

# **UNIVERSITY PARK WOMEN'S CLUB BYLAWS**

## **ARTICLE I - NAME**

The name of the club shall be UNIVERSITY PARK WOMEN'S CLUB, Inc. hereafter "the Club."

## **ARTICLE II - MISSION STATEMENT**

The mission of the University Park Women's Club is to:

1. Provide members with opportunities for friendships and shared interests through group activities and social events.
2. Welcome new residents and provide helpful information about the Club and their community.
3. Promote awareness of the social and cultural offerings of the surrounding community through planned activities and outings.
4. Provide opportunities to improve the welfare of others through community service activities.

## **ARTICLE III - POLICY**

1. The Club shall be nonpartisan and nonsectarian and shall not sponsor any legislative activities.
2. The Club shall not discriminate against prospective members because of race, creed, national origin, income, marital status, educational background or any other factor.
3. The Club shall comply with all laws, rules and regulations of all federal, state and local government agencies.
4. The Membership Directory is to be used for Club purposes only. No member shall give or sell the Directory, or any information contained in the Directory, to any party or use the Directory for any purpose other than Club activities. By accepting a Membership Directory, the member agrees not to use the Directory for the purpose of soliciting members for any business other than Club activities. Any violation of this rule will result in immediate termination of the member's Club membership.
5. Any member not abiding by Club policy may lose their membership privileges.
6. The Club will neither solicit nor accept professional services of any member.

## **ARTICLE IV - MEMBERSHIP**

1. Resident membership in the Club is limited to all women residents of University Park Country Club upon payment of annual Club

- dues. Membership may also be extended to a future woman resident of University Park Country Club during the period that her home is under construction. Non-resident memberships are available to former University Park Women's Club members who are no longer residents.
2. Members shall comply with the Policy of the Club as stated in the bylaws.
  3. The membership of a Club member may be terminated by a two-thirds majority of the Board of Directors if the member does not comply with the requirements of membership.
  4. Members may resign; however, dues are not refundable.
  5. The Board of Directors shall recommend to the members the amount of annual dues to be charged, and upon approval of two-thirds of the members present and voting or absent and submitting proxies when the vote is taken, such amount will take effect for the following Membership Year. A Membership Year begins on July 1 and ends on June 30.
    - a) Dues shall be due and payable no later than June 30th of each year, for the Membership Year immediately following.
    - b) Prospective members may attend a special interest group or club function once, before committing to membership.
    - c) In the event that a member joins the Club after June 30th, but prior to April 1st of any Membership Year the full annual dues will be due for that Membership Year. Members joining on or after April 1st of a Membership Year will pay 40% of the current Membership dues.
  6. There will be four quarterly meetings, to be held by July, October, January and April.
  7. The University Park Women's Club is not affiliated with University Park Country Club or any other clubs or groups.

#### **ARTICLE V - FINANCE**

1. The annual budget projection shall be adopted by the Board of Directors prior to the April General Meeting.
2. An operating budget will be left in the treasury at the end of the fiscal year to cover the cost of operating expenses expected to be incurred in the upcoming fiscal year.
3. The price of dues shall be set to cover operating expenses of the Club (e.g., website expenses, insurance, accounting fees, meeting place rentals, paper supplies, P.O. Box rental fees and other miscellaneous expenses.)
4. Funds raised by Ways and Means will be used for charitable purposes.
5. The checking account shall have two signatures: the President and the Treasurer.

6. The Club shall provide a stamp with the checking account number and the words "FOR DEPOSIT ONLY" imprinted on it to endorse all checks for deposit into the Club account.
7. The Treasurer shall close the books for the Club by June 30<sup>th</sup>. The incoming President shall appoint an auditor, with Board approval, to conduct an internal financial review of the Club's books and records after year-end closing. The review is to be completed and presented to the Board of Directors at the subsequent September Board meeting.
8. Excess funds may be used at the discretion of the Executive Committee for charitable purposes.
9. The fiscal year of the Club shall begin July 1st and end on June 30th.

#### **ARTICLE VI - OFFICERS**

1. The elected officers of the University Park Women's Club shall be: President; First Vice President; Second Vice President; Recording Secretary; Corresponding Secretary; Ways and Means Executive and, Treasurer
2. The candidate for First Vice President shall be selected from the current or former Board of Directors by the Nominating Committee. The First Vice President will be expected to fill the Presidency in the next succeeding year.
3. The office of Second Vice President, Recording Secretary and Treasurer shall each have a named person who will be a co-officer. The co-officer will share responsibilities of the office, will have voting rights on the Board of Directors, and will be expected to fill the respective position in the next succeeding year.
4. The term of office for elected officers and co-officers shall be one year, beginning July 1<sup>st</sup> and ending on June 30<sup>th</sup>.
5. Elected officers shall be limited to two one-year terms of office in the office to which they have been elected; however, no officer is prohibited from seeking election to another office at the expiration of their term.
6. The officers shall perform the duties usually required of such officers and as defined in Articles IX and X.
7. It is the duty of outgoing officers, Standing Committee Chairpersons and Special Interest Group chairpersons, to inform the incoming officers and chairpersons of their respective duties and responsibilities so that the Club will continue to function smoothly. Information is to be given in writing to the incoming Officer, Chair or Special Interest Leader and to the President. The Bylaws will serve as an outline to guide such outgoing officers.
8. The Club will not adopt Robert's Rules of Order.

## **ARTICLE VII - ELECTIONS**

1. The President shall appoint the First Vice President as Chairperson of the Nominating Committee. The Chairperson will then select a minimum of three but not more than five members from the Club membership to serve on the Committee. The President cannot serve on the Nominating Committee.
2. Prior to the April quarterly meeting, the Nominating Committee shall nominate a single slate of officers and shall prepare a report of its nominations to be announced at least one week in advance of the April meeting. In addition, nominations for each office can be taken from the floor at the April quarterly meeting, providing the nominee has given prior consent.
3. In the event of additional nominations from the floor, the membership, by show of hands, will indicate their preference.
4. Elections will be held at the April quarterly meeting. A two-thirds majority of those present and voting or absent and submitting proxies is required for the candidates' election. Those elected will be duly installed at the next quarterly meeting.
5. A vacancy in any office shall be filled by the President with approval of the Board of Directors. The exception is the office of the President, which is automatically filled by the First Vice President, and any office in which a co-officer has been named, as the co-officer will automatically fill the vacancy.

## **ARTICLE VIII - AMENDMENT OF BYLAWS**

1. Any change in these Bylaws as a proposed addition, correction or deletion by a member will constitute a proposed amendment. For a proposed amendment to be considered, it must be in writing and presented to the President of the Club.
2. The President will refer the proposed amendment to a duly constituted Bylaws Committee made up of three members of the Board of Directors. The Bylaws Committee will review the proposed amendment and make a recommendation to the Board.
3. Upon approval of the Board, the amendment shall be announced at least one week in advance of the next quarterly meeting on the Club's website. Approval requires a positive vote from two-thirds of the Club's membership present and voting or absent and submitting proxies at that quarterly meeting. If approved, the amendment shall be immediately incorporated into the Bylaws.

## **ARTICLE IX - DUTIES OF OFFICERS**

1. GENERAL DUTIES OF ALL OFFICERS
  - a. It shall be the duty of all officers to maintain appropriate

records.

- b. All officers are expected to attend Board Meetings and submit a monthly report to the President.
- c. Officers should be available at all General Meetings and social functions to help integrate new members into the Club.
- d. Should any officer be unable to complete her term of office, she shall submit a letter of resignation to the Board President and Recording Secretary. At such time, a person holding the office as a co-officer shall immediately assume the duties of such office.
- e. All officers shall be available to assist with the duties of each other office, other than the office of the President, should the need arise.

## 2. DUTIES OF THE PRESIDENT

- a. To preside at all General Meetings of the Club and Board of Directors meetings.
- b. To have general supervision of the Club.
- c. In the event that an Officer who does not have a Co-officer resigns, or the Co-officer resigns, the President (with Board approval) will appoint a member from the general membership. The President will also appoint and / or approve Chairs of Standing Committees, subject to Board approval. In the instance of resignation of the First Vice President, the President, with Board approval, shall appoint a member currently serving on the Board of Directors to fill this position.
- d. To appoint an auditor and any other special Committee she deems necessary.
- e. To install new officers of the succeeding term at the June/July quarterly General Meeting.
- f. To serve as ex officio member of all Committees except the Nominating Committee.
- g. To serve as ex officio on the succeeding year's Board of Directors.

## 3. DUTIES OF THE FIRST VICE PRESIDENT

- a. To preside in the absence of the President at all General Meetings of the Club and Board of Directors meetings.
- b. To fill the office of the President immediately upon that office becoming vacant should the current President be unable to carry out her term of office.
- c. To act as Chairperson for the Nominating Committee.
- d. To supervise the activities of the Membership Chairs.
- e. To maintain a current and accurate membership list, and to

ensure that each neighborhood is serviced by a Neighborhood Liaison.

- f. To welcome all new members at the Club's quarterly General Meetings.
- g. To publish an updated Directory of the membership no later than December 1 of each Club year and continue to update the Directory as necessary.

#### 4. DUTIES OF THE SECOND VICE PRESIDENT

- a. To plan the programs for the quarterly General Meetings subject to prior approval of the Board of Directors.
- b. To find appropriate accommodations for quarterly meetings and make luncheon arrangements with the facility.
- c. To collect all reservations and fees for such quarterly meetings.
- d. Following the reservation deadline and prior to the quarterly meetings, the 2nd VP will provide to the Treasurer the fees collected along with a list of expenses and receipts.
- e. Prior to such quarterly General Meetings, the Second Vice President will provide the membership Chair(s) with a list of attendees for the purpose of verifying membership status .

#### 5. DUTIES OF THE RECORDING SECRETARY

- a. To maintain a record of the proceedings of all General Meetings and Board of Directors meetings.
- b. To provide all Board members copies of the minutes of the preceding Board meeting prior to each upcoming Board meeting, and of the business portion of each quarterly General Meeting.

#### 6. DUTIES OF THE CORRESPONDING SECRETARY

- a. To handle all correspondence that bears the Club signature.
- b. To keep a file on incoming mail for the Club.
- c. At the start of each new fiscal year, to apprise past Presidents of the dates and locations of planned quarterly General Meetings and extend a welcome to them to attend.

#### 7. DUTIES OF THE TREASURER

- a. To receive the annual dues for members.
- b. To deposit all dues and fees for Club activities in a timely manner into the Club's bank account, and keep accurate records of the Club's finances.
- c. To pay bills upon approval of the President and keep receipts

on same.

- d. To maintain an updated financial statement detailing revenues and expenses for the current fiscal year and to submit such statement to all Board members prior to each Board of Directors' meeting. All receipts for expenditures, details of revenue collected, and outstanding bills should be available when presenting the financial statement.
- e. To close financial books and records of the Club by June <sup>30th</sup>.
- f. To deposit and record all funds collected by Ways and Means and Outreach in their fund raising activities and distribute such funds, upon approval of the Board of Directors.

#### 8. DUTIES OF THE WAYS AND MEANS EXECUTIVE

- a) To work with the Executive Committee of the Board to determine fundraising objectives of the Club.
- b) To hold at least one fundraising event per year for the primary purpose of raising funds for a local charitable organization approved by the Board of Directors.
- c) To establish a committee, as needed, to assist in the implementation of such fundraising activity.
- d) To seek Board approval prior to implementation of any event.

### **ARTICLE X - BOARD OF DIRECTORS**

1. The Board of Directors shall consist of the elected officers, those officers who co-officiate in an elected office, the Standing Committee Chairpersons and the prior year's President serving as ex officio.
2. The Executive Committee of the Board of Directors, composed of the elected officers, shall be the governing body of the University Park Women's Club.
3. It shall be the duty of the Board of Directors to coordinate plans and activities of the Club and have general management of the Club and its affairs.
4. The Board of Directors shall meet at least quarterly or as often as deemed necessary.
5. A two-thirds majority of the members of the Executive Board shall constitute a quorum. Members of the Executive Board must be present, or submit written proxies to the President, to vote.

### **ARTICLE XI - STANDING COMMITTEES**

1. The Standing Committees of the University Park Women's Club shall be:
  - a. Historian

- b. Membership
- c. Outreach
- d. Publicity
- e. Social
- f. Special Interests
- g. Website

## **ARTICLE XII -DUTIES OF THE STANDING COMMITTEES**

### 1. STANDING COMMITTEES

- a. The Chair(s) of each Standing Committee shall attend all meetings of their respective committee.
- b. The Chair(s) of said committee shall attend all Board meetings and submit a monthly report to the Board of Directors.
- c. Each month an update of activities must be submitted to the Website Coordinator for posting on the website.
- d. The Chair(s) of each Standing Committee shall prepare a written report detailing the prior year's activity and present this to the incumbent President, copied to the succeeding Chair.

\* Chair(s) accommodates Chair and/or Co-Chair in the following duty description.

### 2. HISTORIAN

- a. The Historian shall keep a portfolio of Club activities and history as recorded in photographs and newspaper clippings.

### 3. MEMBERSHIP

- a. The Membership Chair reports to the First Vice President.
- b. The Membership Chair is responsible to greet members and guests at all quarterly General Meetings and provide name tags to all in attendance.
- c. The Chair shall determine and report to the Special Interests Chair any special interests or talents of new members or to the Nominating Committee when deemed appropriate.
- d. The Membership Chair is responsible for collecting all membership applications. From these they will provide current membership information to the First Vice President for inclusion in the Membership Directory.
- e. The Membership Chair is responsible for reporting new members to the Website Coordinator so that such new members can be introduced on the Club's website.

#### 4. OUTREACH

- a. The Outreach Chair shall identify special needs in the community and recommend activities and opportunities for Club participation in improving the welfare of others, subject to approval of the Board of Directors.
- b. In cooperation with the responsibilities of the Ways and Means Executive, Outreach will recommend, with Board approval, a local charity to benefit from Ways and Means' major fund-raising event.

#### 5. PUBLICITY

- a. The Publicity Chair is responsible to insure that photographs are taken at all Club functions, to the extent possible.
- b. The Chair is responsible to coordinate publication of Club events in local newspapers and maintain contacts at such newspapers.

#### 6. SOCIAL

- a. The Social Chair's responsibility for event planning will not follow the Club's fiscal year, but instead will run from September 1 to August 31, thereby allowing for the advance planning necessary in scheduling events.
- b. The Social Chair shall meet with her committee to plan the coming year's activities and shall submit such plans for prior approval of the Board of Directors.
- c. The Chair shall coordinate reservations and funds for all social events and submit receipts for expenses to the Treasurer.
- d. The Chair shall prepare notices of social activities for publication on the Club's website.

#### 7. SPECIAL INTERESTS

- a. The duties of the Special Interest Groups Chair include helping to establish new interest groups as needed.
- b. The Chair shall maintain a calendar of all Club special interest group activities and shall insure that updated information on activities is provided monthly by the special interest group leaders to the Website Coordinator.
- c. The Chair shall be a spokesperson for all special interest groups at the regular membership meetings.
- d. The Chair shall advise the incoming President of prospective

candidates for incoming special interest group leaders.

## 8. WEBSITE

- a. The Website Coordinator is responsible to maintain the Club's website. The website will be the main communication tool for Club members and will contain the Club's Mission Statement, Bylaws, Event Calendar, information about upcoming social and special interest activities and events and news of interest, as well as any other information pertinent to the Club's operation.

## **ARTICLE XIII - PERSONAL LIABILITY**

No Director, Officer, Co-officer, Chair or any other person authorized to represent the Club for any Club purpose shall be personally liable for the debts or obligations of the Club of any nature whatsoever, nor shall any property of such persons be subject to the payment or obligations of the Club.

Revised June 2009.