

Club Name _____

BY-LAWS

ARTICLE I NAME

The name of this club shall be the _____.

ARTICLE II OBJECT

The object of this club shall be civic, charitable, and educational. This club shall promote the community service tradition of the General Federation of Women's Clubs (GFWC) and the GFWC Florida Federation of Women's Clubs (FFWC) to which it belongs.

ARTICLE III MEMBERSHIP

Section 1 (a) Membership shall be open to all women who are between the ages of eighteen (18) and forty (40) years of age that reside in the Space Coast, Florida area. Application shall be made to the Membership Chairman, and upon payment of the first year dues and majority vote of the Executive Board, they shall become members.

Section 2 (a) Annual dues shall be paid to the Treasurer by _____ of each year.

(b) The amount of the annual dues will be Twenty (\$20) Dollars, plus applicable GFWC and GFWC Florida per capita dues.

(c) Non-payment of dues by _____ shall cause a member to be dropped from the rolls.

ARTICLE IV OFFICERS, DUTIES, and ELECTIONS

Section 1 The officers of this Club shall be the President, Recording Secretary, and Treasurer.

Section 2 To be eligible for office, a member must be in good standing with the club.

Section 3 (a) The Nominating Committee shall consist of three members: the immediate Past President, who shall serve as

Chairman, and two additional members of the committee elected by the club.

(b) The Nominating Committee shall ascertain the willingness of a member to serve for each office, it having been ascertained that the candidates are members in good standing.

(c) A member of the Nominating Committee may be a candidate for office.

(d) At the time of the election, nominations may be made from the floor, with the consent of the nominee. If there is more than one (1) candidate for an office, election shall be held by written ballot. If there is only one candidate for each office, election may be made by voice vote.

Section 4 The elected officers shall serve for a term of one year, or until their successors are elected. The term shall begin at the close of the _____ meeting.

Section 5 (a) The President shall preside at all meetings of the Club, shall appoint all chairmen and the Parliamentarian. She shall be a member of the Executive Board and ex-officio member of all committees, except the nominating committee.

(b) The Recording Secretary shall record the minutes of all Business Meetings, Executive Board Meetings, and any Special Meetings. She shall prepare for the President a copy of the meeting minutes at least ten days after said meeting. She shall take attendance at each Club meeting.

(c) The Treasurer shall collect all monies of the Club, keeping an accurate record thereof. She shall pay bills by check or electronic means. The Treasurer's records shall be submitted for auditing by _____ of each year and a report will be submitted to the membership at the _____ meeting.

Section 6 No member shall hold the same office for more than two (2) consecutive years.

Section 7 (a) Any vacancy, other than the President, which occurs in any elected office, shall be decided at the next Business Meeting by nomination from the floor with a majority vote.

All vacancies in appointed positions shall be filled by appointment by the President.
Vacancy of the President will be filled by the Recording Secretary until a special election can be called to fill the vacancy.

(b) An officer who does not perform her duties may be removed from her position by a 2/3 vote of the Executive Board.

ARTICLE V MEETINGS

- Section 1 The club shall meet monthly on the _____ from _____ to _____, unless otherwise ordered by the Executive Board.
- Section 2 Special Meetings may be called by the President, or by written request of three or more active members, provided that all members have been notified. These meetings can be by electronic means or conference phone calls.
- Section 3 A quorum shall be 1/3 of the membership.

ARTICLE VI EXECUTIVE BOARD

- Section 1 The Executive Board shall consist of all duly elected officers of the club, the Chairmen of Standing Committees, and the immediate Past President acting as a director.
- Section 2 The Executive Board shall have the power to transact the business of the Club and it shall be their duty to keep the Club informed of any business conducted.
- Section 3 The Executive Board shall meet at the call of the President or one week prior to the regular meetings or one hour prior to the regular meetings. A majority shall constitute a quorum.

ARTICLE VII COMMITTEES

- Section 1 Standing Committees are Membership and the Nominating Committee.

Section 2 Special Committees may be established by the Executive Board as deemed necessary to carry out the work of the club.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the club in all cases to which they are applicable and in which they are not inconsistent with the bylaws or standing rules.

ARTICLE IX AMENDMENTS

The By-laws may be amended at any regular or special meeting by an affirmative vote of 2/3 of the Club members present and voting, provided members have received prior notice of the proposed changes.

ARTICLE X DISSOLUTION

The object and purpose of the organization being entirely charitable, no part of its earnings shall inure to the use or benefit of an individual. In the event this organization should be dissolved for any reason, any remaining assets shall be distributed to GFWC Florida Federation of Women's Clubs, which this Club belongs, as long as the Federation remains within the scope of IRS Section 501(c)(3), or any amendments thereto.