

## By-Laws Sample

**Article I:** The name of the organization shall be the GFWC Woman's Club of \_\_\_\_\_.

**Article II:** The mission of the **GFWC Woman's Club** of \_\_\_\_\_ will be to support the people of \_\_\_\_\_ through volunteer service and charitable endeavors.

### **Article III: Membership**

Section 1. Any woman 18 years or older interested in supporting the objectives of the club shall be eligible.

Section 2. Dues:

- a. Dues of **\$25.00 per year** are due on or before by May 1<sup>st</sup>. If dues are not paid by July 1<sup>st</sup>, they will be advised that they will be dropped from membership
- b. Non-renewing or resigning members are requested to notify the President in writing.

### **Article IV: Meetings**

Section 1: Meetings shall be held the \_\_\_\_\_ of the month, September through June, unless the date should be changed by the Board of Directors or a special meeting is called.

Section 2: A quorum shall be constituted by one-third of the membership at any general meeting.

### **Article V: Officers**

Section 1. The officers of the club shall be president (or co-presidents) vice president, secretary and treasurer.

Section 2. All officers shall be elected at the general membership meeting **in May** for a two year term or until their successors are elected. If there is one nominee for each office, the election may be by voice.

Section 3: No officer shall serve more than two consecutive terms.

Section 4: No member shall be eligible for office until she has been an active member for one year, except for the chartering year.

Section 5: The Executive Committee shall consist of the offices of president, vice president, secretary, treasurer and the immediate past president, who will serve as advisor for the following year.

### **Article VI: Nominations**

Section 1: The nominating committee shall be two club members elected by the general membership and one appointed by the president at **the February meeting**.

Section 2: this committee will meet and prepare a slate of candidates for each office prior **to the March meeting**.

Section 3: At the regular **April meeting** nominations will be accepted from the floor, immediately followed by a voice vote.

## **Article VII: Duties of Officers**

### Section 1: President

Presides at all meetings and is the official representative of the club.

- a: May ask for volunteers or appoint chairman of all committees and Community Service programs. She also serves as the ex-officio member of all committees, except the nominating committee.
- b: She shall ensure that the annual Federation Club reports are compiled and submitted on time.
- c: She shall represent the club at all Federation events or assign a representative in her place.

### Vice President

- a: Assumes the duties of the President in her absence
- b: She **serves as membership chairman**
- c: She shall serve as the Federation Secretary and keep the club abreast of all NJSFWC & GFWC information

### Secretary

- a: She shall keep the minutes of the meetings and gives (emails) a copy of the minutes to the President.
- b: Distributes the minutes to all members prior to the next monthly meeting.
- C: She shall conduct correspondence of the club.

### Treasurer

- a: She shall receive and disburse all money of the club in a timely manner.
- b: Present a monthly financial report to the President and club members.
- C: Pays annual dues to the Federation.
- d: Presents the books to be audited at the close of each fiscal year.

### Vacancy

A: When a vacancy occurs in an elective office, the unexpired term of such office shall be filled by a President appointment.

## **Article VIII: Executive board**

Section I: The Executive board shall consist of the officers and Community Service Program Chairman, which shall be created according to the interest of the members.

Section II: Meetings of the Executive board will be held when deemed necessary by the President.

## **Article IX: Committees**

Section I: Standing committees shall exist for as long as those committees are needed.

Section II: Terms of office shall be for two years, with no member to serve more than four terms.

## **Article X: Funds**

Section I: All expenditures other than the approved budgeted items must be approved by the membership.

## **Article XI: Parliamentary Authority**

Section I: the rules contained in the current edition of Robert's Rules of Order newly Revised shall govern the club in all cases to which they are applicable. And in which they are not inconsistent with these by-laws.

## **Article XII: Dissolution Clause**

### Section I: Withdrawal from the Federation and Dissolution

Upon dissolution of this corporation, the treasurer shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes shall at the time qualify as an exempt, organization or organizations under Section © 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue law) as the members shall determine. Any such assets not so disposed of the the Court of common pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations as the court shall determine.

Section II: No part of the assets or net earnings shall be distributed to individual members.

Section III: All liabilities and obligations shall be paid and satisfied or adequate provisions shall be made thereof.

Section IV: The Board of directors shall determine specific procedures for liquidating remaining assets and shall supervise the distribution f funds to nonprofits organizations or projects.