

CONSTITUTION OF THE SPRINGFIELD WOMEN OF TODAY

ARTICLE I

NAME

The name of this organization shall be the Springfield Women of Today

ARTICLE II

PURPOSE

The purpose of the Springfield Women of Today shall be:

1. To promote community involvement through the projects and programs of the Springfield Women of Today.
2. To promote development of leadership skills.
3. To promote the personal growth of all individual members.

ARTICLE III

AFFILIATION

SECTION 1:

This organization shall be affiliated with the United States/Illinois Women of Today, and shall be subject to the Bylaws and Policies of that organization insofar as they affect and prescribe the activities of the Springfield Women of Today.

SECTION 2:

The Springfield Women of Today will pay state dues on all of its individual members.

ARTICLE IV

MEMBERSHIP

Any person 18 years of age and over is eligible for membership in the Springfield Women of Today.

ARTICLE V

GOVERNMENT

SECTION 1:

The Government of this organization shall be vested in the Board of Directors, which shall be composed of the organization's President, Vice Presidents, Secretary, Treasurer, Chairman of the Board/Parliamentarian/State Director, and Directors.

SECTION 2:

Election of officers shall be in such a manner and in such terms of office as may be directed by the Bylaws and Policies.

SECTION 3:

The procedure for conducting meetings shall be those in "Robert's Rules of Order," newest edition.

ARTICLE VI
MEETINGS

The regular meeting shall be held monthly except as prescribed by the Bylaws.

ARTICLE VII
AMENDMENTS

SECTION 1:

This Constitution may be amended by two-thirds (2/3) vote of the members present at any regular or special meeting. Notice of the proposed amendment(s) must be sent to each member at least five (5) days prior to the said meeting. Included in this notice shall be:

1. Date of meeting.
2. A copy of the proposed changes to be approved.

SECTION 2:

Amendments to any amendment may be proposed and voted upon at the same meeting as the original amendment is voted on.

ARTICLE VIII
DISSOLUTION

SECTION 1:

Dissolution of the Springfield Women of Today requires at least thirty (30) days' notice prior to the meeting of the vote to ***all*** members in good standing.

SECTION 2:

Written proxy vote is allowed.

SECTION 3:

Dissolution of the chapter will only occur after a unanimous vote of all members in good standing has carried.

SECTION 4:

Disbursement of chapter treasury upon dissolution is covered under Bylaw Article II, Section 4.

Date Finalized: 8/11/26

Chairman: Mary Bryant - SWT COB/ Parliamentarian/State Director

Committee Members: Becky Goetsch, Joy Hutchcraft, Debie Lacey, Julie Peart, Debbie Volkert, and Alyssa Werries

**BYLAWS OF THE
SPRINGFIELD WOMEN OF TODAY**

**ARTICLE I
MEMBERSHIP**

SECTION 1:

Any person eligible for membership as provided in the Constitution shall become a member upon payment of dues.

SECTION 2:

A Prospective member is one who has not yet paid her/his dues and thus is not a voting member. Therefore, she/he will not be contacted about decision-making matters.

**ARTICLE II
FINANCES**

SECTION 1:

Women of Today may be funded by Women of Today Ways and Means projects as well as dues.

SECTION 2:

A budget shall be prepared by the Board of Directors and must be presented to and approved by the general membership before the close of the July membership meeting.

SECTION 3:

Disbursements of monies not provided for in the budget shall be approved by the general membership.

SECTION 4:

Disbursements of the treasury upon dissolution will be decided upon by a finance committee consisting of at least five (5) members of the Springfield Women of Today, including the President and Treasurer. Monies will be appropriated to such things as charitable groups, nonprofit organizations, etc. These disbursements shall then be approved by the Board of Directors. Members would be notified at least thirty (30) days prior to the vote.

**ARTICLE III
DUES**

SECTION 1:

The fiscal year shall be June 1 to May 31.

SECTION 2:

New member dues of this organization shall be \$35.00 payable to the Treasurer. Renewal dues shall be \$30.00 payable to the Treasurer on or before the trimester due date of the member. A life member of the Springfield Women of Today shall pay \$10.00 of the local portion of her/his annual dues. A Past USWT President shall only pay \$5.00 of the local portion of Her/his annual dues.

SECTION 3:

Notice of dues owed shall be given to members by the Membership Vice President or Treasurer ten (10) days before the date payable. If dues are not paid by the member before the trimester deadline upon which their anniversary date falls, that member shall be dropped from national, state and local rosters.

ARTICLE IV GOVERNMENT

SECTION 1:

PRESIDENT

The President, as Chief Executive Officer, bears the overall responsibility of this organization. The President shall preside over all member and board meetings. She/he is responsible for organizing the Board of Directors and is to be an ex-officio member of all committees of this organization with the exception of the Nominating Committee. The President shall represent the organization at national, state and area meetings.

SECTION 2:

MEMBERSHIP VICE PRESIDENT

The Membership Vice President shall act as aide to the President, represent her/him upon request, and assume the duties of the President in her/his absence. She/he shall monitor membership records, retention, and growth. She/he shall be responsible for record keeping of adding new members and retaining current members. Membership Vice President and Treasurer shall be responsible for ordering name tags. She/he shall also be responsible for notification of renewal dues ten (10) days prior to due date. She/he shall also be responsible for finding chairmen for membership nights and socials.

SECTION 3:

SOCIAL MEDIA DIRECTOR

The Social Media Director shall be responsible for all social media, such as the official website, Facebook page, and virtual calendar. All director positions may be appointed by the President after two (2) weeks' notice to the membership. Presidential appointments must be approved at the next regular general membership meeting. It shall be the duty of the appointed Directors to perform the functions designated to them. The Social Media Director shall report to the Membership Vice President.

SECTION 4:

PROGRAMMING VICE PRESIDENT

The Programming Vice President shall be responsible for Community Development, projects and programs. She/he shall assist in submitting all project library files to the United States Women of Today and the Illinois Women of Today if needed.

SECTION 5:

PERSONAL DEVELOPMENT DIRECTOR

The Personal Development Director shall be responsible for coordinating individual personal development programs. She/he shall be responsible for selecting speakers for topics concerning the chapter and any other duties as assigned. The Personal Development Director shall report to the Programming Vice President.

SECTION 6:

SECRETARY

The Secretary shall keep and report the minutes of all Board and General Membership meetings. She/He, in turn, shall advise the Directors, if any, in her/his area.

SECTION 7:

TREASURER

The Treasurer shall manage all funds of the organization and shall give a detailed financial report at each meeting. All checks must be signed by two officers. The President, the Treasurer, and the Membership Vice President shall be the officers with check-writing privileges. She/he shall prepare a copy of the approved budget to be distributed to all members by the August general membership meeting. As Treasurer, she/he shall coordinate with the Registered Agent to ensure all legal documents and forms up to date with the appropriate agencies. She/he shall also be a standing member of any committee of any project that has any financial obligation. She/he shall submit necessary state reports to the Illinois Women of Today. She/He, in turn, shall advise the Directors, if any, in her/his area. The Treasurer shall be responsible for a midyear budget review. The Treasurer will also be responsible for year-end financial reports to be given to each member by July of the following fiscal year. Treasurer and Membership Vice President shall be responsible for ordering name tags.

SECTION 8:

CHAIRMAN OF THE BOARD/PARLIAMENTARIAN/STATE DIRECTOR

After serving her/his term, the President automatically becomes Chairman of the Board/Parliamentarian/State Director. She/he will serve as Chairman of the Elections Committee and as advisor to the President. She/he shall advise the President on matters of parliamentary procedure. She/he shall review the chapter Bylaws and Policies yearly.

Chairman of the Board/Parliamentarian/State Director shall be responsible for reporting on national and state activities.

SECTION 9:

BOARD OF DIRECTORS

The Board of Directors consisting of the Officers, the Directors, and the Chairman of the Board shall meet monthly, or whenever the President deems necessary to outline the business to be presented for the general membership's approval. It will be their responsibility to promote the chapter throughout the community.

SECTION 10:

MEMBERS IN GOOD STANDING

- A. Any Individual Member shall be in good standing unless she/he:
1. Owes any debt to the Women of Today.
 2. Acts in a detrimental way to the Women of Today.
 3. Enters into any contract for the Women of Today without proper clearance of the Women of Today.
 4. Is deemed a member not in good standing by a two-thirds (2/3) vote of members present at any regular or special meeting.

ARTICLE V

NOMINATING AND ELECTION OF OFFICERS AND DIRECTORS

SECTION 1:

The Chairman of the Board shall ensure that each member in good standing is contacted regarding candidacy in the upcoming elections.

SECTION 2:

Any member in good standing, except the Elections Chairman, may nominate any other member in good standing.

SECTION 3:

The President, Vice Presidents, Treasurer, Secretary, Chairman of the Board, and Directors shall serve a term of one (1) official year, which shall be from May 1 through April 30.

SECTION 4:

A voting member is one who is a member in good standing prior to the election. She/he shall be entitled to cast one (1) vote for each office.

SECTION 5:

In the event of a contested race, voting shall be by secret ballot, a simple plurality shall rule. In the event of an uncontested race, elections shall be by the process of acclamation.

SECTION 6:

Newly elected officers will take office effective May 1.

SECTION 7:

All candidates for office must be a member in good standing of the Springfield Women of Today.

SECTION 8:

Any candidate for President must have held another elected office in the Women of Today organization.

SECTION 9:

Vacancies in the Officers Team shall be filled by presidential appointment after two (2) weeks' notice to the general membership. Presidential appointments must be approved at the next regular general membership meeting.

ARTICLE VI

MEETINGS

SECTION 1:

The organization shall hold monthly meetings in the second week of each month, subject to change by the Board of Directors.

SECTION 2:

Special meetings may be called by the Board of Directors when necessary.

SECTION 3:

The annual meeting shall be in March for the election of officers. Notice of the annual meeting and a slate of officers proposed shall be announced prior to the meeting.

ARTICLE VII

COMMITTEES

SECTION 1:

Each project shall have a Chair who will report back to the membership.

ARTICLE VIII

AMENDMENTS

SECTION 1:

These Bylaws may be amended by a majority vote of the members present at any regular or special meeting. Notice of the proposed amendment(s) must be sent to each member at least five (5) days prior to the date of the said meeting. Included in this notice shall be:

1. Date of the meeting.
2. Copy of the proposed changes to be approved.

ARTICLE IX
NEWS RELEASE

SECTION 1:

The President shall be notified of any proposed news release referring to the Women of Today organization prior to release and/or distribution.

Date Finalized: 8/11/26

Chairman: Mary Bryant -SWT COB/ Parliamentarian/State Director

Committee Members: Becky Goetsch, Joy Hutchcraft, Debie Lacey, Julie Peart, Debbie Volkert, and Alyssa Werries

POLICIES OF THE SPRINGFIELD WOMEN OF TODAY

I. ELECTIONS

A. The Nominating Committee

1. The Nominating Committee shall consist of the Chairman of the Board (as Chair,) and at least two (2) members in good standing.

B. General Procedure

1. Each candidate may have two (2) minutes total for the purpose of nomination and acceptance of nomination.
2. Order of Elections:
 - a) President
 - b) Membership Vice President
 - c) Programming Vice President
 - d) Treasurer
 - e) Secretary
 - f) Personal Development Director
3. Process of election shall be directed in the Bylaws and Policies of this organization.

II. FINANCES

1. All checks must be signed by two officers.
2. The President, the Treasurer, and the Membership Vice President shall be the officers with check writing privileges.
3. The President and the Treasurer shall be the primary signers, with the Membership Vice President signing in the event that one of the other officers cannot sign.
4. All expenses must be approved by the membership in one of the following manners:
 - a) approved budget expenses
 - b) approved during general membership meeting
5. All Ways and Means products/projects must be approved by the general membership.

III. ALL-STATES

1. In the event that the President cannot attend an All-State, she/he shall appoint a designee from the chapter to represent the chapter.

IV. ALCOHOLIC BEVERAGES

1. Any member under the age of 21 will not be allowed to drink alcoholic beverages during any function.

V. LIFE MEMBERS

1. Any member of the Springfield Women of Today who has been a President of the United States Women of Today, and is a member in good standing of the United States Women of Today shall be a life member of the Springfield Women of Today.
2. Any member of the Springfield Women of Today who has been a President of the Illinois Women of Today, and is a member in good standing of the United States Women of Today shall be a life member of the Springfield Women of Today.
3. A life member of the Springfield Women of Today shall-pay \$10.00 of the local portion of her/his annual dues.
4. A Past USWT President shall only pay \$5.00 of the local portion of Her/his annual dues.

VI. AMENDMENTS

1. These policies may be amended by a majority vote of the members present at any scheduled membership meeting.

Date Finalized: 8/11/26

Chairman: Mary Bryant -SWT COB/ Parliamentarian/State Director

Committee Members: Becky Goetsch, Joy Hutchcraft, Debie Lacey, Julie Peart, Debbie Volkert, and Alyssa Werries