

## BY-LAWS

### ARTICLE I – NAME

The name of this organization shall be the Children's Aid Club.

### ARTICLE II – MISSION STATEMENT

To positively impact the health, general welfare and education of underprivileged children in our community. We accomplish this by helping families in crisis and through partnerships with other non-profit organizations serving children in need.

### ARTICLE III – MEMBERSHIP

Section 1. The total membership of this organization shall not exceed 40 active members.

Section 2. There shall be four classes of membership: active, auxiliary, lifetime, and honorary. Every active member must be responsible for her share in any activity the club undertakes. Auxiliary, lifetime and honorary members participate if they so choose.

A. Active membership – An active member is a member in good standing actively participating in all functions and meetings of this organization and current in any and all dues.

B. Auxiliary membership – Auxiliary membership shall be a privilege afforded to any active member who feels that she will be unable to act in the best interest of the purpose of this organization for whatever reason. Any active member may become an auxiliary member by writing a letter to the Membership Chairman. Auxiliary members are required to pay dues, are encouraged to participate in our fundraisers, to attend meetings and participate in discussion but may not make or second motions, vote or hold office. The auxiliary member may regain active status by submitting her request in a letter to the Membership Chairman. In the event the membership roll is full, the Auxiliary member's name will be placed on a waiting list and she will be contacted as soon as a vacancy occurs. If a vacancy exists, the auxiliary member may be placed on the active membership roll upon majority approval of the Executive Board. Any auxiliary member who has gone for two years without paying her dues will be taken off the rolls.

C. Lifetime membership – Members who have been active in the club for a total of 25 years are eligible for Lifetime status. Lifetime members are not required to pay dues and retain the rights and privileges of active members but not the responsibilities. An eligible member may request Lifetime status by writing a letter to the Membership Chairman.

D. Honorary membership – Honorary membership in Children's Aid Club may be bestowed upon those members, past or present, who have provided outstanding service to Children's Aid Club over a sustained period of time and shall be in recognition of a lifetime of service and loyalty to the club.

Members may propose nominees to the Executive Board in writing at the April board meeting and the nomination must have three or more sponsors who are active members. Honorary membership must be unanimously approved by the Executive Board in September and voting shall be by secret ballot. The nomination is then brought before the membership at a regular meeting and must pass by 2/3 vote of

active members present, also by secret ballot. No more than one person per year may be granted honorary membership. Honorary members shall have all the privileges of auxiliary members, but they are excused from paying dues.

Section 3. Presentation of Candidates for New Members - If a vacancy exists, active members who have been in the Club for at least one year may sponsor one woman for membership at any time during the Club year. Recommendations should be presented to the Membership Chairman. The name of the prospective member shall be announced at the next meeting and her name, contact information and sponsor's name shall be published in the monthly newsletter for three consecutive months. The prospective member shall enter a trial period to become acquainted with our organization by attending monthly meetings and participating in some of our activities until she feels ready to commit to active membership. Upon commitment, the prospective member shall attend an orientation to be sure she fully understands her responsibilities as an active member. Sponsoring members' responsibilities include:

- A. Obtaining an earnest interest from the prospective member.
- B. Providing contact information to the Membership Chairman.
- C. Discussing our mission and giving an overview of our activities.
- D. Mentoring her throughout her trial period and her first active year.

Section 4. Voting on New Members.

- A. Following the Orientation Reception, names of the prospective members who have fully committed to membership will be proposed and voted into membership by the Executive Board.
- B. The number of proposed members should not exceed vacancies, but if this occurs, the prospective new member may be voted into the club on a reserve status pending a vacancy in the active membership.

#### ARTICLE IV – DUES

Yearly dues shall be one hundred and twenty-five dollars (\$125.00) payable in full August 1st.

#### ARTICLE V – GOVERNMENT

The government of this organization shall be vested in the Executive Board, said officers to be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Welfare Chairman, Membership Chairman, Ways and Means Chairman and Parliamentarian.

Section 1. The officers of this organization shall be elected in the manner prescribed by the by-laws and shall hold office for a period of one year or until a successor is duly qualified and elected.

Section 2. Robert's Rules of Order shall govern the proceedings of all meetings of this organization and its constituent part, except as provided in these by-laws.

Section 3. Any member of this organization may attend the meetings of the board and may have a voice in said meetings, but may not vote.

Section 4. Vacancies of any elective office of this organization shall be filled by the majority vote of the Executive Board and shall serve for the duration of the term of the individual being replaced.

Section 5. All projects approved by the Executive Board shall be brought before this organization for approval at one of its regular meetings. A quorum shall be required to take a vote of the Executive Board and shall consist of a majority of the Executive Board Members in attendance.

Section 6. The Executive Board of Officers will have authority to meet any emergencies.

Section 7. Funds of this organization may be withdrawn from the bank by the President, Vice President, Treasurer, or others as may be designated by the Executive Board.

Section 8. The active membership will vote approval of the expenditure of funds for an appropriate purpose pertaining to the welfare of children.

Section 9. A quorum will be required to conduct business at any regular or special meeting of the club and will consist of a majority of the active members in attendance at any meeting of which the membership has been given prior notice.

Section 10. In accordance with the exemption requirements of Section 501 (c) 3, Internal Revenue Code, none of the net earnings of the Club may inure to the benefit of any member or to a member of her family.

Section 11. In the extreme event of dissolution, the assets of the Club will be distributed by the Executive Board in accordance with these by-laws.

#### ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall direct and supervise the affairs of this organization and preside at all meetings. The President shall appoint standing committees upon taking office and special committees as she may find necessary, subject to the approval of the board. The President shall be a member ex-officio to all committees except the nominating committee. Standing committee chairmen, the Assistant Treasurer and the divisional chairmen of Welfare (Individuals, Organizations and Baskets) should be appointed at the May meeting. The Assistant Treasurer and the divisional chairmen of Welfare should be appointed by the Treasurer and Welfare Chairman, respectively, after conferring with the President. The Assistant Treasurer should be willing to serve as Treasurer should it become necessary.

Section 2. The Vice President shall preside at the meetings in the absence of the President. She shall be responsible for arranging all Club meeting places, hostesses and programs. She will conduct the Membership orientation with the assistance of the Membership Chairman.

Section 3. The Recording Secretary shall keep full minutes of the general membership and Board meetings.

Section 4. The Corresponding Secretary shall conduct the correspondence of this organization, check the post office box at least weekly and distribute the mail in a timely manner to the appropriate members. The duties of the Corresponding Secretary may be performed by more than one member at the discretion of the Executive Board.

Section 5. The Treasurer shall have general supervision and custody of all funds and collections of this organization. She shall keep an accurate account of receipts and disbursements of this organization, give a report when called upon by the President and provide the financial information to the Club's accountant monthly. She shall be required to attend all fundraising events of the club or provide a substitute for same.

Section 6. The Welfare Chairman shall propose welfare requests to the board and membership and oversee the divisions of Welfare (Individuals, Organizations and Baskets). She shall chair the budget committee comprised of herself and the three division chairs of Welfare and propose a budget to the board and membership at the April meetings.

Section 7. The Membership Chairman shall keep accurate attendance records, notify members of two unexcused absences, and oversee the status of members. She shall be responsible for organizing the Membership Orientation. Each new name submitted for membership during the year shall be read by the Membership Chairman to the organization at the next scheduled meeting. The entire list of prospective members shall be read to the group during every meeting thereafter. She shall submit name, sponsor name and contact information to the newsletter chairman.

Section 8. The Ways and Means Chairman shall present ideas for fundraising projects to the Board and membership for approval, appoint chairmen to such events and oversee the fundraising projects to their completion.

Section 9. The Parliamentarian shall be the immediate Past President, or a member appointed by the president if the immediate Past President is unable to hold the position. The Parliamentarian shall chair a committee to review the by-laws of the club before the April meeting.

#### ARTICLE VII – NOMINATION AND ELECTION

Section 1. The President shall appoint a nominating committee chairman and two members to serve on that committee at the March general membership meeting.

Section 2. The nominating committee shall select one nominee for each office. Said nominees must be members in good standing. The nominating committee shall not nominate any of its members for office.

Section 3. Any member shall have the privilege of nominating her choice from the floor at the time of election.

Section 4. Any member, if elected to an office shall serve for a term of one (1) year. (Section 1, Article V.)

Section 5. Annual election shall be held at the April general membership meeting.

Section 6. Voting shall be by secret ballot cast by individual members, and no person shall cast more than one ballot. In the event of a single slate, a voice vote may be taken.

#### ARTICLE VIII – AMENDMENTS

The by-laws may be amended by two-thirds vote of the members present at any regular or special meeting, provided the proposed amendment has been discussed at the regular meeting prior to the voting.