

By-Laws Revised 2016)

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 its 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) New Membership.

(1) Invitation. A member desiring to sponsor a candidate for membership shall invite the candidate to visit the Club and shall submit the name to the Membership Chairman.

(2) Acceptance. The vote to membership by the Board of Directors is obligatory and shall be by majority vote.

(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 so testifying, without the necessity of being proposed for membership.

(c) Illness Waiver: A member failing to pay dues by December 1st 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 June 1st 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 December 1st shall be notified by mail by the Treasurer. A second and final notice shall be sent in January. If dues remain unpaid by the Board meeting preceding the April meeting, membership shall be forfeited.

Section 5. Renewal of Membership.

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

(b) A member withdrawing for a year or longer, may waive the necessity of being proposed and endorsed but, on reinstatement by the Board of Directors, must pay current dues.

(c) A member wishing to renew membership lost for non-payment of dues may be reinstated by vote of the Board of Directors upon payment of delinquent and current dues.

ARTICLE IV - DUES AND FINANCE

Section 1. Fiscal Year. The fiscal year shall be from June 1st through May 31st of the following year.

Section 2. Annual Dues.

(a) 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 first meeting held in the Fall of the year. Those elected membership after the January meeting shall pay one-half of the current dues.

Section 3. Guests.

(a) Anyone who is not a member, living within Morris or vicinity, shall have the courtesy of the Club no more than once during the Club year, banquets included.

(b) The courtesy of the Club shall be extended to the house guests of members.

Section 4. Club Funds.

(a) 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.

(b) General Funds. All dues and funds received by the Club shall be placed in the General Fund 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 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 Finance Committee and the President shall authorize payment. A system of written authorization for the payment of all Club funds shall be adopted.

(e) Audit. The records of the Treasurer shall be audited annually and the report of the audit shall be made at the October meeting of the Club.

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 October through May. The time of the meeting may be changed by the officers in an emergency, provided notice of such change is given to all members in advance of the meeting.

Section 2. Annual Meeting. The annual meeting of the Club shall be held on the 1st Monday in October.

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

Section 4. Special Meetings. Special meetings may be called by the President and shall be called upon written request of 25 members. The purpose of the meeting shall be given in the call and no other business 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, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. 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, from the close of the last meeting of the Club to the close of the last meeting of the Club year in which successors are elected.

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) 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 Chairman of Nominating Committee; appoint chairmen and members of committees, 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.

(b) The Vice-President shall be the President-Elect and the Membership Chairman; 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 chairman of the committee responsible for assembling and printing the Club yearbook to be completed by the October meeting; also perform other duties that may be assigned to her.

(c) 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; place all permanent records with the historian of the Club; deliver the current Secretary's books and all current records in her custody to her successor within one (1) month after her term expires.

(d) The Corresponding Secretary shall conduct the official correspondence of the Club; notify all members of special meetings when required; inform committees of their appointment and new members of their elections.

(e) 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 at the designated time; 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 at the meeting of the Club in January of an election year. 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 the meeting of the Club in April. After nominations from the floor, prepare the ballot for the election, when a ballot vote is required.

Section 2. Nominations from the Floor. Nominations from the floor may be made at the Club meeting following the report of the Nominating Committee.

Section 3. Consent to Serve. Consent to serve if elected 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 April meeting of the Club. A plurality vote shall elect. When there is only one (1) candidate for a given office, election may be by a voice vote.

Section 5. Delegates to the Convention.

(a) Delegates to state convention shall be the President and the Vice-President.

(b) Alternates to district conventions shall be by appointment by the President.

(c) Unless so instructed by the Club, the delegates are free to vote on an issue as individual persons.

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. Board of Directors Named. The Board of Directors shall consist of the Officers, Immediate Past President and Chairmen appointed by the President.

(a) Community Service Programs shall be: The Arts, Conservation, Education, Health and Home Life, International Affairs and Public Affairs. Informational packets will be distributed to each Community Service Program chairman by the President.

Section 2. Duties of the Board of Directors. The Board of Directors shall control and manage the affairs of the Club; determine the disposition of Club funds 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 3. 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 annually by the standing Board of Directors.

(b) Special Meetings. Special meetings of the Board may be called 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

Section 1. Standing Committees Named. There shall be the following Standing Committees: Auditor, Banquets, Bridge Marathon, Finance, Historian, Parliamentary Advisor, Programs, Public Relations, Telephone - chairmen and members of which shall be selected by the President, with the approval of her officers.

(a) Committees as listed in the Illinois Federation Program. The Chairman of the Program Committee shall be named by the Board of Directors in September, shall become a member of the Board at the annual meetings and shall continue in office for one (1) year.

(b) Additional Standing Committees may be appointed annually at the discretion of the officers of the Club.

Section 2. Duties of Standing Committees. The duties of each Standing Committee shall be specified in the standing rules and evaluated annually by the officers of the Club. They shall be responsible for establishing these duties.

Section 3. Other Committees. Special committees to carry on the work of the Club may be named by the President from time to time as the need arises.

ARTICLE X - AFFILIATION

Section 1. The Morris Woman's Club shall be a member Club of the Illinois and General Federation of Women's Clubs.

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 Morris Woman's Club, the total assets shall be liquidated and allotted to organizations of like purposes to be determined by the Morris Woman's Club Board of Directors 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 (⅔) vote of members present and voting, provided notice of such amendment has been given to all Club members 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.