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The Women's Club of Unit 3

By-Laws

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By-Laws of The Women's Club

Of Unit 3 Mainlands

Article 1- Name

Section 1. The name of this organization shall be The Women's Club of Unit 3, Mainlands.

Article 2 – Purpose

Section 1. The purpose of this organization shall be:

a. To foster fellowship among the members.

b. To promote participation in social and recreational activities.

Article 3 – Membership

Section 1. Membership is open to all Unit 3 Women and all former residents of Unit 3 who still reside in Mainlands.

a. Upon payment of dues, Associate Membership will be granted to former residents of Mainlands, Unit 3, who no longer reside in Unit 3 but still wish to belong to Women's Club. These members may participate in all activities except for the following:
1. Associate Member cannot run for office.

2. Associate member will have no voting rights.

Article 4 - Dues

Section 1. a. The annual dues shall be $10.00 payable in January and no later than the first meeting in April. Dues for new residents who wish to join after July 1 shall be $5.00.

b. Any member whose dues are delinquent shall be automatically dropped from membership after notification by the Treasurer.

c. Only members whose dues are paid in full are eligible to attend special functions.

Article 5 – Officers

Section 1. Elected Officers

a. The officers of this organization shall be: President, First Vice-President, Second Vice-President, Secretary and Treasurer.

Section 2. Elections

a. These officers shall be elected at the official meeting in November to serve for a term of two years, or until their successors are elected, and shall be eligible for one consecutive re-election term to the same office.

Section 3. Installation

a. Newly elected officers shall be installed at the official meeting in December and assume their duties on January 1.

Article 6 – Nominations

Section 1. a. A nomination committee of at least three members shall be appointed by the executive board in September.

b. The committee shall submit to the membership a slate consisting of nominees for each office at the official meeting in October.

c. The consent of the nominees to serve if elected shall have been secured.

d. Nominations may be made from the floor, provided the consent of the nominee to serve, if elected, has been secured.
e. When more than one person is nominated for an office, voting shall be by ballot and only members shall be eligible to vote. Majority of votes cast shall constitute election to office.

Article 7 – Duties of Officers

Section 1. The President shall:

a. Preside at the General Meeting and at Board Meetings.
b. Be an ex-officio member of all committees except the nomination committee.
c. Perform whatever additional duties may be prescribed.
d. Appoint all Committee Chairmen, Parliamentarian, Chaplain, and Historian.
e. Appoint the Election and Auditing Committees.
f. Approve all cash expenditures up to $50.00, obtain the approval of the of the Executive Board on expenditures over $50.00 and not exceeding $200.00.
g. Hold a meeting with the newly elected officers and the outgoing officers and the outgoing officers prior to the official Executive Board meeting in December.

Section 2. The First Vice-President shall:

a. Perform all duties of the President in her absence or at her request.
b. Act as Program Chairman.
c. In the event of a vacancy in the office of President, assume that office.

Section 3. The Second Vice-President shall:

a. Perform all duties of the First Vice-President in her absence or at her request.
b. Assist the First Vice-President in her duties per her request.
c. At as General Chairman of special events and food service.

Section 4. The Secretary shall:

a. Record and keep minutes of all regular and special meetings of the organization and of the Executive Board.
b. Be responsible for the correspondence of the club at direction of the President and /or in accord with the action of the club.

Section 5. The Treasurer shall:

a. Receive all monies of the organization.
b. Keep an itemized account of all receipts and disbursements.
c. Make all payments authorized by the organizations or the Executive Board.
d. Keep a current record of the paid-up membership.
e. Submit a detailed monthly report.
f. Prepare an Annual Financial Report at the end of the fiscal year and submit promptly for audit, prior to leaving office. A copy of the audited report shall be presented to the treasurer of the Homeowner's Association.

Article 8 – Meetings

Section 1. Meetings shall be:

a. Meetings of the organization shall be held on the third Friday of the month at 12:00 at the Clubhouse unless otherwise stated. Meetings shall be suspended after the meeting in May until the Meeting in September.
b. The third Friday of each month will be the official business meeting with a planned program and refreshments.
c. 50% of members present at any meeting constitute a quorum.
d. Local non-members residents shall be permitted one visit per fiscal year. House guests are always welcome. Caregivers eat complimentary.

Article 9 – Executive Board

Section 1. The Executive Board may consist of the elected officers of the Organization. The Past President shall serve one year as ex-officio member. The parliamentarian and /or committee chairmen may be requested to be present when necessary.

Section 2. a. Regular meetings of the Executive Board shall be held during the last week of each month.

b. Special meetings may be called by the President, when necessary.

Section 3. The duties of the Executive Board shall be:

a. To approve all appointments.
b. To make recommendations to the Organization.
c. To fill vacancies of offices.
d. To coordinate with the Social Club Board of Directors on any proposals for donations or improvements to the clubhouse and its environs.

Article 10 – Committees

Section 1. Committees as needed may be:

a. Ways and Means.
b. Membership
c. Refreshments.
d. Sunshine.
e. Publicity.

Most of these duties are done by the Board members.

Section 2. Duties of Committees

a. Ways and Means Committee shall:
   Plan and execute fund raising activities.
b. Membership Committee shall:
   1. Maintain a current membership roster.

2. Have charge of the guest book.
3. Introduce new members and guests at each meeting.
4. Present new members with a copy of the By-Laws.

c. Refreshment committee shall:
   1. Be responsible for refreshments served at official meetings and when requested for other functions.

d. Sunshine Committee shall:
   1. Send cards to all members and spouses who are reported in the hospital or ill at home.
   2. Send a sympathy card on the loss of spouse, parents, children and in-laws of members and announce at each meeting.
   3. Be allotted monies to cover expenses.

e. Publicity Committee shall:
   1. See that club notices are placed in all local papers, bulletin boards and other club houses when of general interest.
   2. Keep the President of the Social Club informed of all women's Club dates and activities.
   3. Maintain the Women's Club calendar on the bulletin board.

Article 11 – Parliamentary Authority

Meetings shall be conducted in accordance with Robert's Rules of Order, Revised, and shall be Parliamentary authority of this club.

Article 12 – Amendments

Section 1. a. These By-Laws shall be read at an official meeting upon petition by 40% of the membership.

b. These By-laws may be amended at an official meeting at which there is a quorum present, provided the proposed amendments have been presented for consideration at a previous meeting.

Revised 10/21

Frances George