

BYLAWS
Revised 2026

ARTICLE I-NAME

The name of this organization shall be The Women's Club of Madison, Inc. (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 Women's Club of Madison is a 501 (c) (3) non-profit organization. Its object is to seek improvement in educational, cultural and civic conditions in the community, and to make distributions to organizations that qualify as tax exempt as defined by the Internal Revenue Code.

ARTICLE III-MEMBERS

Section 1-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, CIP (Community Impact Project) and fundraising projects.

B. Life Members:

- a. 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 Committee. Those persons shall be exempt from dues.
- b. Past Presidents: Past Presidents shall remain club members upon payment of dues and are expected to take an active part in club activities to the best of their ability.

Section 2-Eligibility:

- A. Membership shall be open to all Madison women. Nonresident exceptions shall be at the Executive Committee's discretion.
- B. Prospective members shall attend one but limited to two general meetings prior to submitting an application.
- C. Applications will be collected by the Membership Committee and approved by the Executive Committee.
- D. The Membership Committee will notify the applicants that they will be invited to attend an induction ceremony at a monthly meeting.
- E. The Club will provide orientation.

Section 3-Dues:

- A. Time of payment: Notices for dues (amount as of 1/1/2026 = \$50.00) shall be sent prior to April 1st and shall be payable by May 1st.
- B. Fiscal year: The fiscal year shall be from July 1st -to June 30th.
- C. Categories of dues:
 - a. An active member shall pay full annual dues.
 - b. A new Member accepted after January 31 shall pay half of the annual dues.
 - c. An honorary member shall not be required to pay annual dues.
 - d. A transferee shall be accepted at any monthly meeting following the receipt of a letter from the former federated club, stating that she is a member in good standing. A transferee shall not pay current dues if she is a member in good standing of her former Federated club.

Section 4-Members in Arrears:

Members in arrears on June 30th of the current year shall be contacted by the Assistant Treasurer to discuss the issue. If the result is that the person's membership will not be renewed, the Executive Committee will be notified.

Section 5-Resignation:

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

Section 6-Waiver of Duties:

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

ARTICLE IV-OFFICERS**Section 1-Officers:**

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

Section 2-Eligibility:

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

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-Executive Committee members shall be appointed to serve on the Nominating Committee. At the January Executive Committee meeting of an election year, two (2) Executive Committee members shall be appointed. One Member will 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 2 years or until her successor is elected, and shall hold only one office. No officer shall serve more than one consecutive term in the same office unless approved by the Membership.

Section 5-Vacancies:

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

ARTICLE V-DUTIES OF OFFICERS

1. President:

She shall preside at all General and Executive Committee meetings. She shall be an ex-officio member of all departments and committees except the Nominating Committee. She shall appoint Chairmen, fill Executive Committee vacancies with the approval of the Executive Committee, submit a yearly report to the club, and will fulfill those duties found in the parliamentary authority adopted by the club.

2. 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 perform other duties delegated by the President.

3. Recording Secretary:

She shall keep the minutes of the General Meetings and the Executive Committee Meetings and present them when necessary. Minutes will be recorded, distributed electronically to the membership, and voted for approval at the following meeting.

4. Corresponding Secretary:

She shall manage external and internal communication for the club. Her duties also include writing thank you notes, sympathy cards, congratulations and uplifting cards, as well as keeping members informed if a current or former member needs assistance.

5. Historian:

The responsibility of the Historian is to collect and preserve all records pertaining to club activities. This includes minutes of meetings and events, photographs, newspaper and magazine articles. These will be stored at the Charlotte L. Evarts Memorial Archives, located in the lower level of the Memorial Town Hall, 8 Meeting House Lane, Madison.

6. Treasurer:

- a. She shall be in charge of all monies for the club.
- b. She shall present a workable balanced budget for the year, and present a monthly report to members at each General Meeting.
- c. She shall work in conjunction with the Budget Chair (VP) and the Assistant Treasurer, and have regular meetings with them during the year.
- d. She shall deposit only in designated banks and pay all bills approved by the Executive Committee. She shall be responsible for paying membership fees and insurance policies to GFWC.
- e. She shall submit her books yearly for review by the Budget Committee and the Executive Committee at the end of the fiscal year. The review will be acted upon at the Executive Committee meeting in August and will be presented to the General Membership at the September meeting.
- f. She shall ensure that the IRS tax form 990 is completed as required.

7. 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 renewal notices for membership and collect the annual dues.

8. Parliamentarian:

Ideally shall be the Immediate Past President. She shall be the Chairman of the Nominating and By Laws Committee.

ARTICLE VI-MEETINGS

Section 1 – General Meetings:

Shall be held the second Tuesday of the month, September through June. They may be changed by the Executive Committee if necessary.

Section 2 – Annual Meetings:

The April general meeting shall be the Annual Meeting, at which time election of officers shall take place. Installation of officers shall take place at the June meeting of an election year.

Section 3 – Executive Committee Meetings:

- A. Shall take place on the third Monday of the month. They may be changed by the Executive Committee if necessary.
- B. The Executive Committee is authorized to expend a maximum of \$250 per request without membership approval.

Section 4 – Quorums:

- A. Executive Committee Meetings: One-third of the total Executive Committee membership shall constitute a quorum.
- B. General Meetings: One-fourth of the active membership shall constitute a quorum.

Section 5 – 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. Disbursement requests will be presented to the Executive Committee at the March meeting and to the General Membership at the April Meeting. All requests should be to the Committee by the last day of February. A vote will be taken at the May General meeting.
- C. Disbursements that are not part of the annual disbursement process: If there is a special project or event that will generate revenue which the Club may wish to allocate to a specific cause, the proposal must be presented to the Executive Committee and then voted on by the General Membership. This should be done prior to starting a project or event.
- D. Complimentary Annual Dinner: Expenses shall be paid for the outgoing and incoming Presidents and the Installing Officers.
- E. State Federated Meetings: The club will pay for 2 member's registrations and lunch to a State Federated Meeting.

ARTICLE VII-EXECUTIVE COMMITTEE**Section 1- Members of the Executive Committee:**

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

Section 2-Duties of the Executive Committee:

The Executive Committee 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, plan further work of the club, and take action in emergency situations.

ARTICLE VIII-COMMUNITY SERVICE PROGRAMS

Section 1: Community Service Programs:

- A. Community Service Program Areas are established by GFWC in each administration. Details and descriptions are provided in the International Manual published biennially.
- B. Community Service Programs may be formed and discontinued by the President yearly with Executive Committee approval.
- C. Results of all CSP's must be reported to GFWC.

Section 2: Community Service Program Chairmen:

- A. The Chairmen shall be appointed by the newly elected President at the beginning of her term for a period of two years.
- B. Eligibility: Ideally, they shall be an active member for at least one year.
- C. Duties: They shall coordinate committee meetings and guide work appropriate to their CSP. They shall attend Executive Committee meetings, submit budgets, and propose projects to the Executive Committee for approval and submit written reports in December and May. Each Chairman shall deliver her records to her successor promptly.

ARTICLE IX – STANDING COMMITTEES

1. Budget:

The Treasurer shall prepare a workable balanced budget and present it to the Executive Committee for approval at the August Committee meeting, along with an annual review 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 (Chairman,) President, Treasurer, immediate Past President, and Assistant Treasurer, with past Treasurer advising. The following year members shall be the Vice President (Chairman,) President, Treasurer, and Assistant Treasurer.

2. Communications:

Duties include:

- a. Public Relations: Responsible for promoting all club activities thorough outreach to the media (both print and online publications) as well as local organizations as is appropriate (e.g. Chamber of Commerce.)
- b. Website: Responsible for maintaining the club website. Update the site on an ongoing basis to include all club activities, events, programs, news, etc.
- c. Social Media: Manage the club Facebook page. Update it regularly with photos, reports on club activities, event notices, etc.

3. Community Impact Project (CIP):

- a. CIP is a 2-year project chosen via a vote by the club members. The 2-year timeline does not need to align with the term dates of the Executive Committee.
- b. Club members meet to discuss the needs of their local community by looking for grassroots projects that will require community partnerships, additional funds, and planning implementation. After brainstorming possible projects, club members narrow the discussion to a couple of possible focus areas.
- c. Once the CIP has been voted on, the Chairman is responsible for coordinating the activities required to execute the project.
- d. All members serve on this committee.

4. Hospitality:

Shall coordinate hostesses and plan refreshments and decorations for general meetings, the Annual Dinner and other events. Each active club member shall assist and provide refreshments for one general meeting.

5. Membership:

Shall recruit, present and install new members, record attendance and maintain an accurate membership list.

6. Newsletter:

The newsletter "*The Laurel*" will be published monthly from September – June. It will contain pertinent messages from the President and Vice President regarding the Club and GFWC. Submission about other activities and newsworthy articles may be submitted, along with photos, by Chairmen and club members.

7. Scholarship Trust Committee:

The President, Vice President, Treasurer and the Assistant Treasurer will make up the Committee of Scholarship Trust. They will be responsible for overseeing all monies pertaining to the Annual High School Scholarship Fund, the accounting, investment and disbursement. The funds will be reviewed annually and necessary adjustments made to benefit the funds, with Executive Committee and Committee approval, plus the advice of a financial advisor.

8. Fundraising:

Shall coordinate club fund-raising activities. All members shall serve on this committee.

9. Yearbook:

Shall be published once every two years. It will contain: the By Laws; Committee Members of our Club and the GFWC/CT and International Committee; a calendar of events, meeting times and places; CSP Chairmen; Scholarship awards and

disbursements; all member information; Past Presidents; Honorary Members; and the Collect.

ARTICLE X – PARLIAMENTARY AUTHORITY

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

ARTICLE XI – AMENDMENTS

The 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 Committee and presented to the membership at least seven days prior to the vote.

ARTICLE XII – DISSOLUTION OF CLUB FUNDS

Upon the Dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code or shall be distributed to the federal government, or to a state or local government, for public purpose."