

Dudley Woman's Club Bylaws

ARTICLE I Name

The name of this club shall be known as Dudley Woman's Club.

ARTICLE II Purpose

The purpose of this club shall be to strengthen and improve the educational, social and civic interests of the community, while aiding worthy charities.

ARTICLE III Membership

Section 1 Eligibility

Any woman who is twenty-one years of age or older may become a member of the club. (Amended and adopted 3/2019)

Section 2 Enrollment

Applicants shall be enrolled into membership upon the Treasurer's receipt of dues.

Section 3 Guests

Members may bring a guest to up to three meetings in anticipation of subsequent enrollment.

ARTICLE IV Dues

Section 1 Annual Dues for New Members

The annual dues of \$30 is payable at time of enrollment. (Amended and adopted 3/2019)

Section 2 Annual Dues for Established Members

Annual dues shall be paid to the Treasurer on or before the first club meeting each fall.

Section 3 Nonpayment

Nonpayment of annual dues within thirty days after notice from the Treasurer shall be deemed as a resignation from the club.

ARTICLE V Club Meetings

Section 1 Regular Meetings

Regular meetings of the club shall be held at 7 p.m. the second Thursday of each month from September to April unless otherwise notified by the Board of Directors.

Section 2 Annual Meetings

The annual meeting shall be held the second Thursday of May unless otherwise notified by the Board of Directors.

Section 3 Quorum

Ten members shall constitute a quorum for the transaction of club business.

Section 4 Parliamentary Proceedings

All club meetings will be conducted in accordance to parliamentary proceedings contained in Roberts Rules of Order.

Article VI Officers

Section 1 Titles

The club officers shall be President, Vice president, Corresponding Secretary, Recording Secretary, and Treasurer.

Section 2 Terms of Office

The officers shall be elected at the April meeting in accordance with Article IX and shall serve a term of two years.

Section 3 Limits on Terms of Office

No officer shall serve more than two consecutive terms except for the Treasurer who may serve three consecutive terms. An officer may seek office again after taking two years off.

Section 4 Vacancies

The nominating committee shall provide candidates to fill any end of term vacancy in the office of President, Vice president, Treasurer, Corresponding, and Recording secretaries.

Section 5 Mid-Term Vacancies (Added and adopted 1/2018)

In the event of a mid-term vacancy by an officer, the President shall appoint a DWC club member to fill the remainder of the vacating officer's term.

In the event of the office of President being vacated mid-term, the Vice President shall assume the office of President for the remainder of the term and March 20, 2019

thereby appoint a Vice President to fill the remainder of the term.

ARTICLE VII Duties of Officers

Section 1 President

The President shall preside at all meetings of the club and Board of Directors. She shall have the power to appoint members to committees not otherwise provided for in these bylaws and she shall have the power to act on behalf of the club in emergencies.

Section 2 Vice president

The Vice President shall assume the duties of the President in the absence of the president. She shall oversee the membership yearbook and the club newsletter.

Section 3 Recording Secretary

The Recording Secretary shall keep accurate records of the minutes of all club and Board of Directors meetings and will be prepared to report at all regular meetings of the club. She shall have custody of all records and papers relating to the business of the club except for those records in the custody of the Treasurer.

Section 4 Corresponding Secretary

The Corresponding Secretary shall carry out the correspondence needs of the club. She shall distribute notices requested by the Board of Directors.

Section 5 Treasurer

The Treasurer shall collect, receive and be the custodian of all club money. She shall pay all bills and make disbursements from specific funds under the direction of the board of directors. She shall deposit all the club's money in a local bank. She shall keep accurate record of all club money received and expended and she shall present a financial report at each regular club meeting and each meeting of the Board of Directors. She shall have the authority, with the approval of the Board of Directors, to execute contracts pertaining to club programs and entertainment.

ARTICLE VIII Board of Directors

Section 1 Selection and Term of Office

The standing members of the Board of Directors shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, committee chairs and other members as appointed by the President. Each non-officer director shall serve a term of one year unless otherwise specified at time of appointment.

Section 2 Quorum (Amended and adopted 12/2016)

A quorum will comprise 50 percent of the seated directors plus one.

Section 3 Regular Meetings

Regular meetings of the Board of Directors shall be held monthly.

Section 4 Special Meetings

Special meetings of the Board of Directors shall be held at the call of the President.

Section 5 Powers and Duties

The Board of Directors shall transact all administrative business of the club.

ARTICLE IX Elections

Section 1 Nominations

A list of nominees shall be announced by the Nominating Committee at the March club meeting.

Section 2 Conduct of Elections

At the April meeting, if there is only one nominee for each office, by consent of the membership, the Recording Secretary shall cast one vote on behalf of the membership. Otherwise, the membership at large, at that meeting, will vote for each office.

Section 3 Commencement of Terms of Office

The terms of office of all officers, members of the Board of Directors and standing committees shall commence at the close of the May club meeting.

ARTICLE X Amendment

These bylaws may be amended at any regular meeting of the club by two-thirds vote of the members present and voting, provided that the members shall have been informed of the intended amendment (a) at a previous meeting and (b) by written notice at least thirty days before the meeting.

March 20, 2019