**BYLAWS (Revised November 2019)**

ARTICLE I **Name of Organization**

The Belmont Club of Women (formerly The Belmont Home Demonstration Club).

ARTICLE II **Purpose**

The Belmont Club of Women is organized exclusively for charitable purposes as defined by section 501(c)3 of the Internal Revenue Code or corresponding section of future federal tax code. As volunteers, members strive to provide services and resources to meet financial, educational and physical needs within the local community.

ARTICLE III **Membership**

Section 1.

Membership Limit. The club shall be limited to 125 members. Once at limit, a waiting list for prospective members will be established on a first come, first served basis.

Section 2.

Eligibility. There are no requirements for eligibility other than a desire to participate.

Section 3.

Method of Admitting Members. An individual wishing to join is introduced by a member in good standing to the assembly at large at any regular meeting. Upon payment of dues, she is accepted into the organization.

Section 4.

Dues. Currently dues are set at $35.00 per year, due in November, payable to the club, and presented to the treasurer. Any club member who has celebrated her 80th birthday is an Honorary Member. She does not pay dues beginning the year following her 80th Birthday. Please advise the club Treasurer if you qualify for this honorary membership.

Section 5.

Arrears. Members who have not paid their dues by November 30th are considered in arrears. Notification of arrears will be sent in writing at that time. Those whose dues are still unpaid by December 15th will be dropped from membership.

ARTICLE IV **Officers**

Section 1.

The following officers shall be required on the executive board:

President, Vice President, Secretary, Treasurer, and Building Committee Representative.

Section 2.

Anyone who has been a member of the club for at least one year shall be eligible to serve on the executive board.

Section 3.

A proposed slate of officers shall be drawn up by a nominating committee (appointed by the President). Said slate shall be presented to the membership on or before the October meeting of each year, at which time nominations from the floor will be invited, and the election will take place (simple majority rules). The term of office for these elected officials shall be a minimum of one year.

Section 4.

The duties and powers of officers shall be as follows:

President

1. Presides at all meetings.

2. Appoints all committees unless otherwise provided in the Bylaws.

3. Preserves order.

4. Makes parliamentary decisions and rulings.

5. Votes only to make or break a tie.

6. Leaves the chair to debate.

7. Upon request, acts as advisor to her replacement and any committees.

8. May invite committee chairmen to Board meetings.

Vice President

1. Performs the duties of the President in her absence or inability to serve.

2. Is responsible for the devotional at each meeting.

3. Is a member of the Program Committee.

Secretary

1. Records in minutes the business of all meetings of the Board and of the club.

2. Keeps and reads or distributes minutes.

3. Takes the roll.

4. Attends to all club correspondence.

Treasurer

1. Is custodian of all funds of the club unless otherwise provided in Bylaws (see Article VI, Section 1, A, Expenditures).

2. Receives and disburses funds by check for accepted club activities upon proof of expenditure.

3. Gives a report of receipts and disbursements at business meetings.

4. Collects the dues.

5. Keeps accurate list of members in good standing.

6. Gives in writing an itemized annual report of receipts and disbursements.

7. Is a member of the Building Committee.

Building Committee Representative

1. Represents the membership's interests on the Building Committee.

2. Reports to the membership pertinent business of that committee.

Executive Board

1. Meets prior to each membership meeting to discuss and organize club business for presentation.

2. Prepares and presents at the November meeting an annual operating budget for the upcoming year.

3. Has the authority to pay unanticipated expenses not to exceed $250. Such expenditures will be reported to the membership at the following meeting.

Section 5.

Officers may be re-elected for only one consecutive term or a sitting officer can run for a different board position.  This does not exclude an officer from running at a later time.

Section 6.

Vacancies shall be filled by the process outlined in Section 3. Officers who for any reason are unable to perform their duties will be asked to step down and will be replaced for the remainder of their term.

ARTICLE V **Meetings**

Section 1.

Regular meetings are to be held on the first Wednesday of every month unless otherwise scheduled in advance by the Program Committee with Executive Board coordination. If a regular meeting falls on a holiday, the day may be changed.

Section 2.

Special meetings may be called by the Executive Board upon at least one week's notice by mail.

Section 3.

An Annual Meeting shall take place as part of the regular January meeting.

Officers shall be installed and annual reports given.

Section 4.

The quorum necessary for the transaction of business shall be 35% of the total membership.

ARTICLE VI **Committees**

Section 1.

Standing Committees and Duties.

A. Building Committee (Joint Committee with the Belmont Ruritan Club)

Consists of ten members: President of the Belmont

Ruritan Club, President of The Belmont Club of Women, Treasurer of the Belmont Ruritan Club, Treasurer of The Belmont Club of Women, two appointed members from each club who serve as Building Managers and one member-at-large appointed from each club. The Building Manager serves as the Building Fund Treasurer.

Duties: Interior and exterior upkeep and maintenance of the building, replenishing of supplies, building rental, and payment of regularly occurring bills.

Expenditures: Any proposed alteration to the club property shall be presented to both clubs for rule. The Building Committee shall maintain a fund separate from either club treasury. Monies collected for building use and/or building rental shall be placed in the Building Fund. Monies shall be allocated on an equal basis from both club treasuries to the Building Fund as needed, subject to approval of the club memberships.

Meetings: Shall be held at least twice annually and/or as needed. Reports shall be made on call of the President.

B. Program Committee

Consists of at least five members (in addition to the Vice President) appointed by the President for a term of one year.

Duties: Determine programs for the year and implement them.

C. Nominating Committee

Consists of five members (including chair) appointed for a term of one year by the President, such committee to be announced at the April meeting.

Duties: Draw up a slate of Executive Officer nominations to be presented to the general membership prior to the October meeting. Fill any vacancies that occur during their year of service.

D. Directory Committee

Consists of three members appointed by the President for a term of one year.

Duties: Update and publish the club directory to include a list of officers,

membership, program calendar, and hostess assignments\*.

\*Five hostesses (including chair) monthly to prepare and serve simple refreshments at club meetings.

\*Ten hostesses (including chair) per occasion to prepare and serve Belmont Ruritan Club dinners for which The Belmont Club of Women takes responsibility.

E. History Committee

Consists of at least two members appointed by the president to assist an appointed historian. Term is for one year.

Duties: Maintain and update the Club Scrapbook through photography, news articles, trip folders, and other collected material so as to provide an ongoing record of club activities.

F. Horseshow Committee (Joint Committee with the Belmont Ruritan Club)

Consists of nine people: Horseshow Chairman, Secretary, Food Chairman, Announcer, Ring Master, Prize Chairman, Grounds Chairman and the President of both clubs. Historically, this committee of long standing has trained their replacements, as needed.

G. Sunshine Committee (Joint with the Belmont Ruritan Club)

Consists of a changing number of people. Chairman keeps numbers at appropriate levels through volunteer recruitment as needed. This group gives support and assistance to members of both clubs during periods of bereavement or other crisis.

H. Scholarship Committee

Consists of three members appointed by the president on a rotating basis for a maximum term of three consecutive years. Each year the new member is to be appointed in November. An active Scholarship Committee member may not concurrently serve on the Charitable Donations Committee.

Duties: Application distribution, review of completed applications, and winner selection.

I. Charitable Donations Committee

Consists of a minimum of three members, representing each of the counties of Louisa, Orange and Spotsylvania. Volunteer members will be appointed by the President of The Belmont Club of Women. An active Charitable Donations Committee member may not concurrently serve on the Scholarship Committee.

Duties: Annual collection of qualified applicants requesting funding from The Belmont Club of Women. Only non-profit organizations that are fully established will be considered. Selection of applicants to receive funding is to be voted upon by full membership.

ARTICLE VII **Parliamentary Authority**

The rules contained in Roberts Rules of Order, newly Revised shall govern the club.

ARTICLE VIII **Amendment to the Bylaws**

Amendment to the Bylaws shall require prior written notification and a two-thirds vote of those present and voting at a general meeting.