

## **BY-LAWS OF THE NEBRASKA WOMEN OF TODAY**

(REVISED 11/2024)

### **BY-LAW NO. 1      DUES**

#### **Section 1                      State and National Dues**

- A. Each chapter shall pay a chapter affiliation fee of \$15.00 annually or \$5.00 per trimester, for new extensions, by June 1 for the following fiscal year. The fiscal year is June 1 to May 31.
- B. The state dues to be assessed against each chapter shall be individual member dues of \$15.00 annually.
- C. Members of the United States Women of Today transferring membership from another state organization to the Nebraska Women of Today shall pay state dues pro-rated to the trimester of renewal of the national membership.
- D. The annual national dues shall be the amount prescribed by the National organization for each individual member.
- E. Each chapter shall pay state and national dues in the trimester of the anniversary join date of the local member, payable to the Nebraska Women of Today.
- F. Each chapter shall submit state and national dues for new members, payable to the Nebraska Women of Today.

**Section 2                      No dues paid to the State may be refunded or applied to future memberships any time during the year.**

**Section 3                      If a chapter has made a mathematical error in payment of state dues, a request for a refund must be made to the treasurer no later than the close of Annual Convention.**

### **BY-LAW NO. 2      CHAPTER WITHDRAWALS AND REINSTATEMENTS**

**Section 1                      Any chapter withdrawing from this organization shall submit to the secretary a written resignation including the proposed distribution of chapter funds. Notification of final disbursement of funds shall be received prior to granting the request for withdrawals. Chapters withdrawing from this organization give up all rights to the use of the Women of Today name and programming.**

**Section 2                      Any chapter which has resigned from this organization wishing to be reinstated shall forward to the secretary a copy of its constitution, a list of officers, a list of five (5) charter members and payment of state and national dues and charter and mailing fees.**

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**BY-LAW NO. 3                      VOTING PROCEDURE**

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**Section 1                      Annual Convention**

- A. Each chapter shall be entitled to one (1) delegate at the annual convention of the organization. Each delegate shall have the right to cast one vote on all issues brought before the organization if she/he is present at the meeting, and her/his credentials are verified. Note: Chapters chartering after March 15 are eligible to vote if all state fees for the ensuring year are paid.
- B. Credentials will consist of the voting delegates signing in starting one (1) hour prior to the business meeting and until the election (balloting) commences. Voting delegates must be members in good standing (all dues and chapter fees paid up).

**Section 2                      Each member chapter shall be entitled to one voting delegate on Issues at all other state meetings, provided they have one representative at the meeting.****Section 3                      Quorum**

- A. At all general membership meetings of this organization, 30% of the chapters shall constitute a quorum.
- B. When Dealing with Article 1 and By-Law 1, Section 1 - see Article V, Section 1A and By-Law 12

**Section 4                      The President shall determine the method of voting: based on the current edition of Robert's Rules of Order, Newly Revised.****Section 5                      The incoming and outgoing State Presidents shall be the official representatives of the Board of Directors of the U.S. Women of Today. If the incoming and/or outgoing Presidents are unable to attend the annual meeting of the U.S. Women of Today, the Nebraska delegation will elect its alternates. Any Nebraska Women of Today who is a paid member of the U.S. Women of Today and who attends the National Convention shall be eligible to act as an alternate delegate. The Nebraska delegation will have the right to vote for the Nebraska Women of Today on any matters brought for a state vote.****Section 6                      Any local chapter having dues and/or accounts with the Nebraska Women of Today which are unpaid and past due shall be considered delinquent and "not in good standing", subject to suspension of all services and entitled to none of the rights and privilege of a chapter until all dues and unpaid accounts are paid.****Section 7                      Any member owing money or property will be considered delinquent and not in good standing.**

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**BY-LAW NO. 4                      NOMINATIONS ELECTIONS AND APPOINTMENTS (See Standing Rules)**

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## Section 1

### Criteria for Officers

- A. A candidate for President in the general elections shall have served at least one year on a local board and at least two years as a member of the state board, one of which was served as a member of the Executive Committee.
- B. A member who has served as a state Executive Committee member from another state shall be eligible for President after completing one year as a member of the Nebraska State Executive Committee.
- C. A candidate for Vice President must have served at least one year on a local board of directors and must have served at least one year as a state board member of Nebraska.
- D. A candidate for Secretary must have served at least one year on a local board.
- E. A candidate for Treasurer must have served at least one year on a local board.
- F. The Presidential Assistants, Personal Development/Chaplain and Parliamentarian are appointed positions to be approved by the State Board.
- F. President will appoint a convention chair for 2-year term (ex officio) 1 First year Junior Chair 2. Second year as Senior Chair

## Section 2

Any State member is eligible to be a candidate for the state board.

## Section 3

Candidates for the office of President, Vice President, Secretary or Treasurer must submit the filing form to the Chairman of the Board, by mail/e-mail in a word document, if e-mail is available by March 1st. After the Chairman of the Board's approval of the candidacy, flyers must be sent on or before March 15th. President candidates must mail/e-mail in a word document, if e-mail is available, fliers to all State Board Members and to all local chapter presidents announcing her/his candidacy. Vice President, Secretary, and Treasurer Candidates must mail/e-mail in a word document, if e-mail is available, fliers to the Chairman of the Board, State President and all local chapter presidents announcing her/his candidacy. If a vacancy exists for any office by the filing deadline, that vacancy will be filled by the new president with the approval of the new State Board.

## Section 4

In the event that no one has filed for an elected position by the filing

deadline, nominations may be taken off the floor at the Candidate Caucus Meeting. All necessary filing forms MUST be filled out, presented, and verified by the Elections Committee, prior to the Candidates Caucus Meeting. Then that candidate will participate in the Candidates Caucus. If there is no candidate filed after the Candidate Caucus Meeting, then the vacancy will be filled by the new President with the approval of the new State Board.

- Section 5                      Nomination Speeches and elections for the offices of President, Vice Presidents, Secretary and Treasurer shall be conducted on the Saturday of Annual Convention. Election shall be held by secret ballot. If any candidate is unopposed, a unanimous ballot may be cast. Results of the balloting shall be made available to all the candidates.
- Section 6                      The President will be elected by simple majority vote of the delegates present. If there are more than two candidates for the office of President, each ballot will be an elimination ballot of one (1) candidate until one candidate receives most of the votes cast.
- Section 7                      The two Vice Presidents, Secretary and Treasurer will be elected by a simple plurality of votes cast for each office by the delegates present at the meeting.
- Section 8                      No one individual may serve as a State President for two successive terms. Other members of the State Board may seek reelection.
- Section 9                      In case of resignation or another incapacitation of the President the position shall be filled by the Membership V.P., followed by the Programming V.P. If neither can serve, the State Board shall elect a successor from the existing Executive Committee. The resignation of the presidential assistant is automatic with that of the President. The Chairman of the Board shall be interim presiding officer.
- Section 10                     A vacancy in the office of a Vice President, Secretary or Treasurer may be filled by appointment of the President subject to approval of the State Board.
- Section 11                     Members seeking an Appointed Position must submit a filing form to the Chairman of the Board, by mail/email in a word document, if email is available by March 1st. The forms will be given to the new State President. If more than one member should file for any given position, the new State President will appoint. If no one files, the State President will fill the position. All appointment will be approved by the new State Board.

Section 12                      The term of office for the State Board will begin at the Annual Convention following the installation ceremony.

**BY-LAW NO. 5                      DUTIES**

The duties of the President, Chairman of the Board, other elected or appointed officers and state program managers of the Nebraska Women of Today shall be established as Standing Rules.

**BY-LAW NO. 6                      GOVERNING BODY POLICIES**

Section 1                      Executive Committee and State Board Meeting

- A. The Executive Committee shall meet prior to the business meetings at each state meeting.
- B. The State Board shall meet at each state meeting at the discretion the State President.
- C. The incoming and outgoing State Boards shall meet following the annual Business Meeting prior to the conclusion of the annual convention, for the purposes of exchanging portfolios and conducting other necessary business.

Section 2                      The President may submit any question to the State Board or general membership for determination by mail/e-mail. The decision shall be governed by a majority vote of the State Board or a quorum of the general membership.

Section 3                      Committees

- A. The President, subject to the approval of the State Board, may appoint such standing or special committee or committee program managers as may be needed to carry out the work and purpose of the organization.
- B. No committee shall be vested with the power to enter into any agreement or contract or otherwise obligate this organization except upon authority of the State Board or general membership.

Section 4                      Funds

- A. The treasurer/membership vice president shall collect all money due the organization, including head tax, and deposit same in a checking account at a branch of Nebraska Women of Today Bank Account.

Funds shall be disbursed only by approval of most of the general membership. All checks must be signed by the treasurer and countersigned by the President or Membership Vice President.

- B. All state officers and program managers must submit their final bills to the treasurer by the business meeting of the Annual Convention.
- C. At the close of the fiscal year, the treasurer's books shall be declared closed for the previous year and no further bills may be presented or paid which have been incurred during the previous year. The books shall be reviewed by an independent person with a financial background with the Treasurer and Executive Director by May 15th.
  - 1. The review results shall be submitted to the State President and Treasurer by June 30th.
  - 2. The review results must be accepted and distributed at the next General Membership Business Meeting
- D. Dues collected for the new fiscal year shall be set aside in a special fund for use by the incoming State Board.
- E. The incoming state board shall start with a minimum carryover of \$250.00 as of May 1.

## Section 5

### Ways and Means

- A. Retail price for all items purchased for purposes of ways and means shall be set at the cost plus a minimum of 30%.
- B. Executive Committee members, program managers and chairman may purchase ways and means items, for incentive purposes, at cost plus 10%.

## **BY-LAW NO. 7**      **STATE PHILANTHROPY**

The State Philanthropies are Foster Care Closet of Nebraska and Nebraska Children and Families Camp Catch-Up. These are supported by Chapter Contributions and matching funds from the Convention Checking Account.

## **BY-LAW NO. 8**      **CHAPTER PRIORITY PROGRAMS**

At the Fall Conference, no more than one chapter priority program will be adopted for a three (3) year period. Chapters will submit bids in writing to all local presidents and the Executive Committee 30 days prior

to the meeting. The statewide administration of the program and financing of this will be done by the local chapter that proposed the program. The sponsoring chapter will select a Program Manager for the program. The Program Manager will be approved by the State Board.

**BY LAW NO. 9**      **STATE PROGRAMS Today's Youth**

This is to educate our future leaders on the principles of community service, leadership, and personal enrichment.

**BY-LAW NO. 10**      **NATIONAL COMMUNITY DEVELOPMENT PROGRAMMING**

The Nebraska Women of Today will adopt all National Community Development Programming.

**BY-LAW NO. 11**      **HALL OF FAME**

The Nebraska Women of Today shall have as one of their programs the Hall of Fame to recognize outstanding members. The members of the Hall of Fame must be members in good standing of the Nebraska Women of Today at the time of her/his nomination and induction. Hall of Fame shall be a self-governing body whose constitution and by-laws will uphold the ideals of the Nebraska Women of Today.

**BY LAW NO. 12**      **AMENDMENTS**

The By-Laws of the organization may be amended by a majority vote of those present and voting at any state meeting with forty-five (45) days prior written notice to all chapters. The only exception shall be By-Law No. 1, Section 1, State and National Dues, which require 51% of all chapters with forty-five (45) days written notice to all chapters.