federations.
- I. *Membership* - Shall recruit, present, and install new members, record attendance and maintain an accurate membership list.
- J. *Newsletter*- "The Laurel" our newsletter will be published monthly from September-June. It will contain pertinent messages from our President and Vice President regarding our Club and the GFWC. Submission about other activities and newsworthy articles may be submitted along with photos by Club Members.
- K. *Scholarship Trust Committee*: - The President, Vice President, Treasurer and the assistant Treasurer will make up the Board of Scholarship Trust. They will be responsible for overseeing all monies pertaining to the Annual High School Scholarship Fund, the accounting, investment and disbursements. They will be reviewed annually, and necessary adjustments made to the benefit the funds, with Executive Committee and Board approval, plus the advice of a financial advisor.
- L. *Public Affairs* - Shall promote individual and club responsibility and action with the community, i.e. civic projects, citizenship, Santa Letters, Veterans and events of public interest.
- M. *The Arts* - Shall promote interest, educational opportunities, recognition, and competition in the field. Annual High School -Senior Art Award.
- N. *Ways and Means* - Shall coordinate club fund-raising activities. All members shall serve on this committee.
- O. *Yearbook* - Shall be published once every two years and distributed to members at our September meeting. It will contain our Constitution and By Laws, Board Members of our Club, the GFWC State and International. A calendar of events, meeting times & places and CSP Chairwomen. Names address and phone numbers of all our members. A summary of Past Presidents, Honorary Members and our Collect. Scholarship awards and any committee disbursements needed for the following year (decided at the last may meeting).