

By-Laws Revision 2018

ARTICLE I - NAME

This association shall be called the GFWC Illinois MORRIS WOMAN'S CLUB, a not-for-profit organization.

ARTICLE II - OBJECT

The object of this Club shall be to promote fellowship among members, to unite in action for civic improvement and to join with the State and General Federation in the accomplishment of their projects.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility. Any woman in sympathy with the object of this Club is eligible as an applicant for membership.

Section 2. Classifications of Memberships. There shall be one classification of membership. Members shall conduct the work of the Club. They shall pay dues and be entitled to all privileges of the Club.

Section 3. Admission into Membership.

(a) Membership. Any person interested in becoming a member will be accepted upon payment of dues.

(b) Transfer. A member in good standing, of any member club of the General Federation of Women's Clubs, may apply for membership through a letter of transfer

(c) Illness Waiver. A member failing to pay dues by the October meeting due to illness or injuries shall be removed in good standing.

Section 4. Termination of Membership.

(a) By Resignation. Resignation shall be in writing and sent to the Corresponding Secretary not later than the September meeting or her name will be included in the membership list in the yearbook and dues required for the current year. A member shall not be allowed to resign in good standing unless dues for the current year have been paid.

(b) For Non-Payment of Dues. A member failing to pay dues by the September meeting, first shall be notified by the Treasurer. A second notice shall be sent by the October meeting. If dues remain unpaid by the Annual meeting in December (Article V, Section 2), membership shall be forfeited.

Section 5. Renewal of Membership.

(a) A former member in good standing who has resigned via communication, returning after a period of a year or longer, may be restored to membership by the Board of Directors on payment of current dues.

(b) A member wishing to renew membership lost for non-payment of dues may be reinstated upon payment of dues from the year member was delinquent and current dues.

ARTICLE IV - DUES AND FINANCE

Section 1. Fiscal Year. The fiscal year shall be from January 1 through December 31.

Section 2. Annual Dues. Members shall pay current dues. This amount includes per capita dues to the Twelfth District, Illinois and General Federation of Women's Clubs. All dues are payable at the

September meeting. Those persons joining after the May meeting shall pay one-half of the current dues.

Section 3. Guests. Guests are welcome throughout the year to meetings and to help with service projects.

Section 4. Club Funds.

(a) Funds. All funds of the Club shall be in the custody of the Treasurer and shall be deposited by her in a bank approved by the Board of Directors. A second signatory of the President shall be on all bank accounts.

(b) General Funds. All dues and funds received by the Club shall be placed in the General Fund and used as approved in the budget voted upon unless otherwise designated by majority vote taken at any meeting of the Club. All funds remaining in the various budgets at the end of the fiscal year shall revert to the General Fund, unless otherwise recommended to the Club by the Board of Directors.

(c) Special Funds. A Special Fund may be voted upon by majority vote, and all money designated for some special purpose shall remain in that fund unless and until a 2/3 vote, after notice to all Club members, such funds are designated for other purposes.

(d) Disbursement of Club Funds. Disbursement of the funds of the Club may be authorized by vote of the Club. Where funds have been designated in the budget for certain activities and purposes, the Treasurer shall pay those funds upon a receipt being provided.

(e) Audit. The records of the Treasurer shall be audited annually and the report of the audit shall be provided after December 31.

ARTICLE V - MEETINGS

Section 1. Regular Meetings. Regular meetings of the Club shall be held each month on dates scheduled in the Standing Rules for January through December. The meeting may be changed by the officers in an emergency, provided notice of such change is given to all members by phone, mail or electronically in advance of the meeting. If necessary or in an emergency, votes on issues before the club may be taken by phone, mail or electronically; responses must be received within 48 hours. Any emergency vote must be a simple majority of all members.

Section 2. Annual Meeting. The annual meeting of the Club shall be held in December.

Section 3. Executive Board Meetings. The President will convene the Executive Board when needed.

Section 4. Special Meetings. Special meetings may be called by the President, and must be called upon written request of 25 percent of the members. The purpose of the meeting shall be given in the "call" via phone, mail or electronically and no other business shall be transacted.

Section 5. Quorum. A majority of the members present and voting shall constitute a quorum for any Club meeting.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1. Officers' Names. The officers of this Club shall be a President, President Elect, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Executive Board. The elected officers constitute the Executive Board.

Section 3. Election and Terms. The officers shall be elected in the even numbered years for a term of two years and installed at the Annual Meeting.

Section 4. Eligibility.

(a) Any member in good standing shall be eligible to hold office. No member may hold the same office for more than two consecutive terms. A member having served the major portion of a term shall be considered to have served a full term.

(b) No one shall be elected to the office of President who has not served at least one year on the Board of Directors.

Section 5. Vacancies. A vacancy in any elective office shall be filled by the Board of Directors for the unexpired term.

Section 6. Duties of Officers.

(a) President. The President shall be the official representative of the Club; preside at all meetings of the Club and Board of Directors; be ex officio member of all committees except the Nominating Committee; appoint Chairperson of Nominating Committee; appoint chair people, with the approval of the other officers; approve bills for payment by the Treasurer; serve as a member of the 12th District Board; see that Federation information is presented to the Club and encourage interest and action; sign checks in the absence or inability of the Treasurer to do so. The Immediate Past President shall direct the Communications chair to change the electronic password after the club year following an election.

(b) President Elect. The President Elect shall also be the Membership Chair, creating social events and all other duties associated with membership development; perform the duties of the President in her absence; interest new members in Club work and acquaint them with the history and policies of the Club; act as chairperson of the committee responsible for assembling and printing the Club yearbook to be completed no later than the January meeting; also perform other duties that may be assigned to her.

(c) Recording Secretary. The Recording Secretary shall keep the minutes of all the meetings of the Club and of the Board of Directors; prepare and send to the President a copy of each meeting's minutes within a week; keep a membership list of the Club; maintain all permanent records and provide to the Webmaster to be placed on the website or digital drive as appropriate; deliver the current Secretary's books and all past and current records in her custody to her successor before the January meeting.

(d) Corresponding Secretary. The Corresponding Secretary shall conduct the official correspondence of the Club, i.e., send thank you notes to speakers, etc.

(e) Treasurer. The Treasurer shall be custodian of all Club funds; keep an accurate record of all receipts and disbursements; make a monthly report to the Board of Directors and to the Club; submit a yearly report at the Annual meeting; send Club dues notices by mail, phone call or electronically; remit per capita dues to the District Treasurer; deliver all records in her possession to her successor at the completion of the audit.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee.

(a) Appointment and Election. A Nominating Committee consisting of three (3) members shall be named by the President no later than the September meeting. The Board of Directors shall approve this committee.

(b) Duties. The Nominating Committee shall prepare a ticket consisting of one (1) candidate for each office to be filled; present the report of the Committee's slate at least 30 days prior to the November meeting.

Section 2. Nominations from the Floor. Nominations from the floor may be made at the November meeting following the report of the Nominating Committee. After nominations from the floor, prepare the ballot for the election, when a ballot vote is required.

Section 3. Consent to Serve. Consent to serve must be obtained from any candidate before she may be nominated either by the Nominating Committee or from the floor.

Section 4. Election. Time and Vote. Election of Officers shall be by ballot at the meeting prior to the Annual meeting of the Club. A majority vote shall elect. When there is only one (1) candidate for a given office, election may be by a voice vote (acclamation).

Section 5. Delegates to the Convention. All members attending state convention are voting members. The delegates are free to vote on an issue as individual persons.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. Board of Directors. The Board of Directors (hereinafter designated as BOD) shall consist of the Officers, Immediate Past President, and all committee chairs.

Section 2. Community Service Programs. Arts, Conservation, Education, Home Life, International Outreach, Public Issues, and special GFWC and GFWC Illinois projects. Informational packets will be distributed to each Community Service Program chairperson by the President.

Section 3. Duties of the Board of Directors. The BOD shall manage the logistics of the Club; and make recommendations to the Club; perform such other duties as may herein be provided or authorized by the Club; have discretion to call special meetings of the Club.

Section 4. Meeting of the Board of Directors.

(a) Regular Meetings. Regular meetings of the Board of Directors shall meet prior to the monthly general Club meeting at a time and date to be determined by the standing Board of Directors.

(b) Special Meetings. Special meetings of the Board may be called by phone, mail, or electronically by the President or shall be called upon written request of three (3) Board members. Notice of such meeting shall be given to each member at least three (3) days before the meeting, the purpose of the meeting to be stated in the "call" and no other business transacted.

Section 4. Quorum. A majority of the members present and voting shall constitute a quorum for all meetings of the Board of Directors.

ARTICLE IX - STANDING COMMITTEES AND CLUB POSITIONS

Section 1. Standing Committees and Club Positions. There shall be the following Standing Committees and Club Positions: Audit, Communications, Finance, Fundraising General, Historian, Parliamentary Advisor, Programs, and Scholarships; chair people and members of which shall be selected by the President, with the approval of officers.

Section 2. Duties of Standing Committees. The duties of each Standing Committee shall be specified in the standing rules and evaluated by the BOD of the Club.

Section 3. Other Committees. Additional Standing Committees may be appointed at the discretion of the BOD of the Club or to comply with committees listed in the Illinois Federation Program.

ARTICLE X - AFFILIATION

Section 1. The GFWC Illinois Morris Woman's Club shall be a member club of the Illinois and General Federation of Women's Clubs (hereinafter designated as GFWC).

Section 2. The Club shall have representation at the District and State conventions and shall be bound by the rules for payment of per capita dues provided in the By-Laws of each Federation.

Section 3. In the event of the dissolution of the GFWC Illinois Morris Woman's Club, the total assets shall be liquidated and allotted to organizations of like purposes to be determined by the GFWC Illinois Morris Woman's Club BOD in accordance with governmental regulations. No portion of such funds shall be distributed among individual members.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall govern at all meetings, except in cases covered by the By-Laws.

ARTICLE XII – AMENDMENTS

These By-Laws may be amended at any meeting of the Club by a two-thirds (2/3) vote of members present and voting, provided notice of such amendment has been given to all Club members via mail or electronically at least ten (10) days prior to the meeting, at which the proposed amendment is to be considered for adoption. All proposed amendments shall be given to a Revision Committee for proper wording and presentation to the Club.

STANDING RULES

1. The Club shall meet the first Monday of the month from January through December unless posted in the yearbook and designated by the Board of Directors at
First Presbyterian Church
200 E Jackson Street, Morris, IL 60450
Or other specified location.
2. *Reservations made are reservations paid, i.e., bus trips, banquets, etc.*
3. If you are scheduled for any duties, it is your responsibility, if you are unable to perform the duties, to *find your own replacement.*
4. The Club shall *contribute \$25.00* to Shawnee National Forest as a memorial to each deceased Club member.

5. Current dues of the club shall be \$32.00 (2018) and will increase \$1 per year, as GFWC Illinois mandated, until are \$36 in 2022, made payable by the September meeting to the Treasurer.

Checks made payable to

Morris Woman's Club
PO Box 334
Morris, IL 60450

6. *Committee Information*

Community Service Program (Areas of Interest): Committee Chairs are responsible for finding committee members, networking with the community to find projects, once approved keeping the Club informed of progress of projects, keeping records for report purposes, and preparing materials for the next chair person. Look at GFWC Illinois and GFWC International for project ideas. Includes Art, Conservation, Education, Home Life, International Outreach, and Public Issues (Article VIII, Section 2).

Special GFWC and GFWC Illinois Programs: These committees have a special focus, timeframe and are event specific following guidelines from GFWC or GFWC Illinois. Committee Chairs are responsible for finding committee members, networking with the community to find projects, once approved keeping the Club informed of progress of projects, keeping records for report purposes, and preparing materials for the next chairperson. Look at GFWC Illinois and GFWC International for project ideas. May include Prevent Child Abuse (PCA), Blue Ribbon Fashion Show, Easter Seals Telethon, Convention, etc.

Audit—Shall audit the Treasurer reports and bank statements as well as the Club organizational documents such as IRS, Secretary of State, Attorney General, etc. Shall be accomplished after December 31 of and reported at the February meeting.

Communication—Shall consist of the President, President Elect and webmaster as well as any other interested parties; shall maintain website, social media sites, send general press releases; and communicate with members via phone, mail, or electronically.

Finance—Shall consist of President, VP, Immediate Past President, Treasurer and any other interested party to create and review the budget for the calendar year, which shall be presented to the BOD and the Club at the January meeting.

Fund Raising (General)—Shall consist of at least three members and shall raise operational funds and work in tandem with project committees.

Historian—Shall consist of at least one member who will create and maintain a pictorial depiction of Club events, which shall be on display at least during the annual meeting.

Membership—Shall consist of the President Elect and any other interested parties to develop programs to enhance membership engagement and development.

Parliamentary Advisor—Shall advise and make sure that the Club is following parliamentary rules.

Programs—Shall consist of the President Elect with assistance from the President and any other interested parties to secure programs for the general meetings and to make sure payments are provided by the Treasurer and that thank you notes are sent by the Corresponding Secretary.

Scholarship—Shall consist of the Education Chair as well as two other individuals to fund, promote and distribute scholarship funds (includes Bridge marathon Chairperson).