

Article I – Name

The name of this organization shall be OAK MEADOW WOMAN’S CLUB (OMWC).

Article II –Goals and Purpose

- To promote interest in beautification, safety, health and good citizenship relative to the Oak Meadow Subdivision.
- To establish and foster an atmosphere in which new and current residents of Oak Meadow can develop new friendships and community contact through social, educational, and cultural activities.
- To provide assistance to members and their families in times of need.
- To provide monetary assistance to other organizations within Oak Meadow that will use our money in the most immediate and significant way to benefit the Oak Meadow community.
- To encourage participation in as many projects as practicable that benefit the community.

Article III – Membership and Voting

Section 1 - There are two types of membership or participation:

- Active – An active member shall be a woman resident of Oak Meadow Subdivision who has paid dues for the current year. Only Active members shall be entitled to vote and to hold elective office.
- Associate Member – Associate Member shall be recommended by a member of Oak Meadow Woman’s Club who has made a donation equivalent to the dues for the current year. The Associate member will not hold privileges of Active members, but will be able to participate in side groups. This is designed for women and men who may wish to participate in OMWC side groups.

Section 2 - A prospective member may visit an OMWC activity one time. Upon a second visit the prospect will be expected to pay dues and become an active member or make a donation equivalent to the dues to become an Associate Member.

Article IV – Annual Dues

Section 1 - The dues may be reviewed in February by the OMWC Board. Any recommendations for change will be presented to members by email in March and voted on in April with the elections.

Section 2 - The membership year runs from September to August. Dues are payable in September. New members are encouraged to join anytime.

Article V –Financial Accountability

Section 1 - The OMWC funds are not for the personal advantage of any of its individual members.

Section 2 - No OMWC member shall for any reason of her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an Officer or member from receiving any reimbursement for approved expenses incurred on behalf of the OMWC.

Section 3 - No OMWC member shall sign any contract or guarantee for the OMWC without Board approval.

Section 4 - Executive Board members and appointed Board Members shall spend within their budget (if given one) on behalf of the OMWC without formal Board approval.

Section 5 - The Finance Committee will hold a budget meeting each year.

Section 6 - All funds received by the OMWC must be accounted for and used for the purpose authorized by the Executive Board and /or members.

- a. The Executive Board may approve expenditures up to \$499.99.
- b. Expenditures of \$500.00 or more need majority approval by electronic vote of its members.
- c. A minimum balance of \$150.00 over and above the bank's minimum balance requirements shall remain in the checking account at the expiration of the OMWC year.
- d. Each year the board will establish a reserve amount to be left in the bank account for carry over to the next year for emergencies (i.e., not meeting fundraising goals, large expenses, etc.)

Section 7 - The Audit Committee will hold an audit meeting each year in July to review all documents to ensure accountability in all areas.

Article VI- Executive Board

Section 1 - Composition of the elected Executive Board: The Executive Board of this organization shall have five (5) elected members: President, First Vice President, Second Vice President, Recording Secretary, and Treasurer.

Section 2 - Nomination, Election and Installation: The Executive Board shall be elected annually in accordance with the following procedure:

- The First Vice President will chair the Nominating Committee in February. Two active members and at least one non-Board member will serve as the Nominating Committee. The committee will strive to encourage newer or different OMWC members to serve on the Board.
- The Nominating Committee will publish their request for nominations using the February newsletter.
- Members may submit nominations or volunteer for the Executive Board by phone or electronically to the Nominating Committee by the first of March.
- The slate of candidates shall be published in the April newsletter and emailed to all members. A slate of candidates is defined as at least one candidate for each office.
- Voting shall be done electronically in the last week of April.

Section 3: The newly elected Executive Board members will be introduced at the annual May all-members meeting.

Section 4 - Term of Office:

- The term of office for each elected Executive Board position is one year. The term runs July 1st through June 30th.
- The elected Executive Board member may only serve three consecutive terms in one office.

Section 5 – Vacancies:

- A mid-term vacancy in any elected office, except that of president, shall be filled by appointment by the Executive Board.
- In the event of the vacancy of the President, the First Vice President shall assume the role and responsibilities of the President. The First Vice President position will then be filled by appointment by the Executive Board.

Article VII – Duties of the Executive Board

Section 1 – President:

- The President shall preside at all OMWC Board and All-Member meetings of the organization.
- With the advice and consent of the Executive Board, she shall appoint all non-elected Board Officers, including appointing at-large members (i.e., Past President, etc.), as may deem necessary to support the Club's goals. She may use list of the nominees and volunteers gathered by Nominating committee.
- She shall act as Chairperson of the Finance Committee.
- She shall vote only to break a tie.
- She may call special OMWC Board and All-Member meetings as necessary and shall do so upon the written request of three members.
- She may sign all checks.
- She shall submit newsletter articles on a monthly basis.
- She shall ensure adherence to the Records Retention Policy and call for a vote at the first (1st) board meeting of the year in July to adopt the Records Retention Policy (this will include any changes to it that need to be made.)
- She shall ensure that an Audit Committee is formed and they have completed their job.

Section 2 – First Vice President:

- The First Vice President shall preside in the absence of the President. She shall assume and perform the duties of the President. She shall assume the unexpired term of the President if a vacancy occurs in that office.
- She shall serve as Program Chairperson where she shall arrange the two (2) annual All-Member meetings and arrange or delegate all other social functions (i.e., wine tasting, garden tour, etc.)
- She shall act as Chairperson of the Nominating Committee.
- She may sign all checks.

Section 3 – Second Vice President:

- The Second Vice President shall serve as Membership Chairperson.
- She shall keep an accurate list of members.
- She shall gather pertinent data regarding side groups.
- She shall ensure the OMWC Facebook group includes only current members.
- She shall ensure adherence to the Records Retention Policy.
- She shall ensure neighborhood news home page has all current information.
- She shall maintain the OMWC distribution list of all current members' emails.

Section 4 – Recording Secretary:

- The Recording Secretary shall keep the minutes of all OMWC Board and All-Member meetings and send the minutes to the President in a timely manner.
- Minutes and any records acquired should be archived and passed to the incoming Recording Secretary.
- She shall maintain Records Retention Policy and ensure adherence to the Records Retention Policy.

Section 5 – Treasurer:

- The Treasurer shall be responsible for the receipt and the disbursement of all monies.
- She shall pay all authorized bills promptly, keeping an accurate account of all the money received and expended.
- She shall give a report at each OMWC Board and All-Member meeting.

- She shall close the books on June 30th of each year, and the books shall be audited by the Audit Committee in July as soon as possible after receiving the bank statements in June.
- She shall obtain the new signature cards (for three Executive Board members: President, First Vice President, and Treasurer) for the checking account and verify the bank's current minimum balance requirement.
- She shall make the deposits of funds in a depository selected by the Executive Board.
- She may sign all checks.
- She shall ensure adherence to the Records Retention Policy.
- Incoming and outgoing treasurers should immediately update the bank signature cards to remove any outgoing signers and add approved signers.
- During the audit, checks should only be written in the case of an emergency and cannot be signed by the outgoing treasurer.

Article VIII – The OMWC Board

Section 1 - The Board shall consist of:

- The elected Executive Board
- The appointed Board Members

Section 2 - The appointed Board Members shall consist of:

- The Parliamentarian
- The Corresponding Secretary
- Philanthropy Chair(s)
- Fundraiser Chair(s)
- Directory Chair(s)
- Publicity/Notification Chair(s)
- Historian(s)
- Yard of the Month Chair(s)
- Side Groups Chair(s)
- Parade Coordinator(s)
- New Neighbor Welcome Chair(s)
- At-Large Member(s)
- Webmaster
- Any new position deemed necessary by the Board to support the Club's goals
- [Duties for the Board are under Article XI]

Article IX– Meetings / Activities / Social Gatherings

Section 1 - All-Member meetings will be held two (2) times during the year: Membership Signup Party (usually held in September) and Spring Fling (usually held in May.)

Section 2 - Special meetings (i.e., OMWC Board or All-Member) may be called and conducted by the President, on short notice to discuss and pursue timely topics.

Section 3 - The Executive Board will meet monthly as needed with the Appointed Board Members.

Section 4 - The OMWC will attempt to have monthly activities or social gatherings for its members. Some activities and social gatherings may include business meetings, side groups, wine-tasting, informative programs (i.e., Garden Tour), parade, parties for fundraising activities, and co-hosting HOA activities.

- Section 5 -Meetings will take place at a 1) member’s home,2) a facility close to the neighborhood, 3) if approved by the Board it can be a “virtual” meeting in which such attendance constitutes “presence” for the purpose of a quorum, or 4) a combination of in person and virtual meeting where some members may meet face-to-face and others may gather at more than one place.

Article X – Quorum

- Twenty percent (20%) of the Active membership of the organization shall constitute a quorum at All-member meetings. However, at no time shall the lack of a quorum prevent those present from proceeding with the program of the day. Electronic response will be a valid part of the quorum.
- A majority of elected Executive Board and appointed Board Members shall constitute a quorum for the OMWC Board.
- A quorum is required at any OMWC Board or All-Member meeting to vote on any motions.

Article XI – Committees and Appointed Members

Section 1 - The committees and appointed Board Members of this organization shall be appointed or eliminated as needed by the Executive Board.

Section 2 - Duties of committees

(a) Finance Committee -The President shall serve as the Chairperson of the Finance Committee which will include the outgoing and incoming President, the outgoing and incoming Treasurer and outgoing and incoming First Vice President. The duties and responsibilities of this committee will consist of a review of OMWC expenditures during the previous year and preparation of a current year anticipated operating budget to be presented to the Executive Board for approval. The budget will allow for a reserve fund to meet any unexpected expenses or emergency needs. They shall specify the amount of money available for charity during the coming year to the Executive Board for approval.

(b) Nominating Committee – Refer to Article VI Section 2.

(c) Audit Committee – The Audit Committee shall consist of a minimum of three (3) members that are appointed by the president, at least 30 days before the last board meeting of the year. All appointments are subject to the approval of the board. Authorized check signers, nor their family members, may not serve on the Audit Committee and it is not recommended that the incoming treasurer serve on the committee. The Audit Committee will elect their own chair. The Audit Committee shall serve two (2) purposes.

- 1) The Audit Committee reviews all financial transactions to ensure that expenditures are properly documented and conform with the approved budget.
 - An audit is REQUIRED, at least annually, at the end of the fiscal year. The audit should also be performed: when any authorized check signer is added or deleted on any bank account; and at any time deemed necessary by the president or three (3) or more members.
 - During the audit:
 - a. Committee meeting information and discussions are confidential and should be conducted in a private location and only include the appointed committee members.
 - b. A financial audit report form will be provided to the committee with a list of items that should be reviewed.

- c. A final financial audit report will be signed by all committee members at the end of the audit.
 - After the audit:
 - a. A member of the committee should present the financial audit report for adoption at the first board meeting held after the conclusion of the financial audit review.
 - b. A copy of the financial audit report should be maintained permanently by the treasurer and placed in the minutes.
 - c. In the event a complete audit cannot be done due to the inadequacy or unavailability of the records, the membership should be notified and the financial audit report should include recommendations to correct the situation. added
- 2) The Audit Committee reviews the Records Retention Policy.
- During the audit:
 - a. The Audit Committee ensures all appropriate reports and documents have been properly retained according to the policy.
 - b. A records retention audit report form will be provided to the committee with a list of items that should be reviewed.
 - c. A records retention audit report will be signed by all committee members at the end of the audit.
 - After the audit:
 - a. A member of the committee should present the records retention audit report for adoption at the first board meeting held after the conclusion of the records retention audit review.
 - b. A copy of the records retention audit report should be placed in the minutes.

Section 3 – Duties of Appointed Board Members/Chairs

- (a) Corresponding Secretary – The Corresponding Secretary will send out correspondence (i.e., thank you, birthday, get-well, sympathy, new baby, etc.) to OMWC members when needed. She shall ensure adherence to the Records Retention Policy.
- (b) Philanthropy Chair(s) – The Philanthropy Chair(s) shall be responsible for proposing and coordinating charitable causes to support.
- (c) Fundraising Chair(s) – The Fundraising Chair(s) shall be responsible for conducting fundraising activities as determined by the board and work with the Treasurer to account for all funds raised. She shall ensure adherence to the Records Retention Policy.
- (d) Directory Chair(s) - The Directory Chair(s) shall compile, arrange for printing, and distribute a membership directory to the OMWC members within 30 days of the due date posted on the membership form. She shall ensure adherence to the Records Retention Policy.
- (e) Publicity/Notification Chair(s) – The Publicity/Notification Chair(s) shall update sign announcements at the three (3) neighborhood entrances.
- (f) Historian(s) – The Historian(s) shall keep an up-to-date scrapbook of news clippings, pictures and mementos of the organization. The book shall be submitted to the new Historian(s) at the May meeting. The history book shall remain the property of the organization. Directories and Newsletters shall also be maintained. She shall ensure adherence to the Records Retention Policy.
- (g) Yard of the Month Chair(s) – The Yard of the Month Chair(s) shall select those who take special care in the maintenance of their yard during the growing months. Yards may be nominated by any resident. Residents can be awarded Yard of the Month only once during a calendar year.

- (h) Side Groups Chair(s) – The Side Groups Chair(s) shall coordinate special interest and social groups. Members may actively participate in as many side groups as they wish. Some side groups are limited in the number of members who can participate. Members may become a substitute for groups with limited members.
- (i) Parade Coordinator(s) – The Parade Coordinator(s) shall be responsible for coordinating the refreshments and decorating at the Fourth (4th) of July Parade.
- (j) New Neighbor Welcome Chair(s) - The New Neighbor Welcome Chair(s) shall visit new Oak Meadow Neighbors and provide a packet with information on OMWC (Oak Meadow Woman’s Club), OMHOA (Oak Meadow Home Owners Association) and OMSC (Oak Meadow Swim and Tennis Club).
- (k) Member(s) At-Large – Member(s) At-Large shall be appointed by the President to assist the Board (i.e., Past President, etc.)
- (l) Parliamentarian – The Parliamentarian will assist the president to manage meetings and advise on parliamentary procedures and chairs committee to review/revise OMWC bylaws as needed. She shall ensure adherence to the Records Retention Policy.
- (m) Webmaster – The Webmaster will help promote OMWC’s activities through an online presence, help maintain records retained on server and assist Board members with the use of electronic resources, as needed.

Article XII – Reports and Documents

Section 1 - Each elected Board Officer and appointed Board Member shall submit reports and documents in accordance with the Records Retention Policy.

Section 2 - At the All-Member general meeting in May, the President shall make an overall report of the year’s activities and accomplishments with proposals for the coming year.

Article XIII – Rules of Order

Robert’s Rules of Order, Revised, shall be the authority in all questions of Parliamentary Law not covered by these bylaws in which they are applicable, and in which they are not inconsistent with these bylaws.

Article XIV – Amendments

These bylaws may be amended by a two-thirds (2/3) vote of those voting electronically, provided the amendment has been posted on the web and emailed to membership at least 30 days before the voting.

STANDING RULES

Standing Rules may be adopted and/or amended at any general meeting of the organization by a majority of those present and voting at that meeting.

OMWC POLICIES

September 1992

Revised By-Laws Written and Approved by OMWC Board January, 2014

Voted and Approved by OMWC members April, 2014.

Made changes, voted and approved by OMWC members, March 2016

Made changes. Voted and approved by OMWC members July 2019
Made changes – Voted and approved by OMWC members October 2020.