

**CONSTITUTION AND BYLAWS**  
of  
**Lake Chelan Health Guild B**

*Revised 23 July 2021*

**ARTICLE I – NAME & STATUS**

The name of this organization shall be Lake Chelan Health Guild B. The status of the organization is Internal Revenue Code 501 (c) (3), registered in the State of Washington, and organized under Lake Chelan Health and Wellness Foundation (LCH&WF).

**ARTICLE II – PURPOSE**

The purpose of this organization shall be to promote the medical objectives put forth by Lake Chelan Health (LCH).

**ARTICLE III – MEMBERSHIP RESPONSIBILITY**

An Active Member attends as many meetings as possible, pays dues, participates in some way in the Guild's fundraising projects and has full voting rights.

Any member may submit for membership the name of someone who has been a guest of the Guild.

To become a Guild member, an information sheet must be filled out and returned to the Vice President along with a check for dues.

Former members of the Guild wishing to be reinstated must contact the Vice President who will submit her/his name.

An Active Member must notify the Vice President in writing when wishing to become Inactive.

An Inactive Member shall be one who is not able to attend meetings regularly and is not able to participate in or support the Guild's fundraising projects. These members pay dues, may attend meetings, are required to purchase their lunches, and may still participate in or support projects when possible. An Inactive Member is required to purchase a Home Tour ticket to tour homes other than the one at which she/he has volunteered.

An Honorary Lifetime Member is anyone who has been an Active Member of Guild B for twenty or more years. Honorary Lifetime Members do not pay dues and are not expected to fulfill membership commitments. A majority vote of the Active Members shall confer honorary membership.

Members who wish to discontinue their membership in Guild B must submit a resignation letter in writing or by e-mail to the Vice President.

#### **ARTICLE IV – DUES**

The dues for membership are \$40.00 per year. Dues are payable in April. New members joining later in the year will pay a reduced amount prorated accordingly. Members and Inactive Members who do not pay their dues at the April meeting will be contacted by the Treasurer by June 15 and, if not collected by July 1, they will be dropped from the Roster. Dues will be determined by a majority vote of the current membership.

#### **ARTICLE V – OFFICERS, COMMITTEES AND DUTIES**

Officers of Guild B are the President, Vice President, Secretary, Treasurer and Immediate Past President. These Officers, referred to as the Board, will be elected annually at the October meeting, and serve for one year.

##### **President:**

The President shall:

- Preside over all Guild B meetings
- Be responsible for overall management of Guild B activities
- Ensure that a monthly newsletter is provided
- Appoint committees, when necessary, to carry out the plans or projects of Guild B
- Maintain contact with the LCH and LCH&WF as needed
- Coordinate project applications to the LCH&WF, working with the appropriate persons
- Make arrangements for the Guild B luncheon meeting location and coordinate menus and cost for the luncheons
- Ensure that appropriate programs for Guild B meetings are arranged as needed

##### **Vice President:**

The Vice President shall:

- Serve as President in the absence of the President
- Serve as Membership Chair with responsibility for new membership by:
  - Providing an information sheet and membership application to prospective members
  - Discussing with prospective new members the purpose of Guild B, the responsibilities of membership, and procedures for becoming a member after receiving the completed information sheet
  - Providing each new member with a copy of the Constitution and Bylaws
- Maintain current membership roster that includes addresses, emails, phone contact, birthdays and date joined. Categories include: Current Members, Honorary Lifetime Members, Hospital/Foundation, Inactive Members and Resignations. Email Membership Roster monthly to Secretary if changes and/or updates occur.
- Keep name tags up to date and bring to each meeting; provide changes to the membership to Board Members as they occur
- Collect and maintain attendance sheets from Guild B luncheons

##### **Secretary:**

The Secretary shall:

- Keep minutes of all meetings and conduct such correspondence as is necessary
- Maintain and publish the minutes of all Guild B business meetings in a timely

manner

- Be responsible for contact with the Guild B members regarding meetings, and other special notices. *All information sent to the entire membership will go through the Secretary.*
- Send updated membership rosters from the Vice President to all members as needed
- Provide a calendar to the Board which includes luncheon dates, Home Tour date and other dates, as required, for Board approval by January 31 each year
- Complete and maintain the luncheon hosts' calendar (April to October); provide the monthly hosts with a hosts' instruction packet containing the necessary information

**Treasurer:**

The Treasurer shall:

- Collect dues and proceeds of all fund-raising projects and ensure they are deposited in the proper bank account
- Maintain the checking and savings accounts and serve as the Guild B contact person with these institutions
- Prepare monthly financial statements and a yearly report of Guild B fiscal activities
- Pay all Guild B bills in a timely manner
- Ensure the Guild B PO Box is checked on a regular basis
- Coordinate project applications to the LCH&WF, working with the appropriate persons (Guild B Fund-Raising Event Chair, LCH&WF/Guild Members, etc.) as designated by the President
- Pay one percent of the donor-advised fund balance to the LCH&WF by the end of the year
- Ensure designated funds go to LCH&WF for the earmarked projects
- Be the designated signer for all Guild B bank accounts. The President will appoint two Guild B members as additional signers on the banking account with check-writing privileges.

**Immediate Past President:**

The most recent Past President shall:

- Serve on the Board as an advisor for officers

**ARTICLE VI - VOTING**

Votes carry with a simple majority, including amendments to this constitution. All Active Members present at the meetings may vote. It will be the duty of the President to alert the membership beforehand of any issue which may be controversial.

**ARTICLE VII – MEETINGS**

Annually there shall be seven regular meetings of Guild B (April – October). Active Members are expected to serve as a host or co-host during the year. The hosts' calendar will be set up at the first meeting of the year.

After the monthly meeting notice has been sent out by the Secretary, the hosts will contact those members who have not responded to the original email.

A member bringing a guest must notify the hosts in advance.

## **ARTICLE VIII - FUNDRAISING**

All members will be required to actively support fundraising events and projects the Guild may undertake.

Fund raising projects shall be determined by a majority vote of Active Members. The Board will be responsible for appointing Chairs and overseeing these projects. The Chairs shall seek volunteers for committees and take minutes at each committee meeting. Committee Chairs will submit a written report to the Fundraising Chairperson after the fundraiser is completed. The Fundraising Chairperson will provide a detailed report of procedures followed, successes, and possible changes for the next fundraiser.

Disposition of funds, which will be used for the benefit of the LCH, will be decided upon by a majority vote of Active Members. Funds will be distributed to the LCH through the LCH&WF.

## **ARTICLE IX - STANDING COMMITTEES**

**Nominating Committee:** The President will seek volunteers for the Nominating Committee and will appoint if there are not enough volunteers. A slate of at least one member for each office; President, Vice President, Secretary and Treasurer, will be presented in September and voted on at the October meeting. Elected officers will serve one year starting in October. The most recent Past President will serve on the Board as an advisor for officers.

**Constitution/Bylaws Committee:** This committee shall review the Bylaws every two years and report to the membership by the last meeting of the year if any changes are necessary. Any changes must be approved by a majority vote of the Active Members.

### **Fundraising Committees:**

**Lights of Love Committee:** The committee monitors and receives donations given to Lights of Love (LL) throughout the year. The LL Chairperson acknowledges donations by sending thank you notes to the donor(s) and honorees' family members. The committee will coordinate with LCH a wish list of equipment to be considered and present to the Active Members for approval and a majority vote usually done in the Fall.

**Home Tour Committee:** This committee shall operate per the Home Tour Committee Main Responsibilities. The Home Tour Committee will be composed of sub-committees, determined on an annual basis, directing projects; overseen by Home Tour Co-Chairs. Meetings shall be held monthly, April through October, and attended by all sub-committee Chairs. The Home Tour will be considered the major fund-raising project of the Guild and all members are expected to participate on one of the sub-committees and work the day of the event as a hostess, parker or other position.

**Correspondence/Sunshine Committee:** The committee shall send thank you notes as necessary and to members who are ill, disabled, or who have a family

member who passes away as well as communication of congratulatory events, anniversaries, birthdays and other significant events within the Guild and the community at large. Members should notify the Chairperson when they know someone to whom the Guild should send communication.

**Public Relations:** The committee shall manage the association's FaceBook and website and carry out plans to present to the public specific information about the association, its mission statement, projects and activities and serve as a point of contact for the media.

**Historian:** The Historian shall develop an archive history of Guild B projects and fund-raising events through photographs, text and print media.