

ARTICLES

Vintage Ladies of St. James Plantation Southport, North Carolina (Revised 2023)

ARTICLE I – NAME

The name of this club shall be Vintage Ladies of St. James Plantation.

ARTICLE – II

The purpose of this club is to join together women who reside in St. James Plantation and wish to share their mutual interest in antiques and history.

ARTICLE III – CHAPTERS

Chapters may be added to the club as proposed by the Executive Board and approved by a simple majority of each existing chapter.

ARTICLE IV – MEMBERSHIP

SECTION I – PROSPECTIVE MEMBERSHIP

- A prospective member on the waiting list shall be invited to attend a regular meeting prior to becoming a member.

SECTION II – NUMBER OF ACTIVE MEMBERSHIP

- The maximum number of members in each chapter shall be fifty (50).
- If a Chapter's membership falls below fifty (50), new members shall be added from the waiting list beginning with the earliest name on the list.

SECTION III – RESPONSIBILITIES OF MEMBERSHIP

- Each member is expected to actively participate and assist in the programs of the year.
- Members must promptly submit telephone, address and/or email changes to the Membership Chair, the Chapter Co-Chairs and the Chapter and Executive Communications Chairs.
- Members should be aware that photos taken at Vintage Ladies events may be posted on the Club's website.

SECTION IV – ANNUAL DUES

- The Executive Board shall determine the amount of dues for the upcoming year at the August board meeting.
- Annual dues shall be paid by the date of the September meeting. A late fee of five dollars (\$5) will be assessed on dues paid after the due date.
- If a member joins after January 1, the dues will be one-half (½) the annual dues for that year.
- If a member has not paid her dues by September 30, the Chapter treasurer will give her notice of termination.
- In the event of the dissolution of a Chapter, the funds shall be equitably divided among the remaining Chapters.

SECTION V – NON-RESIDENT MEMBERSHIP

- A current member who no longer resides in St. James may retain her membership provided she pays her annual dues. If her membership lapses, she may not reactivate it.

ARTICLE V – OFFICERS

- The Executive officers of the Vintage Ladies of St. James Plantation shall be: Executive Chair, Executive Membership Chair, Executive Communications Chair and Executive Secretary.
- Chapter officers shall be: Co-Chairs, Treasurer, Historian, Program Chairs and Communication Chair.
- The Executive officers and each Chapter's officers shall serve on the Executive Board.

SECTION I – EXECUTIVE CHAIR

- Provides advice to all Chapters when requested.
- Presides at Executive Board meetings and joint Chapter meetings using guidelines from Robert's Rules of Order : Welcome and introductions, Executive officer reports, Chapter program reports, new and old business, announcements, date of next meeting and adjournment.
- Appoint committee chairs as needed.
- Convenes additional Executive Board meetings as needed.
- If the Executive Chair is unable to function in her role, the Executive Board shall select a replacement to serve until the next scheduled election.

SECTION II – EXECUTIVE MEMBERSHIP CHAIR

- Updates the membership rosters as needed and provides that information to the following: Executive Chair, Executive Communications Chair, appropriate Chapter Co-Chairs, Treasurer and Communication Chair.
- Maintains a current directory of members by Chapter along with each member's address, telephone number and email address.
- Provides to potential members a link to the website for the Articles.
- Establishes a waiting list of interested women in chronological order.
- Invites women to join a Chapter that has an opening. This invitation shall be given by telephone and begin with the earliest name on the waiting list. If a woman declines to join at the time she is invited but wishes to remain a candidate, her name shall be placed at the bottom of the waiting list.
- Adds to the waiting list the name of any previous resident member who wishes to rejoin.
- Keeps the Executive Board advised of the current status of the waiting list.

SECTION III – EXECUTIVE SECRETARY

- Takes attendance and minutes at the Executive Board meetings.
- Sends a written copy of the minutes to the Executive Chair for review and upon approval, distributes to each board member.
- Handles any necessary correspondence.

SECTION IV – EXECUTIVE COMMUNICATIONS CHAIR

- Serves as Webmaster of the Vintage Ladies of St. James website.
- Provides a form to the Chapter Program Chairs so that all program information is in the same format when the Chapter Communications Chair submits it.
- Provides a form to the Chapter Historians to submit information and pictures following each meeting.
- Posts all program information on the website as well as all information requested by the Executive Chair, Executive Membership Chair and Chapter Co-Chairs.
- Coordinates the publication of the Yearbook for distribution at the October meeting.
- All correspondence to the Executive Communications Chair should be sent to vintageladiesofstjames@gmail.com.

SECTION V – CHAPTER CO-CHAIRS

- Presides over Chapter monthly meetings held September through June, usually on the first Friday.
- Guidelines for conducting meeting:
 1. Welcome, introduce new members and thank you to all who assisted with the meeting.
 2. Introduce Program Chair who will then introduce the program.
 3. Conduct meeting according to Robert's Rules of order with Chapter officers reports, old business and new business.
 4. Conclude the meeting and announce the date, time, place and program for the next meeting.
- Call a meeting prior to the August Executive Board meeting to discuss plans for the upcoming year.
- Keep a record of attendance for each Chapter meeting.
- Appoint a Chapter Nominating Committee prior to the March meeting.
- Appoint a Chapter member to fulfill the duties of any officer, except Co-Chair, who is unable to complete her duties for the current year.
- Assist the Chapter officers in selecting an additional Chapter member as a Co-Chair if one is needed for the remainder of the year.
- Designate an officer to preside over a Chapter meeting if neither Co-Chair is available.

SECTION VI – TREASURER

- Have charge of the Chapter's funds.
- Collect all annual dues.
- Pay all bills approved by the Chapter officers.
- Make a monthly report to the Chapter of all receipts and expenditures.
- Give notice to any member whose dues are in arrears.
- Update the bank signature card and mailing address each year to reflect the current signers, which are the Chapter Treasurer and one of the Co-Chairs.

SECTION VII – HISTORIAN

- After each meeting, send a brief description and pictures to the Executive Communications Chair (vintageladiesofstjames@gmail.com) using the form provided by her to be posted on the website.
- Document any other Chapter activities and send to the Executive Communications Chair to be posted on the website.

SECTION VIII – COMMUNICATIONS CHAIR

- Collects and sends Chapter information regarding programs and other announcements to the Executive Communications Chair for placement on the website and in the Yearbook, after all information has been approved by the Chapter Co-Chairs.
- Adds Executive Communications Chair to the distribution list.
- Sends monthly program information to the Chapter members, reminding them to visit the website, vintageladiesofstjames.com, for more or updated information.
- Distributes any messages to the Chapter members as requested by the Co-Chairs or other Chapter officers.
- Provides program changes or updates to the Executive Communications Chair for inclusion on the website.

SECTION IX – PROGRAM CHAIRS

- Plans monthly programs (September through June).
- Completes the Monthly Program Report, provided by the Executive Communications Chair, for each month and sends to the Chapter Co-Chairs and Chapter Communications chair by September 1.
- Two weeks prior to the meeting date, sends program details to the Chapter Communications Chair for distribution to the Chapter members.
- Makes necessary arrangements for the Community Center, if meeting there.
- Notifies the Chapter Treasurer of the name of the presenter so she can write a check for the honorarium. Enclose the check in a thank you note to the presenter.
- Maintains a balance between field trips and St. James meetings.
- Works with Program Chairs from the other Chapters to plan at least 2 joint meetings.
- At the end of the year, sends a list of program details, contact information and any comments to the Executive Chair for distribution to other Chapters.

ARTICLE VI – MEETINGS

SECTION I – CHAPTER MEETINGS

- Chapter meetings shall be held monthly from September through June, usually on the first Friday of the month. Information regarding monthly meetings will be posted on the website and published in the Yearbook.
- A quorum for voting on any items of business shall be a simple majority of Chapter members.

SECTION II – EXECUTIVE BOARD MEETINGS

- The first Executive Board meeting shall immediately follow the June installation of officers, followed by an August meeting and a March meeting.
- If needed, additional meetings may be held.
- At the August meeting, the Executive Board will determine the amount of dues for the coming year and establish the amount of the honorarium to be paid to program presenters.
- At least three (3) Executive Board members from each Chapter must be present for votes to be valid. If a simple majority of those present are in favor, the item will be passed.

ARTICLE VII – ELECTIONS

SECTION I

- The Chapter Co-Chairs shall appoint a Nominating Committee, composed of three (3) Chapter members at the February or March meeting.
- The Chapter Nominating Committee shall nominate officers and inform the Co-Chairs by April 1.
- The proposed slate shall be announced at the April meeting.
- Additional nominations must be made in writing to the Co-Chairs before April 1.
- The Chapter Nominating Committees shall work together to nominate the Executive Officers and report nominees to the Executive Chair by April 1.

SECTION II – ELECTION OF OFFICERS

- All officers shall be elected at the May meeting by a simple majority of the Chapter membership either by proxy, e-mail, written ballot or voice vote. Election Results should be sent to the Executive Chair.
- Elected officers shall be installed at the joint meeting in June.
- Officers shall serve a term of twelve (12) months, from June to the following June.

SECTION III – RE-ELECTION OF INCUMBENT OFFICERS

- The Executive Chair shall be limited to two (2) consecutive terms.

ARTICLE VIII – FISCAL YEAR

- The fiscal year shall begin on July 1 and end on June 30.
- Each Chapter's Board shall approve in advance all Chapter expenses in excess of one hundred dollars (\$100).

ARTICLE IX – AMENDMENTS TO AND REVISION OF THE ARTICLES

- Proposed amendments or revisions to the Articles shall be submitted to the Executive Board which will then vote on the proposed change.
- The Articles may be amended or revised by a simple majority vote by the board. Three (3) board members from each Chapter must be present and vote in order for the vote to be valid.

ADDENDUM 1 – GUIDELINES FOR FUNDING OF JOINT CHAPTER ACTIVITIES

- When Chapters meet jointly, funding shall be split among the participating Chapters. Examples include : the purchase of flowers and gifts presented at the June meeting (all Chapters); or equally sharing the honorarium when a speaker presents to more than one (1) Chapter.
- When an excursion or event is planned and is open to all members, the total cost will be divided by the number of participants. Each Chapter will then contribute the agreed upon amount for each of its participating members. If for any reason, a Chapter cannot participate due to the projected cost, the Executive Board will address the concern.

