

LOS PRADOS WOMENS CLUB BYLAWS

ARTICLE I. NAME

The name of this organization shall be Los Prados Women's Club Corporation.

LPWC is a federal tax exempt 501c4 organization. Per the IRS, donors cannot deduct contributions they make to the organization under IRC170(c)(2).

Article II. PURPOSE AND OBJECTIVES

The purpose of the Los Prados Women's Club is to bring women together for fun, fellowship, and fundraising for local charities.

The objectives of the organization are: 1) to support the wellbeing of members; 2) to provide avenues for social interaction with LPWC members; and 3) Organize and execute fundraising events in order to generate donations for member chosen charities.

ARTICLE III. MEMBERSHIP

Residents: Current women residents of the Los Prados community.

Past Residents: Active paid members who no longer reside within the Los Prados community.

Non-Residents: Women who do not reside in Los Prados. They must be sponsored by a current member.

ARTICLE IV. EXECUTIVE BOARD

The Executive Board consists of at least 8 members: the President, Vice-President, Secretary and Treasurer (these individuals must be elected to their position) and at least 4 Directors (i.e.: Caring Connection, Fundraiser Liaison, Newsletter, and Membership Recruitment). These positions are appointed by the board and not elected. A Board Member will be elected for a period of two years and Board Member positions must be filled by a Los Prados resident.

Terms will start on 1/1, following an election, and be for a two-year period. As their two-year term approaches fulfilment, Board Members should declare whether they'd like to remain in their position or not. This must be conveyed to the Board by 9/15 of their second year.

If the elected individual wishes to remain in position, this will be announced to the general membership at the October luncheon. If there are any challengers, they must contact the President by the October 10th, and an election (via confidential ballot) will take place at the November business luncheon. This may continue until

the Board Member no longer wishes to serve or if they are challenged and lose the election after any future two-year term.

If a Board Member does not wish to continue past their current two-year term, this will be announced at the October luncheon and via an eblast from the President, and candidates asked to come forward by 11/1. If more than one candidate is interested, an election will be held at the November business luncheon, and a candidate elected and announced at the end of that meeting.

In the event that a member of the Executive Board is unable to fulfill her complete two-year term, the Board may appoint a replacement to serve out her term. An election for the position will be held as described above, or, if no challengers, the appointed candidate may serve for a two-year period, as described above.

Because the position of President requires a great deal of prior experience and knowledge, whenever possible, the position should be filled by an existing Board Member. This will be decided by a vote of the current Board, including the President. If a satisfactory candidate for President is not found among the current Board, the position will be opened up to the general membership, and an election held in November.

Candidates for President must be in good standing (all dues and luncheon payments up-to-date) and must be able to write, in a two-paragraph statement, why they are interested and how they are qualified for the position of President. The current board will ultimately decide which candidates are qualified to move forward in a general membership election, to be held at the November business luncheon.

Director positions will be appointed by the Board. If there are two or more candidates interested in the position, the Board will determine the appointee after interviewing all candidates.

When voting occurs within the Executive Board, the following 3 directors, Caring Connection, Newsletter, and Membership Recruitment will rotate voting. To prevent a tie vote, 1 director for each vote will abstain from the vote.

ARTICLE V. DUTIES OF THE EXECUTIVE BOARD

The duties of the LPWC Board members are to support the organization by

- Attending and participating in monthly meetings
- Attending and supporting all major fundraising activities

The specific duties of the Executive Board members are laid out in Addendum I. Please review Addendum I for individual job descriptions for each member on the Executive Board.

ARTICLE VI. FULL BOARD, CHAIRWOMEN, AND LEADERS

The Executive Board may create positions and committees as needed, to contribute to the goals of the organization. The Executive Board will then notify the general membership of these opportunities and will ask for volunteers to fill in as Chairwomen or in a Leadership role. If there is more than one volunteer, they will become Co-Chairs of that specific position. There are no term limits in these positions. When the current Chairwoman or Leader decides to step down, they should try to find a volunteer to take their place.

All Chairwomen shall be members of the Los Prados Women's Club and in good standing.

The Executive Board will have the final approval in all projects, events, socials, or meetings endorsed or sponsored by the LPWC.

The term "Full Board" will refer to all members of the Executive Board as well as all Chairwomen or Leaders, as described above.

ARTICLE VII. MEETINGS

The Executive Board will meet monthly at a mutually agreed date and time. These meetings are typically held on the second Tuesday of the month. A quorum (five) Executive Board members must be in attendance. The President may call a special meeting of the Board with written notice, or a phone call provided to each member of the Board.

The Executive Board will meet annually starting in October of each year to begin discussions about the following year's budget. The final budget will be due at December's Executive Board meeting.

The Executive Board will meet annually in November of each year to discuss and decide on the Charities they have been vetted, reviewed, and referred to the Executive Board by the Charities Chairwomen.

The Full Board will meet annually at a date and time chosen by the Executive Board and may meet additionally as necessary to meet the needs of the LPWC.

The annual Full Board meeting is to update the Full Board on Bylaws, events, guidelines, protocols, or anything else the President and the Executive Board deems necessary.

A Business Luncheon Meeting for the general membership will be held on the second Friday of each month at the Los Prados Clubhouse, (except in September, when Los Prados Clubhouse closes due to reseeding the golf course). The Executive Board may change the date, time and /or order of the meeting to meet the needs of the membership and community.

The Executive Board will set the Business Luncheon Meeting fee for members to cover the cost of the luncheon with an additional \$5.00 surcharge for nonmembers. Members are responsible for making their reservation by notifying the designated

point of contact member by the Friday prior to the luncheon. Members who have a reservation are responsible for paying the fee unless they cancel by notifying the designated point of contact member by the Friday prior to the luncheon.

ARTICLE VIII. DUES

The Executive Board determines the amount of the members' annual dues at the November Executive Board Meeting. If applicable, the increased dues, for the following calendar year, are communicated to the members on or before December 1st.

Current Members:

Members are responsible for paying their LPWC dues no later than January 31st. If a member's dues have not been received by the date of the February luncheon, that member will pay non-member luncheon rates. Members' renewal dues are not prorated.

New Members:

New members, joining after July 1st, will be charged ½ of the annual membership dues. All new members must pay the entire amount associated with the cost of the name badge regardless of the membership application date.

ARTICLE IX. CHARITIES

Las Vegas Charities are nominated by the general membership. The Charity Chairwomen, then vet the local organizations making their recommendations to the Executive Board. The Executive Board votes on the vetted charities and decides on the amount donated to each.

The Charity recipients are invited to an LPWC luncheon to share about their organization and receive their check.

ARTICLE X. BYLAWS

Bylaws can be amended by a majority vote of the Executive Board. Bylaws shall be reviewed by the Executive Board every two (2) to three (3) years as deemed necessary. Amended Bylaws will be posted for the general membership on the LPWC website.

Revision: January 1, 2002

Revision: July 8, 2003

Revision: January 7, 2005

Revision: October 1, 2006
Revision: September 9, 2008
Revision: July 8, 2010
Revision: November 5, 2012
Revision: March 6, 2018
Revision: February 2020
Revision: February 1, 2021
Revision: June 24, 2021
Revision: September 22, 2021
Revision: November 7, 2023
Revision: January 19, 2024
Revision: February 6, 2024

Certification

These bylaws were approved at a meeting of the Los Prados Women's Club
Executive Board by a unanimous vote on

NOVEMBER 7, 2023

Secretary Sue Barden Date 11-7-23

See ADDENDUM I.

ADDENDUM I.

Addendum I lists the individual roles and responsibilities for each Executive Board position.

BOARD MEMBER ROLES AND RESPONSIBILITIES

BASIC RESPONSIBILITIES FOR ALL EXECUTIVE BOARD MEMBERS

- Attend Monthly Executive Board Meetings
- Attend Full Board Meeting
- Participate in Los Prados Women's Club Events to contribute to a successful event.
- Promote Los Prados Women's Club to the community.
- Bring member concerns to Executive Board for discussion and resolution.
- Provide the Newsletter Director with pertinent information to include in monthly newsletter.
- Work as a team to support all members of the Executive and Full Board and each member of the Los Prados Women's Club.
- Attend monthly luncheons and assist in areas needed.

PRESIDENT

- Plan, schedule and create agenda for monthly Executive Board Meetings
- Conduct annual Full Board Meeting (Full Board includes Executive Board and all Chairwomen)
- Compose Monthly/Bi-Monthly Presidents Letter
- Plan Annual Year End Appreciation Brunch
- Speak at monthly luncheons to welcome new members and address any items relating to the Los Prados Women's Club
- Represents Los Prados Women's Club at Los Prados HOA Board
- Ability to promote harmony and fairness among all Los Prados Women's Club members for the overall good of the organization.

VICE-PRESIDENT

- Plan and schedule speakers/entertainment for monthly luncheons
- Arrange and coordinate monthly luncheon menus with Los Prados Food and Beverage Manager
- Via LPWC Facebook page, send reminders to members to reserve and/or cancel monthly luncheon reservations.

- Oversee website design, additions, and updates
- Confirm room set up and audio/visual requirements to Los Prados Food and Beverage Manager
- Introduce and Welcome Speaker/Entertainment at monthly luncheons.
- Announce following month's speaker/entertainment to lunch members.
- Assist President when necessary

TREASURER

- Fiscal responsibility for all financial transactions associated with the Los Prados Women's Club
- Provide monthly financial reports to Executive Board
- Recommend and invest funds as discussed and approved by the Executive Board
- Prepare Annual Budget for Executive Board review and approval.
- Update Member Roster
- Provide monthly luncheon count to Los Prados Food and Beverage Manager
- Collect funds at monthly luncheons.
- Financial liaison with Event Coordinators to ensure proper cash handling at Los Prados Women's Club Events
- Knowledge of QuickBooks

SECRETARY

- Record and take notes at monthly Executive Board Meetings and Annual Full Board Meeting
- Transcribe and distribute minutes to Executive Board Members for review.
- Upon review and approval, keep an archived copy of each meeting minutes in the Secretary's file.
- Coordinate with President any correspondence needs

DIRECTOR, FUNDRAISER LIASON

- Works closely with Fundraiser Captains to communicate the progress and needs of each event to the Executive Board.
- Establish and coordinates event dates with Los Prados General Manager and Food and Beverage Manager.
- Attend fundraising meetings.
- Assists Captains with overcoming hurdles/challenges. May step in as "Co-Chair" if applicable.
- Communicate event budget to Captains and ensure expenditures stay within budget constraints.
- Coordinate with Treasurer to advocate for increased event budget when warranted.

- Publicity Committee Chairperson for Fundraising events.
- Coordinate any communication needed by Captains at monthly luncheons.

DIRECTOR, NEWSLETTER EDITOR

- Draft monthly newsletter for Executive Board review and approval.
- Ensure the newsletter includes member information, luncheon information (program and menu) and any upcoming events.
- Submit finalized newsletter to receptionist at Los Prados Clubhouse for inclusion in the Los Prados Community monthly newsletter.
- Knowledge of Microsoft Publisher

DIRECTOR, CARING CONNECTION & RAFFLES

CARING CONNECTION

- Caring Connection includes 5 board members who have chosen a particular area of concern.
- Director to contact Los Prados Women's Club member and/or family member to identify specific needs. Specific needs are communicated to respective board members within Caring Connection.
- **Helping Hands** – assists in driving members to doctor's appointments or hospital. May run miscellaneous errands (grocery shopping, prescription/mail pick up, pet sitting, etc.)
- **Food Brigade** – on a short-term basis may provide meals to members who are ill or have been released from the hospital.
- **Communication** – will send out cards, call or text members. Cards to include "Thinking of You" and/or Sympathy Cards. Make friendly follow up calls and/or text messages.

RAFFLES

- Prepare and display raffle items at monthly luncheons.
- Collect receipts for raffle items sold at monthly luncheons.
- Collect donated items or purchase items to be sold at future luncheons.
- *Note – this position is currently handled by Director, Caring Connection*

DIRECTOR, MEMBER RECRUITMENT

- Update Los Prados Community Welcome Package with Los Prados Women's Club information
- Ensure new member applications are available at the Clubhouse front desk.
- Send a Welcome Letter to new members.
- Provide Treasurer with new member application and funds received.

- Welcome all new members if/when in attendance at monthly luncheon.