

GOLFVIEW HILLS WOMEN'S CLUB BY-LAWS March 2012

ARTICLE I: Name

The name of this organization shall be the **Golfview Hills Women's Club**.

ARTICLE II: Object

The object of this organization shall be to promote the values of home and community; to contribute to the welfare of others through philanthropic endeavors; to promote social interaction and to provide further education along civic and cultural lines.

ARTICLE III: Membership, Awards, Dues and Guests

- Sec.1 Any woman willing to abide by the By-Laws of the Golfview Hills Women's Club, Respect its rulings, and support its undertakings is eligible for membership. Members shall conduct the work of the club under the direction of the Board and shall pay full annual dues as set in these By-Laws.
- Sec.2 There shall be three classes of membership: resident, non-resident and honorary.
- A. Resident members pay annual resident dues and have all rights and privileges of membership
 - B. Non-resident members shall pay annual non-resident dues and have all rights and privileges of membership. The monthly newsletter and Guidebook are included in membership.
 - C. Honorary members include charter members and members of 50 years or more. Honorary members do not pay dues; however, they shall enjoy all privileges of membership including the right to vote and hold office.
- Sec.3 A member in good standing is a member who is current with her dues.
- Sec.4 Awards
- A. Members shall be introduced and recognized at the Annual Meeting for fifteen, twenty, and thirty years continuous membership.
 - B. Members of ten, twenty-five, forty, and fifty years will be introduced and recognized at the Annual Meeting and given a small token of appreciation.
- Sec.5 Dues
- A. The annual membership dues is \$25.00.
 - B. All members of Interest Groups must be current with dues.
- Sec.6 Guests
- A. Prospective members may attend any regular meeting as guests of the Club.

ARTICLE IV: Meetings, Quorums, and Voting

- Sec.1 Meetings
- A. The Club shall hold a minimum of four regular meetings per year. The meeting dates shall be scheduled on a regular basis.
 - B. The Annual Meeting shall be considered a regular meeting and shall be held In May.
 - C. Regular meetings may be canceled and/or special meetings called at the discretion of the President and Executive Board.
- Sec.2 Board Meetings
- A. The Board shall meet the first Tuesday of the month, omitting July and August, the location to be decided by its members.
 - B. Board meetings, may be canceled and/or special meetings called at the discretion of the President and Executive Board.
 - C. The Executive Board may meet whenever necessary, but shall meet a minimum of two times yearly. One meeting shall be to finalize the incoming Board positions.

Sec. 3 Quorums

- A. One-fifth (1/5) of the members in good standing shall constitute a quorum for a regular meeting.
- B. Two-thirds (2/3) of its members shall constitute a quorum for a meeting of the Board.
- C. Two-thirds (2/3) of its members shall constitute a quorum for a committee meeting.

Sec. 4 Voting

- A. A member in good standing is eligible to vote at all regular meetings.
- B. A majority vote of members present, providing a quorum is present, will apply except in the following incidents:
 - a. Two-thirds (2/3) of members present is required to elect a slate of officers.
 - b. Two-thirds (2/3) vote of ballots received is required to revise the By-Laws.
 - c. Alternates are eligible to vote at Board meetings.

ARTICLE V: Officers

Sec. 1 The officers of this organization shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. They shall comprise the Executive Board. The Executive Board shall also be known as the Board of Directors for the Not-for-Profit Corporation Act of the State of Illinois. Each Officer shall have a copy of the tax identification number and any other pertinent information related to the tax identification number.

- A. The President, Second Vice-President, and Treasurer shall be elected in odd numbered years.
- B. The First Vice-President and Secretary shall be elected in even numbered years.
- C. Each officer shall serve for a term of two years.

Sec. 2 President

- A. Shall preside at regular and special meetings of the Club and the Board., and perform such duties as are incidental to her office.
- B. Shall be an ex-officio member of all committees, except the Nominations and Elections Committee.
- C. Shall appoint committee chairmen to one year terms.
- D. Shall make necessary special appointments, unless otherwise specified in the By-laws.

Sec. 3 Vice-Presidents

- A. Shall, in their order, perform the duties of the President in her absence or inability to serve.
- B. First Vice-President/Program
 - a. Assist the President in the performance of her duties.
 - b. Be chairman of the Program Committee
 - c. Be responsible for making all arrangements for the location and general needs of the Club meetings.
- C. Second Vice President/Membership
 - a. Be chairman of the Membership Committee
 - b. Welcome, along with her committee, all new women to Golfview Hills and extend an invitation for them to join.
 - c. Keep an up-to-date file of membership.
 - d. Be responsible for the monthly distribution of *The View*.
 - e. Be responsible for name tags at each meeting.
 - f. Purchase and present membership awards as directed by the By-Laws.

Sec. 4 Secretary

- A. Record the minutes at regular, Board, and special Club meetings.
 - B. Have custody of all official documents of the Club.
 - C. Conduct official correspondence of the Club and perform other duties as the Board instructs.
 - D. Take attendance at each regular meeting and Board meeting, and notify the President when a quorum is present.
 - E. Compile the annual reports of the Board members.
 - F. Provide the President with copies of the minutes of the previous meeting prior to every regular and Board meeting.
 - G. Be a teller for elections that require ballots.
- Sec. 5 Treasurer
- A. Be custodian of all funds of the Club and deposit them as designated by the Board.
 - B. Keep a full and accurate account of all receipts and disbursements, presenting a written report at each regular and Board meeting.
 - C. Pay out monies only as directed by the Budget.
 - D. Have checks countersigned by the President.
 - E. Have her annual report attested to by the Auditing Committee.
 - F. Be the official registrar of the Club.
 - G. Be a teller for elections that require ballots.
- Sec. 6 Retiring officers, except the Treasurer, shall pass to their successors all books and papers pertaining to their respective offices immediately following the Annual Meeting. The outgoing Treasurer shall pass her books to her successor by July 1.
- Sec. 7 Any installed officer who is unable to fulfill her office shall submit her resignation to the Board.
- Sec. 8 The officers shall appoint replacements to fill vacancies on the Board for the remainder of the term.

ARTICLE VI: The Board

- Sec. 1 The Board shall consist of the Executive Board, the chairman of each standing committee, and the chairman of any special committee.
- Sec. 2 Responsibilities and Policies:
- A. The Board shall have full control and management of the affairs and funds of the Club, subject to the policies of the Club.
 - B. The Board shall act upon all plans submitted by the committees and shall recommend to the Club such policies as it deems necessary.
 - C. Each Board member shall list duties and recommendations for her successor in an Annual Report with a copy for the President.
 - D. Should a Board member be unable to attend Board meeting, she shall designate an alternate from her committee to represent her.
 - E. The Board shall disburse any excess monies at the end of the fiscal year.

ARTICLE VII: Committees

- Sec. 1 The Chairman of each standing committee shall be selected by the officers for a one year term, unless otherwise stated in the By-Laws.
- Sec. 2 Committee chairmen shall form committees to plan and implement the work of their various duties based on annual needs, Club objectives, and annual budget.
- Sec. 3 Chairmen shall notify the President of each committee meeting.
- Sec. 4 Additional chairmen may be appointed for one year terms at the discretion of the Executive Board.
- Sec. 5 Committees may have a co-chair, but will have only one vote at Board meetings
- Sec. 6 Duties
- A. Advertising: shall solicit established and prospective advertisers for *The View* and *The Guidebook to Golfview Hills*, be responsible for the collection of the advertising monies, and prepare advertising copy for publication.
 - B. Banquet: shall plan and take charge of the Annual Banquet.

- C. Community Liaison: shall inform the community of information pertinent to our residents, act as well-wisher, and send appropriate cards and/or gifts on behalf of the Club.
- D. By-Laws/Parliamentarian: shall recommend necessary changes in the By-Laws using proper Parliamentary procedure as stated in the current *Robert's Rules of Order Newly Revised*, incorporate those revisions into current By-Laws, and bring *Robert's Rules of Order Newly Revised* to each Club meeting.
- E. Interest Group Coordinator: shall be the official representative of all interest groups, gather all information on the interest groups for *The View*, organize the monthly calendar, and make announcements at meetings as needed. She shall organize new groups as the interest and need arises and make certain that each interest group member is a member in good standing.
- F. Newsletter: shall compile, publish, and distribute *The View* to the Second Vice-President/Membership.
- G. Ways and Means: shall have the responsibility of initiating and carrying out those money-raising functions necessary to finance the service/philanthropic projects of the club.
- H. Yearbook/Guidebook: shall be in charge of editing and printing of the Guidebook. Distribution shall be through Membership Committee.
- I. Youth Affairs: may be responsible for all children's activities that shall include Halloween, Christmas, and Easter function. Any service project will be presented to the Board for approval.
- J. Hostess Coordinator: shall be responsible for arranging hostesses at regular Club meetings. Shall act as hostess for the Annual Homeowners Meeting.
- K. Christmas View: shall be responsible for the compiling, printing and distribution of the *Christmas View*. Proceeds shall be disbursed to a deserving family (ies) with Board approval.
- L. Social: shall plan and take charge of the annual winter supper and/or any other social event she chooses to sponsor.
- M. School Liaison: shall attend board meetings of District 60 and 86 and shall make a monthly report to the Board.
- N. Nominations and Elections: see Article IX.
- O. Auditing; shall consist of two members, each having served on Board at least one year, selected by Board members at the September Board meeting. They shall review the annual books upon receipt of the books from the Treasurer by the end of the second week in July.
- P. Special Projects: shall keep a running agenda of suggested philanthropic/ community projects suggested by the Board and shall act as the liaison between the Board and the project (s) suggested.

ARTICLE VIII: Interest Groups

- Sec. 1 The purpose of the Interest groups shall be to provide for Club members an opportunity for study, expression, and enjoyment in respective interest areas.
- Sec. 2 Membership in an Interest Group is limited to a member in good standing.
- Sec. 3 Any monies shall be held by the Club Treasurer.
- Sec. 4 Each Interest Group will elect its own chairman for a one year term at its last meeting preceding the Annual Meeting, and pass that name to the Interest Group Coordinator.
- Sec. 5 Each chairman shall submit a list of members to the Treasurer by Sept. 30th.
- Sec. 5. Each Interest Group Chairman shall present a written annual report to the Interest Group Coordinator by May 1st of each year. Guidelines shall be included in the yearend annual report and published in the June *View*.

ARTICLE IX: Nominations and Elections

- Sec. 1 Nominations and Election Committee:
- A. Shall consist of a Chairman and four members, all having served on Board at least one year, to be selected at the September Board Meeting.
 - B. A Women's Club member is eligible to serve on a Nominations Committee once in three years.
 - C. Shall be entrusted with all matters pertaining to the ballot and the conduct of the election, including submitting profiles of the candidates to *The View*.
 - D. If a member of the Nominating Committee is slated for office, she shall resign from the committee. The Chairman of this committee is not eligible for office.
- Sec. 2 Eligibility and Limitations
- A. A candidate for president shall have served on Board for a minimum of two years and must be a member in good standing when her name is presented for nomination.
 - B. A candidate for any other office shall have served on Board for a minimum of one year, and be a member in good standing when nominated.
 - C. No member shall serve more than two consecutive terms in same office unless completing an unexpired term of one year or less.
- Sec. 3 Elections
- A. The Committee shall prepare and present, at the regular spring meeting, a slate with names of candidates for each office to be filled.
 - B. This slate must be published and distributed to members a minimum of ten days prior to the election.
 - C. At the regular spring meeting, nominations may be made from the floor, with prior consent of the nominee.
 - D. In the event that there is but one candidate for each office and no nominations from the floor, printed ballots may be omitted and voting may be viva voce.
 - E. If there is a nomination from the floor, the committee will prepare a ballot with its prepared slate, plus those of any nominated from the floor. The election will be conducted by ballot at a special meeting called by the President. Absentee ballots may be requested from the committee by club members unable to attend the special meeting, and they may vote in a manner specified by the committee. These ballots shall be tallied along with the regular ballots at the special election.
 - F. A candidate must receive two-thirds (2/3) of the votes cast to be elected.
 - G. Newly elected officers shall be installed and assume their office at the Annual May Meeting, except the Treasurer who shall assume her office July 1st.

ARTICLE X: Revenue

- Sec. 1 The Executive Board, one member from the Board, and one member from the general membership shall prepare the Annual Operating and Philanthropic/Service Budget for the fiscal year.
- Sec. 2 The Budget shall be presented for approval first at the September Board meeting, then published in *The View*, and voted upon at the first general meeting in the fall.
- Sec. 3 No money shall be raised, collected, deposited, or disbursed in the name of the Club by any member or committee chairman without prior approval of the Board.
- Sec. 4 Ways and Means funds must be used exclusively for philanthropic/service projects.
- Sec. 5 The fiscal year of this Club shall be from June 1 to May 31.
- Sec. 6 The balance of funds may not go below \$1000 unless approved by two-thirds (2/3) of the Board.

- Sec. 7 Any contract entered into on behalf of the Club's name shall require the signatures of the Committee Chairman and the President. Should the President initiate the contract, the Treasurer and First Vice-President shall also sign.
- Sec. 8 In the event of dissolution of the Golfview Hills Women's Club, monies remaining after payment of obligations shall be allocated by vote of members to one or more corresponding section of any future Federal tax code.

ARTICLE XI: Parliamentary Authority

The rules contained in the current edition of *The Robert's Rules of Order Newly Revised* shall govern all cases which do not conflict with the By-Laws of the Club.

ARTICLE XII: Amendments/Revisions

- Sec. 1. Any member in good standing may submit written revision recommendations to the By-Laws Chairman.
- Sec. 2 Proposed changes must be presented first to the Board and then published in *The View* . At the next regular meeting, proposed changes are to be discussed and voted upon.
- Sec. 3 These By-Laws may be amended by a two-thirds (2/3) vote of members present at a regular meeting, providing a quorum is present.