

BYLAWS OF THE GFWC DOMINION WOMAN'S CLUB

ARTICLE I – NAME

The name of this organization shall be the GFWC Dominion Woman's Club.

ARTICLE II – OBJECT

Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code.)

ARTICLE III - MEMBERS

Section 1. Eligibility. - Membership shall be open to women 18 years and older whose interests are consistent with the objectives of this club.

Section 2. Admission.

- A. A prospective member may attend one (1) meeting of the Club before filing the application form for membership.
- B. The application shall be submitted to the Secretary for Presentation to the Executive Board for acceptance. Initiation fee and prorated dues shall be due within one month after receipt of application or the name will be withdrawn and the applicant so notified
- C. A woman desiring to transfer from another Federated Woman's Club shall provide a letter of transfer from her former Club. She will not be required to pay an initiation fee.

Section 3. Initiation Fee and Dues

- A. The initiation fee shall be ten dollars. (\$10)
- B. The annual dues shall be fifty dollars (\$50) dollars payable to the Treasurer on or before December 1, of each year.

Section 4. Delinquent Dues - Dues shall be delinquent if not received by January 15 and the member shall be notified by the Treasurer. If the dues are not received by February 1, the member shall be automatically dropped from membership.

Section 5. Resignation - Any member desiring to resign in good standing shall submit a written resignation to the Secretary accompanied by the dues for the current year, if not previously paid. The Secretary shall present the letter of resignation to the Executive Board for action.

Section 6. Reinstatement

- A. A former member who has resigned in good standing may be reinstated by making application to the Executive Board. The application shall be accompanied by the dues for the current year, if not previously paid.
- B. A former member who forfeited membership for nonpayment of dues may request reinstatement by making application to the Executive Board. The application shall be accompanied by payment of dues for the current year and a reinstatement fee of ten dollars.(\$10.00)

ARTICLE IV - OFFICERS

Section 1. The officers of the Club shall be: a President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer. These officers shall perform the duties prescribed in these bylaws and by the parliamentary authority adopted by this club.

Section 2. To be eligible to be elected to office, a member must be in good standing and have been a member for at least one year.

Section 3. Nominations

- A. At the regular meeting in March, a nominating Committee of three shall be elected. Nominations shall be from the floor and election shall be by ballot. A plurality vote shall elect and the member receiving the largest number of votes shall serve as chairman.
- B. It shall be the duty of this committee to nominate a candidate for each office and to submit these nominations at the April meeting. Additional nominations may be made from the floor. The consent of the nominee to serve, if elected, must be obtained for all nominations.

Section 4. Election of Officers - The officers shall be elected by ballot at the May meeting to serve one year or until their successors are elected. The term of office shall begin at the June meeting. A majority vote shall elect. In the event there is only one nominee for office, the vote may be by voice. No officer may serve more than two consecutive terms in the same office.

Section 5. Duties

- A. The president shall:
 - (1) Preside at all regular meetings of the Club
 - (2) Appoint a Parliamentarian;
 - (3) Appoint all Committees except the Nominating Committee;
 - (4) Serve ex-officio on all committees except the Nominating Committee;
 - (5) Authorize expenditures within the budget limitations.

- B. The First Vice President shall:
- (1) Assume the duties of the President in her absence;
 - (2) Serve as Chairman of the Program Committee and assume any other duties as prescribed by the Board or the Club.
- C. The Second Vice President shall:
- (1) Assume the duties of the President in her absence and the absence of the First Vice President;
 - (2) Serve as Chairman of the Membership Committee and assume any other duties as prescribed by the Board or the Club.
- D. The Recording Secretary shall:
- (1) Send a copy of the minutes to the President within ten days after a meeting;
 - (2) Keep a record of attendance at each meeting;
 - (3) Prepare ballots for elections and after such elections, keep the sealed ballots for thirty days before destroying them;
- E. The Corresponding Secretary shall:
- (1) Conduct the general correspondence of the Club.
- F. The Treasurer shall:
- (1) Receive all moneys collected in the name of the club and place in such depositories as may be designated by the Executive Board;
 - (2) Disburse all moneys as allocated in the approved budget, subject to the approval of the President, the Executive Board and/or as authorized by the vote of the membership of the Club;
 - (3) Report the financial condition of the club at each meeting of the Club and the Board with written copies to the President, Secretary and the Finance Chairman;
 - (4) Close books by May 31 and submit for audit within 30 days to the auditing committee appointed by the president.

Section 6. Vacancy In Office - In the event of a vacancy in the office of President, the First vice President shall accede to that office. All other vacancies shall be filled by ballot vote of the Executive Board.

ARTICLE V - MEETINGS

Section 1. The regular club meeting shall be on the 3rd Monday of each month unless otherwise ordered by the club or the Executive Board.

Section 2. The regular meeting in May shall be known as the Annual Meeting, and shall be for the purpose of electing officers, receiving written reports of officers and committees and for any other business that may arise.

Section 3. Special meetings may be called by the President or the Executive Board and shall be called at the request of at least six members. Except in the case of an emergency, 30 days notice of a special meeting shall be given stating the purpose of the meeting.

Section 4. 30% of members shall constitute a quorum for all meetings of the Club.

Section 5. Federation Meetings.

- A. The President shall be the first delegate to the Annual Convention of the General Federation of Women's Clubs of Virginia, hereinafter known as GFWC Virginia, and to the District meetings. If the President is unable to attend, the First Vice President shall be the delegate. If the First Vice President is unable to attend, the Second Vice President shall be the delegate.
- B. Additional delegates, as stipulated in the GFWC Virginia Bylaws, shall be elected by the membership from nominations from the floor after consent of the nominee has been obtained. A majority vote shall elect.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The officers shall constitute the Executive Board. The Parliamentarian shall attend as advisor without vote.

Section 2. The Executive Board shall have general supervision of the affairs of the Club between its regular meetings, make recommendations to the Club, and shall perform such other duties as are specified in the Bylaws. The Board shall be subject to the orders of the Club and none of its acts shall conflict with these Bylaws or with actions taken by the Club.

Section 3. Unless otherwise ordered by the Board, meetings of the Board shall be held at the call of the President or upon written request of at least two other members of the Board.

Section 4. Four members shall constitute a quorum for all meetings of the Board.

ARTICLE VII - COMMITTEES

Section 1. The Audit Committee of three members shall be appointed by the President. It shall be the duty of this committee to audit the Treasurer's accounts at the close of the fiscal year and to submit a report for adoption at the next meeting.

Section 2. The Bylaws Committee shall consist of three members appointed by the President. The Parliamentarian shall serve as advisor.

Section 3. A Finance Committee composed of the Treasurer and two additional members appointed by the President, shall prepare a budget for the fiscal year and present it to the club for adoption at the April meeting.

Section 4. A Membership Committee composed of the Second Vice President as chairman and two additional members appointed by the President, to promote retention and extension of membership in the club.

Section 5. A Program Committee composed of the First Vice President as chairman and two additional members appointed by the President shall prepare the programs for the year.

Section 6. Such other committees, standing or special, as shall be required from time to time, shall be appointed by the President as authorized by the Club or the Executive Board. The President shall serve ex-officio as a member of all committees except the Nominating Committee.

ARTICLE VIII - DEPARTMENTS & PROGRAMS

Section 1. Departments corresponding to those of GFWC Virginia, namely, The Arts, Conservation, Education, Home Life, International Affairs and Public Affairs may be established as deemed advisable by the Executive Board.

Section 2. Programs within these Departments may be established as the Executive Board deems advisable based on the size of the club.

ARTICLE IX - DISSOLUTION

Upon the dissolution of this organization, or in the event the organization no longer qualifies as a 501(c) (3) organization, the 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 a public purpose.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Club may adopt.

ARTICLE XI - AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the Club by a two-thirds vote of the votes cast, provided notice of the amendment has been submitted in writing at the previous regular meeting.

Adopted _____
(Date)

Reviewed _____
(GFWC Virginia Parliamentarian)