

GFWC Clearwater Community Woman's Club, Inc.

Bylaws

ARTICLE I – NAME

The name of the organization shall be GFWC Clearwater Community Woman's Club, Inc., a member of the GFWC Florida Federation of Women's Clubs and the General Federation of Women's Clubs International, Inc.

ARTICLE II – OBJECT

The GFWC Clearwater Community Woman's Club shall be organized and operated exclusively for charitable and educational purposes within the meaning of section 501(c)3 of the Internal Revenue Code of 1954 and shall otherwise comply with any requirement for classification as an exempt organization under such section.

ARTICLE III – MEMBERSHIP

SECTION 1. ELIGIBILITY AND APPLICATION

- A. A prospective member must attend at least one (1) general business meeting before presenting an application to the Membership Chair, must attend an orientation meeting and pay annual dues prior to their Installation. The Membership Chair shall present a list of new members to the Board before their installation.
- B. Formal Installation of candidates to membership shall be made in May or December.

SECTION 2. CLASSIFICATION

The membership of the GFWC Clearwater Community Woman's Club shall be classified as:

A. Active Member: An Active Member is a member in good standing who has met the eligibility requirements and justifies her membership by successfully complying with the By Laws and Standing Rules of the Club. She shall enjoy all rights, privileges and obligations of membership including, but not limited to: attending meetings, and participating in a CSP and other club projects such as service and fund raising.

B. Associate Member: An Active Member in good standing who, for good reason, finds she is unable to accept the obligations of Active Membership, may request Associate Membership by written application to the Membership Chair. An Associate Member shall be entitled to all privileges of the club except those of voting and holding office. An Associate Member may return to Active status at any time by notifying the membership chair. An Associate member stays in her assigned CSP, and hopefully continues to participate when possible.

C. Sustaining Member: An Active or Associate Member who has been in good standing for a minimum of five (5) years may choose Sustaining Membership status. A Sustaining Member shall be entitled to all privileges of the club except those of voting and holding office. A Sustaining Member may return to Active Status at any time by paying Active dues.

SECTION 3. ATTENDANCE

- A. Active Members are expected to attend the majority of General Meetings and to participate in CSP and other club projects during the year.

SECTION 4. TERMINATION OF MEMBERSHIP

Membership may be terminated for non-payment of dues. Those members may apply for membership reinstatement any subsequent year by paying their annual dues.

ARTICLE IV - FEES AND DUES

SECTION 1. FEES

An orientation fee shall be paid by New Members in accordance with the Standing Rules.

SECTION 2. DUES

Yearly dues of Active and Associate Members shall be \$50.00. Dues for Sustaining Members shall be \$25.00. Dues are to be paid annually by April 30th, becoming delinquent after May 15. All members who have not paid their dues by May 15 may be dropped from membership. After May 15 a \$25 reinstatement fee may* be charged.

ARTICLE V - OFFICERS

SECTION 1. ELECTED OFFICERS

The elected officers of the Club shall be: President; First Vice President - *Community Service Programs (CSPs)*; Second Vice President - Ways and Means; Third Vice President - Membership; Recording Secretary; Corresponding Secretary; Treasurer; and Member-At-Large.

SECTION 2. QUALIFICATIONS

A. To be eligible for nomination as President or First Vice President, a member must have served on the Board of Directors for two (2) full years.

B. To be eligible for nomination for other elected offices, a member must have been an active member* for one (1) full year.

C. The term of office shall be for one (1) year or until a successor is elected.*

SECTION 3. VACANCIES IN OFFICE

A. In the event of a vacancy in the office of the President, the office shall be filled by the First Vice President.

B. A vacancy occurring in any other elected office shall be filled by special election. In this event, the Nominating Committee shall be responsible for submitting a nominee for each office.

SECTION 4. DUTIES OF OFFICERS

A. President: The President shall preside at all meetings of the General Membership and the Board of Directors. She shall make all appointments of Chairs of Standing and Special Committees and *CSPs*. She shall be the ex-officio member of all committees, except the Nominating Committee. She shall be the official representative at all meetings of the Florida Federation of Women's Clubs and the General Federation of Women's Clubs International.

The Immediate Past President shall serve on the Board of Directors in an advisory capacity with voting privileges.

B. First Vice President: *Community Service Projects (CSPs)*: In the absence of the President, the First Vice President shall perform the duties of the President. She shall be Director of *CSPs*, be Chair of the Service Program Committee (organize club calendar), and Chair of the Projects (Reports and Hours) Committee.

C. Second Vice President: *Ways and Means (Fundraising)*: The Second Vice President, in the absence of the President and First Vice President, shall perform the duties of the President. She shall be Chair of the Ways and Means (Fundraising) Committee.

D. Third Vice President: *Membership*: In the absence of the President, First and Second Vice Presidents, she shall perform the duties of the President. She shall be Chair of the Membership Committee.

E. Recording Secretary: The recording secretary shall keep duplicate copies of the Minutes of the Board of Directors and General Membership Meeting. She shall be custodian of the Bylaws of the Club.

F. Corresponding Secretary: The corresponding secretary shall conduct correspondence of the Club, including remembrances to members and their families. She shall also be custodian of club stationery.

*part of 2016 changes approved; also note that *CSP, Community Service Programs*, replaces *Departments*

SECTION 4. DUTIES OF OFFICERS (cont'd)

G. Treasurer: The treasurer shall be custodian of all funds of the Club, pay all bills and keep an account of all receipts and disbursements. Checks may be signed by either the President or the Treasurer. She shall present a written report at each business meeting of the Club. She shall be chairman of the Budget Committee which will be composed of the Executive Committee.

The Treasurer shall have the fiscal year (June 1 to May 31) records ready no later than fortyfive (45) days after the close of the fiscal year for review by the Club Review Committee. Upon completion of this Review, the Treasurer shall prepare the fiscal report before surrendering all books, reports and properties belonging to her office to her successor.

H. Member-At-Large: The Member at Large is responsible for mailing the club Newsletter and shall represent the General Membership to the Board of Directors.

SECTION 5. DELEGATES

A. The President and First Vice President shall serve as delegates to the FFWC and District Federation Meetings.

B. In the event these officers are unable to serve as delegates, the delegates shall be appointed by the President.

ARTICLE VI EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

SECTION 1. EXECUTIVE COMMITTEE

Members of the Executive Committee are the elected officers, immediate past President and Parliamentarian.

SECTION 2. BOARD OF DIRECTORS

The Board of Directors is comprised of the Executive Committee and appointed CSP and Committee Chairs. They shall have general supervision of the affairs of the club with the authority to disburse non-budgeted funds not to exceed \$ 100 without approval of the General Membership.

ARTICLE VII MEETINGS

SECTION 1. BOARD OF DIRECTORS MEETINGS

The Board of Directors shall meet each month prior to the General Meeting, *and* at such times as called by the President, or at the written request of five (5) members.

SECTION 2. GENERAL CLUB MEETINGS

Unless otherwise ordered by the Club, or by the Executive Committee, General Club Meetings shall be held on the third Tuesday of each month beginning in September and continuing through May. The April business/*voting portion* of the meeting is closed to non-members. There will be no General Club Meetings in June, July or August. The membership in attendance shall constitute a quorum for any club meeting.

SECTION 3. EMERGENCIES

In the case of a national emergency, state emergency or any type of events, manmade or natural, that could potentially put members in danger, the President, with the consent of the majority of the Executive Committee or Board, may order that an electronic meeting be held as a substitute for a regular, executive committee, Board of Directors, or special meeting.

ARTICLE VIII COMMUNITY SERVICE PROGRAMS (CSPs) AND COMMITTEES

The President shall appoint such CSP and Standing Committees as she and the Board of Directors deem advisable. Each Chair shall keep a written report of all activities during the year, to be passed on to her successor.

ARTICLE IX – NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATING COMMITTEE

A. The Nominating Committee shall consist of five (5) members. Two (2) shall be elected from the Board of Directors at the February Board Meeting. Three (3) members from the General Membership shall be elected at the February General Meeting.

B. At least one week prior to the April general meeting, the Nominating Committee shall make available to all of the membership, in writing, the slate of officers recommended as well as the two committee members to be elected to the Membership and Grants Committees. The Nominating Committee shall present, orally, its report at the April General Meeting, at which time nominations will be received from the General Membership for the Member-at-Large. Additional nominations for elected positions will be accepted providing prior consent of the nominee has been obtained.

SECTION 2. ELECTIONS

A. The elections of officers shall be held at the April General Meeting. Election shall be by voice vote, unless there is more than one (1) nominee for an office, in which case, election for that office shall be by ballot.

B. The installation of the newly elected officers shall be held at the May General Meeting. On June 1, following their installation, the new officers shall assume their duties. Each retiring officer shall, by the June Board meeting, surrender to her successor all papers and properties belonging to her office.

SECTION 3. EMERGENCIES

In the case of a national emergency, state emergency or any type of events, manmade or natural, that could potentially put members in danger, the President, with the consent of the majority of the Executive Committee or Board, may order that elections be held by mail or electronically.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Club except when they conflict with the Bylaws or Standing Rules of GFWC CCWC.

ARTICLE XI – AMENDMENTS

The Bylaws may be amended at any General Meeting of GFWC CCWC by a two-thirds (2/3) affirmative vote of those in attendance, provided the proposed amendment has been submitted in writing to the General Membership at least thirty (30) days prior to the General Meeting. Unless otherwise ordered, the amendments shall take effect at the close of the General Meeting at which they were adopted.

ARTICLE XII – DISSOLUTION

In case this corporation wishes to dissolve and by due process of law shall dissolve, all assets of whatever nature, or their equivalent in value, which remain after the just debts and liabilities of this corporation have been satisfied, shall be used to such education or public purpose or purposes within the State of Florida, as will complete or continue undertakings for the public benefit which have already begun by the Club and all remaining assets shall be distributed for purpose or purposes within the scope of Internal Revenue Services 501c(3). No part of the net income or earnings of the corporation shall inure to the benefit of any individual member or be distributed to its members or officers.

STANDING RULES

SECTION 1. SPONSORSHIP

GFWC Clearwater Community Woman's Club, in partnership with GFWC Clearwater Woman's Club and GFWC North Pinellas Woman's Club is a sponsor of the GFWC Pinellas Juniorettes.

SECTION 2. MEMBERSHIP

A. An applicant who is in agreement with the purpose of the club and has met other requirements as outlined in the Bylaws shall be eligible for application to Club membership.

B. Orientation fee for New Member applicants shall be \$30, paid with member application.

C. New members must complete an orientation session and pay annual dues before their installation.

D. The Membership Committee shall consist of the 3rd Vice President as Chair and at least four committee members. Two (or more) members are chosen by the 3rd Vice President and two (2) members are elected by the General Membership at the April General Meeting.

E. The Membership Chair and her committee shall be responsible for orientation and supervision of new members, keeping all attendance records and up to date membership lists, and contacting those who miss two consecutive meetings. She shall coordinate with Treasurer to record Membership dues, notifying the Board of delinquent members.

F. An Active Member in good standing of GFWC CCWC who holds an office in FFWC or GFWC can retain her Active Membership without maintaining the Club attendance requirements.

G. A Sustaining Member shall not be a member of the Florida Federation of Women's Clubs or the General Federation of Women's Clubs International. To resume Active Membership, a Sustaining Member shall, upon Board approval, be readmitted with priority and payment of Active dues.

To transfer to another Federated Club, a Sustaining Member shall be granted immediate Active status, upon written request to the Membership Chair.

H. A former member who has resigned in good standing from the Club, may be considered for Active Membership by the Board upon receipt of application. Reinstatement shall be subject to Board approval and payment of Active dues.

I. Dual Members may be accepted into GFWC CCWC membership at any time during a Club year by submission of a GFWC CCWC application, a letter from their GFWC home club acknowledging that they are currently a member in good standing, and payment of GFWC CCWC dues.

SECTION 3. CLUB PROJECTS AND COMMUNITY SERVICE PROGRAMS

A. Each active member is expected to participate in at least one Service Project and one Ways and Means fundraising project during each year.

B. Each active member is assigned to and expected to participate in a Community Service Program (CSP).

SECTION 4. GRANTS COMMITTEE

A. Chair is appointed by the President. Chair then selects (2) committee members. Two (2) additional members shall be elected at the April General Meeting.

SECTION 5. FINANCIAL REVIEW

The President shall appoint three (3) members to review Treasurer records for the fiscal year ending in May.

SECTION 6. AMENDMENTS

The Standing Rules may be amended at a General Meeting by a majority of those present.

SECTION 7. BYLAWS COMMITTEE

The Parliamentarian shall be Chair of the Bylaws Committee. The Secretary shall have custody of the Bylaws and Standing Rules. Revisions shall be approved by the Executive Committee and Board of Directors before being presented to the General Membership.