

BY-LAWS OF Croatan Women's Club

Revised September 20, 2010

ARTICLE I-NAME

The name of this organization shall be Croatan Women's Club. For the purposes of identification and brevity, Croatan Women's Club shall be referred to as "The Club" or CWC.

ARTICLE 11- OBJECTIVES

The objectives of this organization are:

1. Provide an opportunity for women residents of Croatan to meet in order to enhance community relations
2. To provide a forum for various women's issues
3. To support local charitable organizations

ARTICLE III-MEMBERSHIP

SECTION 1. **CROATAN:** Membership is limited to RESIDENTS of the Croatan Subdivision.

SECTION 2. **OBJECTIVES:** Membership shall consist of those who are interested in the objectives for which the Club was formed.

SECTION 3. **Members**, in good standing, who have moved from Croatan, may become ASSOCIATE members, by paying \$10.00 annual dues and may retain all privileges except voting and holding elective office.

SECTION 4. **RESPONSIBILITIES:** Members are asked to participate in all activities of CWC.

- A. Attend meetings
- B. Attend activities
- C. Hold office or serve on at least one working committee
- D. Assist the president when requested
- E. Pay dues annually

SECTION 5. **VOTING:** Members shall be entitled to vote annually for the slate of Officers presented at the May meeting, the annual budget, By-Law changes and other issues presented to them by the Board.

ARTICLE IV- DUES

Annual dues shall be \$30.00 and shall be due at the September meeting. This was increased by a majority vote at the meeting held on September 20, 2010.

ARTICLE V - MEETINGS

SECTION 1. **MONTHLY MEETINGS:** Meetings shall be on the second Monday of each month at 7:00 pm. except the months of December, June, July and August. Meetings will consist of a program (not to exceed one hour), a business meeting, a time for announcements and a social. Regularly-scheduled meetings will be as published in CWC newsletter unless amended by a written notice or Telephone

Committee call. The CWC handbook shall consist of a loose leaf notebook or binder and shall include the by-laws, officers, programs, and a roster.

SECTION 2. BOARD OF DIRECTORS MEETINGS: The Board of Directors shall meet when called by the president or by written request to the president by three (3) board members.

ARTICLE VI - OFFICERS

SECTION 1. OFFICERS- shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Historian.

SECTION 2. TERM: All officers shall be elected to a one-year term and may not serve in the same capacity for more than two consecutive years. Officers may be re-elected after being out of office for a period of one year.

SECTION 3. DUTIES: Duties of the officers shall be:

A. **THE PRESIDENT** shall preside at all meetings and shall be as ex-officio member of all committees, without power to vote, with exception of the nominating committee.

B. **THE VICE PRESIDENT** shall preside in the absence of the president and shall assume the duties and exercise the power of the president. She shall serve as membership chairman.

C. **RECORDING SECRETARY** shall keep a record of the proceedings of the Club and the Executive Board and provide the President with a copy of the minutes each meeting.

D. **CORRESPONDING SECRETARY** shall conduct correspondence as may be required by the President, the Club.

E. **THE TREASURER** shall receive all money and deposit all funds of the Club in a Board approved Bank, keep accurate records of all receipts and disbursements, give receipts in writing; pay All bills specified in the budget or approved by the Executive Board, and report same at each Club & Board meeting with a complete written report at the Annual Meeting. The Treasurer shall notify Members of annual dues in the September newsletter. At the end of the fiscal year, being Sept. 1st to May 31st, she shall present her books for audit.

F. **THE HISTORIAN** shall keep the history of the Club and shall have it properly recorded and placed in the scrapbook at the end of each Club year and display the scrapbook at the Annual Meeting in June.

ARTICLE VII· EXECUTIVE BOARD

SECTION 1. Executive Board shall consist of

- A. All Officers, and the immediate Past President.
- B. All chairmen of the Standing Committees.

SECTION 2. DUTIES: Duties of the board of directors shall be

- A. Shall manage the affairs of CWC in accordance with its by-laws
- B. Shall act upon all correspondence and communications
- C. Shall suggest CWC-sponsored activities, fees and charges
- D. Shall make recommendations concerning matters requiring the vote of all members at a regularly-scheduled meeting (elections, by-law changes, budget, etc.)

E. At the FEBRUARY Board Meeting, a NOMINATING COMMITTEE consisting of a chair and two others shall be selected & approved by the Board.

SECTION 3. NOTIFICATION OF MEETINGS: The President shall notify members of the Board seven (7) days prior to any Board Meeting.

SECTION 4. SELECTION OF OFFICERS: the Nominating Committee, selected at the February Board Meeting and announced at the March meeting, shall present a SLATE of OFFICERS at the APRIL meeting to be voted on at the MAY meeting. At that time, additional nominations may be made from the floor with the consent of the nominee. ELECTION BY MAJORITY VOTE.

SECTION 5. INSTALLATION: The new officers shall be installed at the JUNE MEETING.

SECTION 6. ASSUMPTION OF OFFICE: Newly elected officers and directors shall assume their official duties at installation.

SECTION 7. OFFICER'S REPORTS: Each officer shall be responsible for giving a report at the regularly-scheduled meetings, if needed, and an annual report IN WRITING at the MAY MEETING.

SECTION 8. REMOVAL OF BOARD MEMBERS: A member of the board of directors who misses four (4) or more consecutive regularly-scheduled meetings and/or board meetings shall be considered for removal.

ARTICLE VIII - STANDING COMMITTEES:

Budget/Finance
Charity Sponsorship
Civic League Representative
Hospitality/Hostess
Membership/Welcome
Newsletter
Nominating
Photography
Program
Sunshine
Telephone

ARTICLE IX - QUORUM

SECTION 1. MONTHLY MEETINGS: Twelve (12) members shall constitute a quorum at any monthly meeting.

SECTION 2. EXECUTIVE BOARD MEETINGS: Four (4) members shall constitute a quorum of the executive board.

ARTICLE X - AMENDMENTS

These by-laws may be amended at any monthly meeting by a two-thirds vote of those present if a notice has been presented to all members seven days previously.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be used in all cases not covered in these by-laws.

**CROATAN WOMEN'S CLUB
ADDENDUM
AMENDMENT TO BY-LAWS
March 14, 2011**

Article XII –AMENDMENT

On March 10, 2011 a Board meeting occurred and a quorum was present. The Board voted to recommend the amount of four hundred dollars (\$400.00) to be retained in the treasury each year. This money will be held to provide startup cost of the club. At the general meeting held March 14, 2011, a quorum of the club membership voted to make this addendum to the club By-Laws.

Article XIII- AMENDMENT

On March 10, 2011 a Board meeting occurred and a quorum was present. The Board voted to recommend up to three hundred dollars (\$300.00) per year for club programs when the treasury balance provides. At the general meeting held March 14, 2011, a quorum of the club membership voted to make this addendum to the club By-Laws.

**CROATAN WOMEN'S CLUB
ADDENDUM
AMENDMENT TO BY-LAWS
September 21, 2015**

Article XIV- AMENDMENT

On September 20, 2015 a Board meeting occurred and a quorum was present. The Board voted to recommend up to five hundred dollars (\$500.00) per year for club programs when the treasury balance provides. At the general meeting held September 21, 2015, a quorum of the club membership voted to make this addendum to the club By-Laws.