

BY-LAWS

Article I - Name

The organization shall be known as the GFWC Wewahitchka Woman's Club, and it shall be located in Wewahitchka, Gulf County, Florida.

Article II – Object

The GFWC Wewahitchka Woman's Club shall be organized and operated exclusively for charitable and educational purposes.

Article III – Membership

Section 1. Membership candidates may be introduced by a member in good standing at a regularly scheduled club meeting. Executive Board approval is required for admission.

Section 2. Upon receipt of dues new members will be presented with a letter of membership, and welcomed by the President at the next regularly scheduled meeting.

Section 3. Any member wishing to withdraw membership in the club shall send in writing notification to that effect.

Section 4. Honorary membership may be extended at the discretion of the club at large. The club will pay dues of all honorary members in order for them to retain their voting rights.

Section 5. GFWC Wewahitchka Woman's Club shall not discriminate against any person based on race, color, religion, gender, national origin, disability, age or sexual orientation.

Article IV – Dues

Section 1. The fiscal year of the club begins July 1 and ends June 30.

Section 2. The annual dues shall be payable at the first meeting in August, and not later than the October meeting.

Section 3. Any member whose dues are not paid by November 1st will be delinquent, and her name shall be reported to the Florida Federation of Women's Clubs. Delinquent members shall be notified in writing. Any member whose dues are not paid by November of the current year will be placed on the inactive list without the right to vote.

Section 4. Delinquent/previous members may be reinstated with Executive Board approval. Payment of current year's dues will be required upon reinstatement.

Article V – Officers

Section 1. The elected officers of the club shall be president, president-elect, vice-president, secretary, and treasurer. By a vote from the Executive Board, a member of less than one year who has the expertise to fulfill the obligations of said office and abide by all GFWC rules and regulations may run for office.

Section 2. In January of the election year, a Nominating Committee, one member to be elected from and by the Executive Board, and three members to be elected by the club at large, exclusive of the members of the Executive Board, shall present to the club a slate of officers to be voted on at the regular April meeting. The chairwoman of the Nominating Committee shall be appointed by the president. Elected officers shall be installed at the annual meeting in May of the election year and shall serve two-year terms.

Section 3. Elected officers shall be eligible for election to the same office for two consecutive terms, with membership approval.

Section 4. Any officer unable to assume the duties of her office shall notify the club by written statement.

Section 5. The president fills appointed offices and names department and committee chairwomen, and they begin to function with the newly elected officers. They shall serve two-year terms.

Section 6. Vacancies. The president shall fill a vacancy in appointed offices. A nominating committee shall present names for elective offices to be filled and they will be voted on by the club at large.

Article VI – Duties of Officers

Section 1. The president shall preside at all meetings of the club, preserve order, enforce all laws and regulations, appoint committees, and look after the general welfare of the club. The president shall serve as chairman of the Strategic Planning Committee. She shall be dean over all CSP Chairman and shall be ex officio member of all other committees, except Nominating Committee.

Section 2. In the absence of the president, the president elect presides and is vested in all authority of the president. She shall serve as program Chairman. She shall serve as co-chairman of the strategic planning committee and she shall be the ex-officio member of the budget and finance committee.

Section 3. The vice president shall preside in the absence of the president and president elect. She shall serve as a member of the strategic planning committee. She shall serve as Membership Chairman.

Section 4. The secretary shall keep records of all proceedings of the club to be read at each successive meeting and prepare to aid the president as an executive officer in the dispatch of business pertaining to meetings of the club. The secretary shall read all communications and conduct the correspondence of the club. She shall compile the yearbook. She shall serve as member of the strategic planning committee.

Section 5. The treasurer shall receive and give receipts for all current expenses. She shall collect all dues and forward to State headquarters before the December deadline. Additionally, she shall forward a complete list of all members and their addresses, together with the completed GFWC Florida Remittance Form. She shall serve as chairman of the Budget and Finance Committee and will be responsible to seeing that the tax reports are completed and sent in prior to the deadline. She shall also serve on the strategic planning committee.

Section 6. The historian will compile the club history, keeping records for future reference. She will be responsible for updating the club history at the expiration of her two-year term and forwarding a copy of the updated history to the Historian, Florida Federation of Women's Clubs.

Section 7. The Parliamentarian will pass on legal questions, instruct the club on laws, and assist in settling difficulties.

Section 8. Outgoing officers and chairwomen shall deliver promptly to the successors all materials pertaining to their position.

Article VII – Executive Board

Section 1. The Executive Board shall be composed of the elected officers and three members at large to be elected by the Club members.

Section 2. It shall be the duty of the Executive Board to transact all business between meetings of the club and render a full report.

Section 3. Meetings of the Executive Board shall be held each Thursday prior to the regular scheduled meeting. Four members shall constitute a quorum.

Section 4. The Executive Board shall be subject to the orders of the club and none of its acts shall conflict with the action taken by the club.

Article VIII – Departments and Committees

Section 1. The work of the club shall be carried on through departments and committees, corresponding to those of the General Federation, as well as to those of the State Federation, where possible.

Section 2. The Environment, Education, Arts and Culture, Health & Wellness, Civic Engagement and Outreach. (International Affairs has been moved to be included in Outreach) The department Chairwomen are required to present to the Club, at least once a year, a program on a subject relating to their departments.

Article IX – Meetings

Section 1. Regular meetings for the club shall be held on the second Tuesday of each month, August – May, unless otherwise announced.

Section 2. The order of procedure shall be according to the regular club rules with changes left to the discretion of the Chair. Special meetings can be called at any time at the direction of the President.

Section 3. The regular annual meeting shall be held in May.

Section 4. One-fourth of the active membership shall constitute a quorum.

Section 5. Visitors to the GFWC Wewahitchka Woman's Club meetings and annual banquet will be limited to out-of-town guests, speakers, or potential members. Attendance should be limited to adults (children only when they are part of the program).

Article X – By-laws

A copy of the By-laws shall be included in the yearbook. In addition to the By-laws, the Club will have a current copy of Standing Rules.

Article XI – Amendment of By-laws

All amendments to the By-Laws should be in writing and presented to the By-laws Chairman no later than four months prior to the ending of the club's fiscal year; chairman will present to club's Executive Board for approval to present to the club. By-Laws may be amended at the last general meeting by a two-thirds vote of the member's present, provided notice was given at the previous meeting. These by-laws may not be amended in any manner which would negatively affect our eligibility for 501(c) 3 status.

Article XII – Parliamentary Authority

The rules contained in Robert' Rules of Order, newly revised, shall govern the club in all cases to which they are applicable.

Article XIII – Emergency Remote Meetings

Section 1. When a National or State Emergency/Disaster is declared affecting the viability of holding a meeting, the GFWC Wewahitchka Woman's Club President, with the consent of the GFWC Wewahitchka Woman's Club Executive Committee, may authorize all meetings. Including Executive Committee. To be conducted through use of remote meeting services.

Section 2. Meeting Held Remotely

- a) The remote meeting service shall be selected by the Executive Committee.
- b) Such meetings should allow full featured remote meeting services that integrate audio, video, text, and voting capabilities.
- c) Procedures for conducting remote meetings shall be established by the Executive Committee.
- d) A vote conducted through the remote meeting service shall be considered a ballot vote, fulfilling any requirement in these bylaws that a vote be conducted by ballot

Article XIV – Dissolution

The object and purpose of this organization being entirely charitable and educational, no part of its earnings shall inure to the use of or benefit of any individual. The organization shall not engage in any activities which are not permitted by the IRS Section 501(c) (3). In the event this organization should be dissolved for any reason, any remaining assets shall be distributed for purposes within the scope of IRS Section 501(c) (3), or any amendments thereto.