



BYLAWS

OF

WOMEN'S CLUB

OF

NEW SEABURY

AMENDED APRIL 13, 2010

ARTICLE I

Name

Section 1. The name of this club shall be THE WOMEN'S CLUB OF NEW SEABURY.

ARTICLE II

Objects

Section 1. The purpose for which this club is formed shall be: To bring about a spirit of friendship and cooperation among the women of our community; to extend opportunities through education; and to work for the betterment of the community.

ARTICLE III

Membership

Section 1. Membership shall consist of members of the New Seabury Club, residents and property owners and former residents of New Seabury, Popponesset Island, Daniel's Island and Popponesset Village.

Section 2. The number of members may be limited whenever the Board of Directors feels it is necessary.

ARTICLE IV

Officers

Section 1. The officers of the club shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. The elected club officers, the standing committee chairs and the immediate past president shall constitute a Board of Directors which shall meet the first Tuesday of every month during the club year. Special meetings of the Board may be called by the President or by a majority of the Board members.

ARTICLE V

Duties of Officers

Section 1. The duties of the officers shall be such as are implied by their respective titles and such as are specified in the bylaws. Each officer and standing committee chair shall keep accurate records of their work and turn them over to their successor. The annual written reports of all officers and standing committee chairs of this club shall be filed with the Recording Secretary and become a permanent record of the club.

Section 2. The President shall preside at all meetings of the club and of the Board of Directors. She shall appoint the standing committee chairs. She shall be an ex-officio member of all committees except the Nominating Committee.

Section 3. The Vice President shall perform the duties of the President in her absence and shall act in an advisory capacity at all times. In case of death or resignation of the President, she shall become President for the unexpired term. She shall head the Ways and Means Committee.

Section 4. The Recording Secretary shall keep a correct record of the proceedings of all meetings of the club and of the Board of Directors. She shall keep a list of the names and addresses of all members. She shall preserve, in a permanent file, all records and letters of value to the club and its officers, to be transferred to her successor at the close of her term of office.

Section 5. The Corresponding Secretary shall conduct the correspondence of the club.

Section 6. The Treasurer shall have charge of all moneys of the club and shall report thereon at all regular meetings. She shall collect all dues from members. She shall pay all bills. She shall keep an itemized record, in a permanent file, of all receipts and expenditures and give a written report of the same at frequent intervals. She shall turn over to her successor, within twenty days of vacating office, all books, records and papers, and take a listed receipt thereof.

Section 7. An Auditing Committee consisting of at least three members elected by the club membership, or an accountant, shall audit the financial accounts of the club annually.

ARTICLE VI

Duties of the Board of Directors

Section 1. The Board of Directors shall transact any business of the club in the interim between meetings and shall report thereon at the next business meeting of the club.

Section 2. The Board of Directors shall make recommendations to the club regarding proposed amendments to the bylaws.

Section 3. The Board of Directors shall consider all recommendations proposed by committee chairs or by the club.

ARTICLE VII

Committees

Section 1. The standing committees shall be: Program Committee, Ways and Means Committee, Philanthropy Committee, Membership Committee, Publicity Committee, Hospitality Committee, Newsletter Editor, Parliamentarian and Advisory Committee.

Section 2. It shall be the duty of the Program Committee to implement and initiate well coordinated programs pertaining to current social, economic and cultural needs.

Section 3. It shall be the duty of the Ways and Means Committee to develop or promote methods of raising funds for continuation of the work of the club.

Section 4. It shall be the duty of the Philanthropy Committee to study the needs of the community and advise us where our help is most meaningful.

Section 5. It shall be the duty of the Membership Committee to promote, expand, stabilize and orientate the membership of the club and to compile, publish and distribute the membership book.

Section 6. It shall be the duty of the Publicity Committee to interpret our program through every communications channel and to broaden the club contacts.

Section 7. It shall be the duty of the Hospitality Committee to promote friendship and to make arrangements for the meeting place and luncheons.

Section 8. It shall be the duty of the Newsletter Editor to write and distribute a newsletter from August through May.

Section 9. It shall be the duty of the Parliamentarian to ascertain that club procedures are followed according to *Robert's Rules of Order, Revised*.

Section 10. It shall be the duty of the Advisory Committee, who is the immediate Past President, to advise the Board and head of the Nominating Committee.

ARTICLE VIII

Nominations and Elections

Section 1. Officers shall be elected at the club's Annual Meeting in May. They shall assume their duties immediately following adjournment of the Annual Meeting at which they are elected.

Section 2. The Nominating Committee shall consist of the Advisory Committee and at least two club members of her choice. The Nominating Committee shall present to the Annual Meeting the following year a slate of one or more nominees for each office. Nominations may also be made from the floor.

Section 3. Vacancies in office shall be filled for the unexpired term by the President, with the approval of the Board of Directors, except as provided in Article V, Section 3.

Section 4. The term of office for the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall be two years. They may be re-elected for a term of two years.

Section 5. Six months or more shall be considered a term of office in determining eligibility for re-election.

ARTICLE IX

Meetings

Section 1. There shall be nine regular meetings a year, held in September, October, November, December, January, February, March, April and May on the second Tuesday of the month for luncheon. The time of the meetings may be changed by a two-thirds vote of the members present at the previous meeting, except in an emergency when the Board of Directors, by a two-thirds vote, may change the day of the meeting or cancel, if necessary.

Section 2. Special meetings may be called by the President or by any five members, provided all members are notified of time, place and purpose of such meeting. No matter shall be considered except that stated in the call to the meeting.

Section 3. The regular May business meeting of each year shall be designated the Annual Meeting, at which time reports summarizing the year's activities shall be given and the election of the officers held.

ARTICLE X

Quorum

Section 1. One-fourth of the members of this club shall constitute a quorum at any meeting. A majority of the members of the Board of Directors shall constitute a quorum in that body.

ARTICLE XI

Dues

Section 1. The annual dues shall be determined by the Board of Directors. Dues are payable upon acceptance for membership, thereafter at the May meeting.

ARTICLE XII

Amendments

Section 1. The bylaws may be amended by a two-thirds vote of the members present at any regular meeting, provided a copy of the proposed amendment shall have been sent to every member at least 10 days before it is voted upon.

ARTICLE XIII

Parliamentary Procedure

Section 1. *Robert's Rules of Order, Revised* shall govern this club in all cases to which they are applicable and insofar as they are not inconsistent with the bylaws.