

# BYLAWS OF ST. ANDREWS WOMAN'S CLUB

## ARTICLE I. NAME

The name of this organization will be the St. Andrews Woman's Club.

## ARTICLE II. PURPOSE

The purpose of this club is to encourage women to promote educational and civic progress in the community, state, nation, and world.

## ARTICLE III. MEMBERSHIP

Any woman the age of twenty-one and over who is interested in the objectives of this club may be a candidate for membership.

### Section 1. Membership Classes

- A. Active members are those in good standing, that is, dues paid, attendance requirements met, and participation requirements met. (Arts. IV, V, and VI).
  - 1. Home members are active members who have paid dues but are excused from participation and attendance requirements.
    - a. An applicant for home membership must be an active member in good standing.
    - b. Written request for home membership must be delivered to the second vice-president.
    - c. The board of directors may grant home membership for a period not to exceed twelve months.
  - 2. Sustaining members are active members who have been honored after fifteen years of continuous membership in a GFWC club provided that a minimum of five years is in St. Andrews Woman's Club. Sustaining membership(s) will be presented at the annual meeting.
  - 3. Transfer members are those members who transfer from a GFWC Club. Transfer members may be credited with up to ten years of service in a GFWC club toward sustaining membership.
  - 4. New members are those who have applied for membership in the club and the board has approved the application.
  - 5. Members at large are members who move 50 or more miles away and wish to maintain involvement in the club. They must pay dues, attend one meeting per year, and fulfill required participation in a ways and means project.
- B. Exceptions
  - 1. Any member having a death in her immediate family is excused from all club responsibilities for a period of one year. She retains all club privileges.
  - 2. An honorary lifetime membership may be granted by a recommendation of the board of directors and a majority vote by the club membership.

### Section 2. Membership Process

- A. Applications
  - 1. Women may apply for membership by submitting an application and dues to the second vice-president.
  - 2. The membership committee, consisting of the president, second vice-president, and advisor, will appoint a mentor for each applicant. The mentor is an active member of at least one

complete year in the club and should guide the new member throughout her first year of membership.

**B. Transfers**

1. Members of other GFWC clubs may apply for membership at any time by submitting a transfer application and dues to the second vice-president.
2. The membership committee will appoint a mentor for a transfer member. The mentor is an active member of at least one complete year in the club and should guide the transfer member throughout her first year of membership.
3. A member in good standing for at least one year is eligible for a letter of transfer to another federated club.

**C. Resignations**

1. A member in good standing may resign from the club by giving written notification (mail, e-mail, or text) to the second vice-president. Former members who have resigned in good standing may rejoin the club by submitting a new application and dues.
2. Members not in good standing, i.e., who have failed to meet membership requirements, may be dropped from the club membership upon action by the board of directors. Former members who have been dropped from the club membership cannot rejoin the club.

**Section 3. Orientation**

The membership committee will provide oversight for the required orientation of our new members.

**A. Orientation will include the following basic requirements:**

1. New members will attend all general meetings.
2. New members will attend an orientation session(s) presented by the membership committee.
3. New members will attend one of the board of directors meeting.
4. New members will participate in the club ways and means projects and will be required to attend a minimum of one ways and means committee meeting.
5. New members will join a Community Service Program (CSP) and will attend at least one CSP meeting.

**B. The membership committee will monitor progress of new members throughout their first club year. If the membership committee deems that a new member has an acceptable excuse for not meeting any requirement for active membership, the committee may excuse and/or provide an alternative for that new member.**

**C. New members will be recognized at the annual meeting.**

**ARTICLE IV. DUES**

Dues are defined as the total of GFWC-SC State dues (amount set by GFWC-SC) and club dues which will be twenty-five dollars (\$25) above and beyond the GFWC-SC dues.

**A. Dues for current club members are payable on or before the September general meeting.**

**B. Transfer members will submit dues with transfer application.**

**C. New members will submit dues with membership application whenever application is submitted during the club year.**

**D. The treasurer will notify members whose dues are in arrears by October 1.**

**E. Active members not paying dues to the treasurer by October 20 are no longer active members in good standing.**

## **ARTICLE V. MEETINGS**

### **Section 1. Meeting Schedule**

#### **A. General meetings**

General meetings will be held monthly from September through May, excluding December, at the time and place recommended by board and approved by the membership.

#### **B. Annual Meeting**

The May general meeting will be known as the annual meeting and will include the installation of officers.

#### **C. Special Meetings**

1. Special meetings will be called by the president upon written request of three members, or may be called by the president when, in her judgment, such a meeting is necessary.
2. The notice of a special meeting of the club will be given to the membership at least two days before such meeting. The notice shall state the time, place, and purpose for which the meeting is called.

#### **D. Meetings Via Electronic Communication Media**

Meetings of the board of directors, committees, and general meetings of the club are authorized to be held by means of electronic communication media provided the members may communicate with each other and participate in the meeting. Sufficient notice shall be given to enable a quorum to participate. Members may vote by electronic communication media in emergency situations. Any action taken via electronic communication media shall be verified and made a part of the record of the meeting and reported at the next meeting of the board, committee, or club.

### **Section 2. Attendance Requirements**

- A. Members are expected to attend all general meetings, the annual meeting, and any special meetings. As a courtesy, members are asked to inform the secretary or the second vice-president when they will be absent from a meeting. Members are permitted three absences per year after which a request for each additional absence to be excused must be submitted to the second vice-president.
- B. The secretary will notify the second vice-president of any member missing her third meeting. The second vice-president will notify the member of her standing and track her attendance at remaining meetings.
- C. The membership committee will review the membership status and personal circumstances of any member missing four or more meetings and recommend appropriate action to the board of directors.
- D. Upon the discretion of the board of directors, a member may be excused from attending the meetings if she is in good standing otherwise.

### **Section 3. Quorum**

One-third of active members constitutes a quorum for business meetings.

### **Section 4. Voting**

When a quorum is present, a majority of the votes cast is sufficient for the adoption of a motion, except revisions or amendment to the bylaws which require two-thirds of the votes cast.

### **Section 5. Fiscal year**

The club fiscal year begins June 1 and end May 31.

## **Section 6. GFWC Delegates**

The president will appoint delegates for all GFWC meetings, district, state, regional, or international, as appropriate. Expenses will be paid for all attendees as allowed in the club budget and approved by Board.

## **ARTICLE VI. PARTICIPATION**

Members are expected to participate in club activities including the Community Service Programs (CSPs) and the ways and means projects.

### **Section 1. Community Service Programs**

- A. Each active member will serve in at least one CSP except for the president, first vice-president, third vice-president and home members.
- B. Each active member will attend at least one CSP meeting and participate through time and/or money in any CSP project (including projects in another CSP).
- C. CSP chairs are responsible for keeping records of all work done in their CSP and a record of the participants in each activity. If a member has not participated through time and/or money in any CSP project this should be reported to the Second Vice-President so that the membership committee can determine if there is an acceptable excuse before the annual meeting in May.

### **Section 2. Ways and Means**

- A. Each active member will participate in ways and means projects with a minimum of four hours of work and \$25 contribution.
- B. The third vice-president (ways and means chairman) is responsible for keeping an accurate record of the participation of club members in ways and means projects and reporting to the second vice-president the name of any member who has not met the minimum participation requirement so the membership committee can determine if there is an acceptable excuse before the annual meeting in May.

## **ARTICLE VII. OFFICERS**

The officers of the club will be president, first vice-president, second vice-president, third vice-president, secretary, treasurer, and advisor.

### **Section 1. Duties of Officers**

- A. **President** The duties of the president are to:
  1. Preside at all meetings of the club, the board of directors, and executive committee. Serve as an ex-officio member of all committees.
  2. Appoint Community Service Program (to be known as CSP) chairmen, standing committee chairmen and special appointments
  3. Fill any vacancy occurring on the board of directors including the executive committee.
  4. Appoint four members to serve with the advisor on the revisions committee every other year, in the even years.
  5. Assist the first vice-president with the reporting workshop and all special reports.
  6. Attend orientation(s) of the new members.
- B. **First vice-president** is dean of CSPs, reporting chairman, and program chairman. The duties of the first vice-president are to:

1. Perform all duties pertaining to the office of the president in the case of the president's absence at a board or general meeting.
  2. Serve until the next annual meeting in the case of a vacancy created in the office of the president.
  3. As dean of CSPs and reporting chairman:
    - a. Ascertain that each member is serving in a CSP by June 1.
    - b. Conduct the training session of incoming CSP chairmen.
    - c. Attend CSP meetings, as possible.
    - d. Assist CSP in developing ideas for service projects.
    - e. Conduct a reporting workshop by early January to include the president and the CSP chairmen.
    - f. Review all CSP reports and work with the president on all special reports.
    - g. Submit all reports according to GFWC-SC guidelines.
  4. As program chairman:
    - a. Schedule the club's program calendar to include a program from each CSP and additional programs, as needed, in consultation with the president.
    - b. Coordinate special functions or meals scheduled at the club's general meetings.
- C. **Second vice-president** is membership chairman in charge of recruiting and retention. The duties of the second vice-president are to:
1. Perform all duties pertaining to the office of president or first vice president in the case of a president or first vice-president's absence at a board or general meeting.
  2. Serve until the next annual meeting in the case of a vacancy created in the next highest office.
  3. Oversee the application process for potential members.
  4. Provide guidance for new members and attend orientation session(s).
  5. Notify members when limit of absences has been reached and notify by letter members who are no longer in good standing due to unexcused absences.
  6. Acknowledge by letter members who have resigned or changed membership status.
  7. Chair the August membership social, assisted by the board of directors.
  8. Provide a list of new members for inclusion in the newsletter and submit member address updates to the newsletter as they occur.
  9. Determine the eligibility and present sustaining membership(s) at the annual meeting.
  10. Recognize new members at the annual meeting and present them with a membership pin.
  11. Provide a summer membership roster in May.
- D. **Third vice-president** is ways and means chairman. The duties of the third vice-president are to:
1. Perform all duties pertaining to the office of the president, first vice-president and/or second Vice-President in the case of the president's, first vice-president's and second vice-president's absence at a board or general meeting.
  2. Serve until the next annual meeting in the case of a vacancy created in the next highest office.
  3. Direct the club ways and means project(s) to meet budget requirements.
  4. Keep accurate records of time and money participation by club members in ways and means projects and report to the second vice-president names of members who have not met minimum participation requirements in ways and means.
- E. **Secretary.** The duties of the secretary are to:
1. Record and keep minutes of all meetings of the club and the board. Distribute the minutes to the club president. Once reviewed by the club president, the minutes should be distributed to the club membership.

2. Maintain the records of the club in an organized fashion; said records are open to inspection at any time by any club member.
3. Conduct the general correspondence as directed by the board.
4. Receive all club correspondence and distribute same in a timely fashion.
5. Keep attendance records of all general and board meetings and report excessive general meeting absences to second vice-president and excessive board of directors meeting absences to the president.

**F. Treasurer.** The duties of the treasurer will be to:

1. Receive all funds of the club including dues, and deposit same into accounts as directed by the board of directors.
2. Pay all bills with proper documentation according to approved budget guidelines.
3. Keep an accurate account of all disbursements and receipts.
4. Bring club checkbook to all board and general meetings.
5. Submit the records of the treasurer for review by an audit committee consisting of three members named by the president who will report their finding to the board of directors at the August board meeting.
6. Serve as chairman of the finance committee.
7. Serve as treasurer of the ways and means committee.

**G. Advisor** The immediate past president will serve as advisor to the president. In the event she cannot serve, the executive committee will appoint another past president to serve. The duties of the Advisor are to:

1. Conduct orientation session(s) for new members.
2. Serve as parliamentary advisor.
3. Serve as revisions chairman.
4. Serve as chairman of the past presidents' club.
5. Present the president's gift at the annual meeting.
6. Conduct the voting for the Dianne McCarty Spirit Award in April and present the award at the annual meeting.

## **Section 2. Elections**

### **A. Nominating Committee**

1. A nominating committee of five members will be elected by the membership at the January general meeting and will select a chairman immediately following said meeting. The nominating committee must consist of at least one past president. All members of the nominating committee must have been an active member of the club for at least one complete year.
2. Nominating committee will present a slate of officers at the February general meeting.
3. The president will conduct elections at the March general meeting.

### **B. Officer Qualification**

1. A woman must have been an active member of the club for a full year before being elected to an office.
2. The nominee for president must have served on board at least one prior year.

### **C. Terms of Office**

1. All officers will serve for a term of one year beginning with their installation at the annual meeting in May.

2. All officers will be eligible for re-election to the same office. No officer may serve more than two consecutive years in the same office unless she has filled the unexpired term of her predecessor.
3. Incoming and outgoing officers should meet for job training and transfer of records before the annual meeting in May.

### **Section 3. Officer Removal**

The executive committee may vote to remove a negligent officer by majority vote.

## **ARTICLE VIII. EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS**

### **Section 1. Executive Committee**

- A. The executive committee will be comprised of the officers: president, first vice-president, second vice-president, third vice-president, secretary, treasurer, and advisor.
- B. The executive committee is authorized to conduct the business of the club when time does not allow for the normal course of business. The executive committee may not act contrary to the intent of the bylaws of the organization.

### **Section 2. Board of Directors**

The executive committee, the CSP chairmen, and the standing committee chairmen will comprise the board of directors.

- A. The board of directors will have general supervision of the club's interests.
- B. The board of directors must approve any disbursements from the club treasury of funds belonging to the club but not in the budget. If any disbursement exceeds \$100, it must also be approved by the membership.
- C. Nine members constitute a quorum of the board of directors.
- D. Any officer or chairman missing three meetings of the board of directors, without acceptable excuses, will have her office declared vacant.

## **ARTICLE IX. COMMUNITY SERVICE PROGRAMS (CSP) AND COMMITTEES**

### **Section 1. Community Service Programs**

- A. The Community Service Programs will be The Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness.
- B. The duties of CSP Chairmen are to:
  1. Conduct at least two CSP meetings during the club year for the planning and execution of CSP activities.
  2. Attend the May training meeting and the reporting workshop conducted by the first vice-president.
  3. File annual CSP reports as directed by the first vice-president.
  4. Keep record of participation of members in all CSP projects and notify second vice-president of any members who have not met minimum participation requirement.
- C. Any CSP plans for raising funds must be approved by the board of directors.
- D. Requirements: Every member will serve in at least one CSP except for: president, first vice-president, third vice-president and home members.

## **Section 2. Standing Committees**

- A. Standing committee chairmen appointed by the president will be newsletter/internal communication and photographer/publicity.
- B. Standing committees chaired by Officers will be:
  - 1. Finance committee, chaired by treasurer, will include the president, first vice-president, third vice-president, and advisor. When the new budget is prepared, the finance committee will be co-chaired by the current and incoming treasurers and will also include the incoming president, first vice-president, third vice president and advisor.
  - 2. Membership committee, chaired by second vice-president and including president and advisor.
  - 3. Ways and means committee, chaired by third vice-president.

## **Section 3. Special Appointments**

Special Appointments may include chaplain, fellowship, leadership, scrapbook, Community Impact Program, website, yearbook, and others as deemed appropriate by the president.

## **Section 4. Advisory Committee**

The past presidents club will serve as an advisory committee. Each retiring president will be a member of the past presidents club if she served a full term.

## **ARTICLE X. AMENDMENT**

The bylaws may be amended at any regular meeting of the club by a two-thirds vote of those present and voting, provided the proposed amendment has been submitted in writing to the membership by the revisions committee chairman two weeks prior to the general meeting.

## **ARTICLE XI. AUTHORITY**

*Roberts Rules of Order Newly Revised* will govern the proceedings of this organization.

## **ARTICLE XII. DISSOLUTION**

In the event the club should be dissolved, its assets will be distributed to another organization or organizations qualified under Section 501 C (3) of the Internal Revenue Code. No assets may be distributed to individual members. The membership will determine the disbursement of all funds.



## STANDING RULES

1. **General meetings** of the St. Andrews Woman's Club will be held on the fourth Monday of each month from September through May except when otherwise ordered by the board of directors.
2. **Board of directors** will meet prior to each general meeting at a time and place determined by the directors. The May board meeting is a joint meeting to be attended by both incoming and outgoing board members.
3. **Fellowship chairman** duties include:
  - a. Communicating appropriate information about members and their families in the newsletter, club email, and at general meetings.
  - b. Providing a baby gift or gift card, not to exceed \$25, for a member's new baby or adopted child.
  - c. Providing a card or note in the case of a club member's illness.
  - d. Providing flowers or an appropriate memorial not to exceed \$50 in the case of a club member's death or in the case of the death of a family member living in the club member's household.
  - e. Coordinating with CSPs as appropriate to provide meals for members in need.
  - f. Coordinating with CSPs as appropriate to provide meals in the event of a death in the immediate family, including extended family members living the club member's household.
4. **General meeting hostess** duties include:
  - a. Provide refreshments and decorations for the refreshment tables;
  - b. Setting up and cleaning the meeting room, including removing trash.
  - c. Greeting members and guests.
5. **Yearbooks** will be ready by the September general meeting and be given to each member upon payment of club dues.
6. **Newsletter** chairman duties include:
  - a. Provide newsletters monthly August through April, except December.
  - b. Include copies of the previous month's minutes of the board meeting and general meeting with the newsletter.
  - c. Send newsletter to website chairman to post on the SAWC website.
7. **The speaker's gift** is the responsibility of the member obtaining the speaker.
8. **Outstanding Clubwoman Award**
  - a. The immediate past recipient of the Outstanding Clubwoman Award will conduct the voting by the club members at the April meeting and present the award at the Annual Meeting. This award consists of a traveling plaque and a gift.
  - b. Past recipients within the last ten years and the current club president are ineligible for the Outstanding Clubwoman Award.
9. **Dianne McCarty Spirit Award – Outstanding Sustaining Member.** The club's current advisor will conduct the voting at the April meeting and present the award at the annual meeting. This award consists of a traveling piece of silver presented by the advisor to the recipient.