

ARTICLES
Vintage Ladies of St. James Plantation
Southport, North Carolina (Revised 2019)

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of this Club is to join together women who reside in St. James Plantation and desire to study the history of antiques and share their mutual interests in antiques.

ARTICLE III - CHAPTERS

Chapters may be added to the Club, VINTAGE LADIES of St. James Plantation, as proposed by the Executive Board and approved by a simple majority of each existing Chapter.

ARTICLE IV - MEMBERSHIP

Section I - Prospective Members

- A prospective member on the waiting list shall be invited to attend one (1) regular meeting prior to becoming a member.

Section II - Number of Active Members

- The maximum number of members in each Chapter shall be fifty (50) or less as determined by a simple majority vote of that Chapter's membership.
- If a Chapter's membership falls below the established maximum number, new members shall be added from the waiting list commencing with the earliest name on the list.
- A Chapter may elect to raise its maximum membership by a simple majority vote of its members, provided the maximum number does not exceed fifty (50).

Section III - Responsibilities of Members

- Each member is required to actively participate and assist as needed in the programs of the year.
- Members must promptly submit telephone, address, and/or e-mail changes to the Chapter Vice-Chairperson and to the Membership Chairperson
- If a member is resigning, she must notify, the Chapter Vice-Chairperson and notify in writing the Membership Chair.
- Members should be aware that photos taken at Vintage Ladies events may be posted on the club's website or in the club's photo albums.

Section IV – Annual Dues

- At least one month before the September meeting, the Executive Board shall determine the amount of the annual dues for the coming year.
- Annual dues should be paid by the October meeting date of each year. Dues are not refundable.
- Women who become members between September and December 31st shall pay the full annual dues. Women who become members on or after January 1st shall pay one-half (1/2) the annual dues for that year.
- In the event of the dissolution of a Chapter, the remaining funds shall be equitably divided among the remaining chapters.

Section V - Non-resident Members of Vintage Ladies of St. James Plantation

- A former active member of Vintage Ladies of St. James Plantation, who no longer resides in St. James Plantation, may retain her membership in the Club, providing she pays her annual dues. If her membership lapses, she may not reactivate it.

Section VI - Termination of Members

- If a Chapter member has not paid her dues by September 30th meeting the Treasurer shall give her notice of non-payment of annual dues
- If the member's annual dues are not paid by the October meeting, her membership shall be terminated.

ARTICLE V – OFFICERS

- The Executive Officers of the Vintage Ladies of St James shall be: Executive Chairperson, Executive Membership Chairperson, Executive Newsletter Chairperson, and the Executive Secretary.
- Each Chapter will be comprised of these officers: Vice Chairperson, Treasurer, Historian, Program Coordinators and Newsletter Editors.
- The Executive officers and each Chapter's officers shall serve on the Executive Board.

Section I – The Executive Chairperson

- Oversees the activities of all chapters.
- Presides at Executive Board meetings and joint Chapter meetings using guidelines from Robert's Rules of Order:
(1) Welcome, (2) Executive Officers reports (3) Chapter officer reports (4) New and Old Business (5) Announcements, Date of next meeting and Dismissal.

- Appoints committee chairpersons as needed.
- Convenes additional Executive Board meetings as needed
- If the Chairperson is unable to function in her role, the Executive Board shall select a replacement to serve until the next scheduled election.

Section II – The Executive Membership Chairperson

- Updates the Club membership directory in November and provides that information to the Chairperson and each Vice Chairperson, each Treasurer, and Executive Newsletter Chair.
- Maintains a current directory of Club members by Chapter, with names in alphabetical order with each member's street address, telephone number, and e-mail address.
- Provides a current list of members to each Executive Board member and the Newsletter Chair to be available on the Website.
- Makes available a copy of the current Articles to any woman interested in joining the Club.
- Establishes a waiting list of ladies interested in joining the Club, in chronological order by application;
- 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 for any reason a woman declines to join at the time she is invited but wishes to remain a candidate for membership, her name shall be placed at the bottom of the waiting list.
- Adds to the bottom of the waiting list the name of any previous resident member who wishes to rejoin the club.
- Keeps the Executive Board advised of the current status of the waiting list.

Section III – The Executive Board Secretary

- Takes attendance and notes at the Executive Board meetings
- Sends a written copy of the meeting notes to the Chairperson for review and distribution to each Chapter.
- Handles any necessary correspondence for Vintage Ladies

Section IV – The Executive Board Newsletter Editor

- Administer the Vintage Ladies Website and post information from the Chapter Newsletter Chairs.
- Schedule and provide the due dates that the Chapter Newsletter Chairs provide their information to the Newsletter Editor. Information from the Chapter Newsletter Chairs should include the program title, dates, times and location of the upcoming programs.
- On the 15th of each month, post the programs for the next month received from the chapter newsletter chairs and a short message from the Vice Chairs.

- Website will also post membership roosters for each Chapter provided by the Membership Chair, Historian submissions and important announcements as received.

Section V – The Chapter Co-Chairpersons

- Preside over their Chapter's monthly meetings. These are held September through June, usually on the first Friday.
- Guidelines for conducting the meeting shall include:
 - Welcome, introduction of new members and thank you to those assisting with the meeting.
 - Conduct meeting according to Roberts Rules of Orders with Chapter officer reports, Old Business and New Business.
 - Introduction of Program Chairs who will then introduce program for the meeting.
 - Follow up with date and time for next meeting and program for next meeting, thank everyone for attending and dismiss.
- Call a meeting in August of her Chapter officers to plan for the following year and discuss duties of each office.
- Keep a record of attendance for each Chapter Meeting
- Appoint a Chapter Nominating Committee consisting of three Chapter members prior to the March meeting
- Appoint a Chapter member to fulfill the duties of any officer, except Co- Chairperson, who is unable to complete her duties for the current membership year
- Assist the Chapter officers in selecting an additional Chapter member as a Co- Chairperson if one is needed for the remainder of the year
- Designate an officer to preside over a chapter meeting if Co-Chairs are unavailable

Section VI – The Treasurers

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

Section VII - The Historians

- Collect and maintain pictures to keep electronically and send selected pictures to Executive Newsletter Chair for the Vintage Ladies Website.
- Are responsible for archiving all newsletters and any other history they deem relevant.

Section VIII - The Newsletter Editors

- Send a monthly notice to Chapter members to check the website for Vintage Ladies news and give them the website address.
- Collect and send Chapter information regarding programs and other announcements to the Executive Newsletter person for publication on the Vintage Ladies Website.
- Notify Program Chairs and Vice Chairs to send the next month program information and a short note from the Vice Chair before the 15th of the previous month in order to meet the deadline.
Send this to Executive Newsletter Chair for Website publication.

Section IX – The Program Coordinators

- Provide the Chapter Vice Chairperson, Chapter Newsletter person and Executive Newsletter Editor a copy of planned programs and dates at least 3 months prior to the programs.
- By the 15th of the month prior to the next meeting date, send Chapter Newsletter person the information update on the next month's meeting so this can be put on the Website.
- Keep a record for the year of program speakers and their contact information, cost, location to be sent to the Executive Chair at the end of the year
- Keep a balance in the number of outings and in-house educational programs with an emphasis on the study of antiques
- Work together with Program Coordinators from other Chapters to plan joint meetings for the Club, including the installation of officers.
- For customary honorarium fees, refer to Article VIII – Fiscal Year. Prior to using a speaker, consult the Chairman's spreadsheet to see if another chapter has used the same speaker. If so, the amount of this honorarium will serve as a guideline. Following any meetings that involve a speaker, notify the Chairman of the speaker's name, meeting date, and amount of honorarium.

ARTICLE VI -MEETINGS

Section I – Chapter Meetings

- Chapter meetings shall be held at monthly intervals from September through June, usually on the first Friday of the month. This information shall be maintained on our Website.
- A quorum for voting on any items of business shall be a simple majority of Chapter members.
- Meeting dates shall not be changed without advising the Executive Board.

Section II – Executive Board Meetings

- Executive Board meetings shall be held at periodic intervals, depending on the needs of the Club.
- The first Executive Board meeting shall immediately follow the June installation of officers, followed by an August meeting and a March meeting.
- At least three (3) Executive Board Members from each Chapter of the Club must be present for votes to be valid.

ARTICLE VII - NOMINATIONS

Section I – Nominating Committee

- At the February or March meeting each Vice Chairperson shall appoint a Nominating Committee comprised of three (3) of her Chapter's members.

The Chapter Nominating Committees shall work together to nominate an Executive Chairperson, Executive Membership Chairperson, Executive Board Secretary, and Executive Newsletter Editor and report their nominees to the current Club Executive Chairperson by April 1st.

- Each Chapter Nominating Committee shall nominate officers for their Chapter and inform the current Vice Chairperson of their nominees by April 1st.
- The proposed slate of officers for the Club and for each Chapter shall be announced at the April meetings.
- Additional nominations must be made in writing to the current Chapter Vice Chairperson before April 1st.

Section II - Election of Officers

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

Section III - Re-Election of Incumbent Officers

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

ARTICLE VIII - FISCAL YEAR

- The fiscal year of the Club shall begin and end each year with the June installation of officers.
- Each Chapter's Board shall approve in advance all Chapter expenses in excess of one hundred dollars (\$100).

GUIDELINES FOR FUNDING CHAPTER/JOINT CHAPTER ACTIVITIES

- Honorariums: All honorarium requests must be pre-approved by the Chapter's Vice Chairs. The suggested fee schedule is as follows: Speakers living in and around the Southport area, \$50 or a gift certificate of equal value. Speakers traveling from a distance (such as Wilmington), \$50-100. The final decision will be left to the discretion of the chapter. However in order to be consistent among the chapters, the Chairman and Secretary of the Board will keep a spreadsheet of speakers' names, dates of meetings, and amount of honorariums. Program Coordinators will consult this spreadsheet in advance to determine if another chapter has used this speaker. If so, the previous amount will become the honorarium guideline for this particular speaker. Following a program that involves a speaker, program coordinators will notify the Chairman and Secretary of the information to be added to the spreadsheet.
- When chapters meet jointly, funding shall be split among the participating chapters. Examples include: the purchase of flowers and gifts presented at the annual meeting (all Chapters); or equally sharing the honorarium when a speaker(s) present to more than one chapter.
- When the Vintage Ladies of St. James Plantation plans an event or excursion 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.
- In the event of a Club sponsored event, such as a major trip; the total cost as noted in the above bullet will be divided by the number of participants and each chapter responsible for the designated amount for its participating members. If for any reason, a chapter cannot participate due to the projected cost, the Executive Board will address the concern and review it jointly for a recommendation.

ARTICLE IX – AMENDMENTS TO THE ARTICLES

- A proposed amendment shall be submitted to the Executive Board, which will then vote on the change.
- The Articles may be amended at any Executive Meeting by a three-fourths (3/4) vote of the total attending the meeting.