

ILLINOIS WOMEN OF TODAY



CONSTITUTION BY-LAWS & POLICIES

Established July 1, 1985

ILLINOIS WOMEN OF TODAY CONSTITUTION

ARTICLE 1. NAME

SECTION A. The name of this organization shall be the Illinois Women of Today (IWT).

ARTICLE II. PURPOSE

SECTION A. The purpose of this organization shall be:

1. To provide a support system and line of communication throughout the state for member chapters
2. To promote community involvement through the projects and programs of the Illinois Women of Today.
3. To promote the development of leadership skills.
4. To promote the personal growth of all individual members.
5. To provide for the growth of membership to Illinois Women of Today.
6. To provide a link between the local chapters and the United States Women of Today.

SECTION B. This organization shall be non-partisan and non-sectarian in its purpose.

ARTICLE III. AFFILIATION

SECTION A. This organization shall be affiliated with the United States Women of Today (USWT) and shall be subject to its dues and/or affiliation fees.

ARTICLE IV. AMENDMENTS

SECTION A. This constitution may be amended at All State or special meetings or by a mail vote upon a two-thirds (2/3) vote of the delegates provided there is a quorum.

SECTION B. A proposed amendment must be approved by the Illinois Women of Today Board of Directors (IWT Board) before such notice of such amendment is sent to the member chapters.

SECTION C. Notice thereof must be sent to all chapters no less than thirty (30) days prior to meeting date.

SECTION D. All amendments to this constitution shall take effect immediately following the close of the meeting where they were approved unless otherwise stated.

ILLINOIS WOMEN OF TODAY

BYLAWS

ARTICLE I. MEMBERSHIP

SECTION A. Membership of this organization shall be open to persons eighteen (18) years or older.

SECTION B. New chapters shall file with the Illinois Women of Today:

1. Dues for each individual member.
2. A copy of their local bylaws and policies, which shall not contain provisions contrary to these bylaws, but must include the following provisions:
 - a. Affiliation with the Illinois Women of Today (IWT).
 - b. Payment of IWT dues for each individual member.
 - c. A complete roster of the chapter's membership showing a minimum of five (5) new members.

SECTION C. Individual Membership Dues

1. The annual state membership dues shall be twenty dollars (\$20.00) per member which includes United States Women of Today (USWT) dues.
2. Annual dues shall be paid by chapter check or personal check by individual member renewing.
3. Chapter dues are due to the state Membership Vice President fifteen (15) days prior to the United States Women of Today dues deadline.
4. Chapters must submit New Member dues to the state Membership Vice President, postmarked by the 25th of each month.
5. New member dues shall be submitted to the United States Women of Today monthly, postmarked by the first day of the month after which the state has received the dues.
6. Information that must accompany membership dues is the member's name, address, birth date, and phone number, email address requested.
7. Failure to pay yearly dues to the state Membership Vice President by the 15th day of the trimester renewal month shall result in termination of state membership.

SECTION D. Membership at Large

1. Members of a dissolved chapter shall become members at large until their renewal date. When renewals are due, if they chose to state active with Illinois Women of Today, they have the option to become Members of another chapter.

ARTICLE II. GOVERNMENT

SECTION A. The government of this organization shall be vested in:

SECTION B. The State Board shall consist of:

1. The IWT Board, shall consist of and be considered the voting members of the State Board:
 - a. President
 - b. Membership Vice President
 - c. Programming Vice President
 - d. Secretary
 - e. Treasurer
 - f. State Events Coordinator
 - g. Chairperson of the Board & Parliamentarian
2. Other voting members of the State Board shall include all Chapter Presidents.
3. Non-voting members of the State Board in appointed positions shall be:
 - a. Newsletter Editor
 - b. Webmaster
 - c. Ways and Means Chairperson
 - d. Any other position not elected by the membership.

SECTION C. Duties of Officers

1. President
 - a. Shall preside at all meetings of this organization.
 - b. To supervise the activities of the IWT Board.
 - c. To have general supervision and coordination of the affairs of this organization
 - d. To communicate with each Board Member and each Chapter President or designated Chapter contact at least once per trimester.
 - e. To work with the Chairperson of the Board to provide ongoing training of the Board Members and general membership
 - f. Communicate and Report to the USWT National President.

2. Membership Vice President

- a. Assume the Presidency if the President is unable to complete her/his term of office.
- b. To collect information from new chapters as stated in these bylaws.
- c. To collect all dues for this state organization and submit them to the Treasurer.
- d. To provide USWT with updated member and chapter information and to submit payment of USWT dues in a timely manner.
- e. To keep all membership records.
- f. To administer an incentives/awards program to the membership.
- g. Provide an all member mailing list for the publication of the directory.
- h. Communicate with chapter Membership Vice Presidents and report to the USWT Membership Vice President.
- i. Communicate with the Treasurer on dues billings.

3. Programming Vice President

- a. To administer programming needs for this organization.
- b. To keep all necessary records of programming participation.
- c. To administer an incentives/awards program for programming participation.
- d. To oversee the judging of project reports, if applicable.
- e. Communicate with chapter Programming Vice Presidents and report to the USWT Programming Vice President.

4. Secretary

- a. To keep accurate records of all proceedings of this organization.
- b. To have possession of such records.
- c. To notify State Board thirty (30) days prior to all of the state meetings, both regular and special.
- d. To provide the minutes from all state meetings to the State Board within thirty (30) days via email.
- e. Responsible for the publication of the State Directory.
 - i. The State Directory must be available by the Fall All State.
- f. Communicate with chapter Secretaries and report to the USWT Secretary.

- g. Supervise Webmaster who shall:
 - i. Review and keep the state website current
- h. Supervise Newsletter Editor, who shall:
 - i. Administer a newsletter
 - ii. Keep a complete record of newsletters.

5. Treasurer

- a. To collect all monies due this organization and issue receipts for said monies.
- b. To disburse monies only upon receiving vouchers and receipts turned in for reimbursement and approved in the annual budget or voted on by the membership.
- c. To provide a written report of all transactions at all IWT Board Meetings, Board Meetings and at All State Meetings.
- d. To prepare the annual budget with elected and appointment officers to be presented to the IWT Board for approval by the general membership.
- e. To have the books audited at the close of the fiscal year.
- f. Provide the Membership Vice President with a check to send with dues to USWT for national dues.
- g. May appoint with Board approval, a Ways and Means Chairperson.
- h. Supervise Ways and Means Chairperson.
 - i. If no Ways and Means Chairperson is found, Treasurer will be responsible for the State Ways and Means.
- i. Communicate with chapter Treasurers and USWT Treasurer.

6. State Events Coordinator

- a. To coordinate all state events, facilities and time schedule subject to the approval of the Executive Committee.
- b. To supervise registration at all state events.
- c. To act as a liaison between the chapters hosting a state event and the Executive Committee.
- d. If no bid is presented by the conclusion of the preceding All State:
 - i. The State Events Coordinator shall solicit chapters or prepare a bid.
- e. Ensure a registration form be provided to the webmaster for posting.

7. Chairperson of the Board/Parliamentarian

- a. The immediate Past State President shall serve as Chairperson of the Board/Parliamentarian.
- b. To serve as advisor to the IWT Board.
- c. To serve as chairperson of the Elections Committee.
- d. To advise the President on matters of parliamentary procedure.
- e. To receive and review a copy of each chapter's bylaws on a yearly basis.
- f. Communicate and report to the USWT Chairman of the Board as needed.
- g. Communicate and report to the USWT Parliamentarian as needed.

ARTICLE III. ELECTIONS

SECTION A. Qualifications

1. All candidates for elected and appointed offices shall be members in good standing of the Illinois Women of Today.
2. Candidates for President must have served as a local Chapter President and one (1) term as a IWT Board Member OR two (2) terms as a State Vice Presidents, Secretary or Treasurer.

SECTION B. ELECTION

1. The President, Membership Vice President, Programming Vice President, Secretary, Treasurer, State Events Coordinator shall be elected at the Annual Meeting.
2. The elections shall be decided by a majority vote of all chapters present and voting at the Annual Meeting.

SECTION C. LENGTH OF TERM

1. The term of office shall be for two (2) years which begins immediately following the elections at the Annual Meeting.

SECTION D. VACANCIES

1. In the event of a vacancy in the office of President, the Membership Vice President shall assume the Presidency.
 - a. If she/he is unable to assume office, the Secretary shall notify the IWT Board within ten (10) days to elect someone from its membership to fill the office of President.

2. A vacancy occurring in the office of the Chairperson of the Board/Parliamentarian need not be filled.
3. A vacancy on the State Board, not including the State President, may be filled by a Presidential appointment.
 - a. Notice of the appointment shall be sent to the membership by the State President within fifteen (15) days of the appointment.

ARTICLE IV. TERMINATION OF OFFICE

SECTION A. Any Illinois Women of Today Officer may be removed from office for the failure to fulfill the duties of office as prescribed in these bylaws and policies. Removal will require a two-thirds (2/3) vote of the IWT Board.

SECTION B. President must notify said officer in writing via certified mail fifteen (15) days prior to the date the vote will take place and given an opportunity to show why she/he should not be removed from office. If refusal of certified mail by said officer, an opportunity will not be given to defend herself/himself.

ARTICLE V. RESIGNATIONS

SECTION A. A signed and dated Letter of Resignation must be mailed or hand delivered to the President with a copy to the Secretary. An email or verbal resignation is unacceptable because it is not signed and dated.

SECTION B. The person resigning has the right to withdraw her/his resignation ONLY if a vote has not been taken.

SECTION C. Once the President is notified, the Letter of Resignation is presented to the IWT Board at the next scheduled Executive Board Meeting for a vote. If the IWT Board approves the resignation, the position become vacant. At that time, an appointment will be made of said office vacancy.

ARTICLE VI. MEETINGS

Section A. All State Meetings

1. The general membership will meet for All State Meetings at least three (3) times a year.
2. Notice of All State Meetings shall be sent to all member chapters at least thirty (30) days prior to said meeting.
3. The Annual Meeting shall be held immediately following the Spring All State Meeting and will include the election of officers.

SECTION B. Special Meetings

1. Special meetings of the general membership may be held upon joint call of the President and three-fourths (3/4) of the IWT Board. Fifteen (15) days' notice shall be given for said meetings.
2. This notice shall include the object, time, place and agenda for the said meeting.

SECTION C. Quorum

1. One fourth (1/4) of this organization's member chapters shall constitute a quorum at All State Meetings and at the Annual Meeting.

ARTICLE VII. ILLINOIS WOMEN OF TODAY BOARD OF DIRECTORS (IWT BOARD)

SECTION A. Responsibilities

1. The IWT Board shall have general supervision of affairs of the organization between its business meetings.
2. To approve financial projects
3. To approve the annual budget and conduct a midyear budget review.
4. To approve appointments made by the President.
5. To compile and approve the annual plan of action for the organization.
6. To appoint committees and chairpersons as deemed necessary for carrying out the work of this organization.
7. Appoint and approve program managers and chairpersons as needed.

SECTION B. Meetings

1. The IWT Board shall meet not less than three (3) times per year.
2. The first IWT Board Meeting shall be at the President's choice of date and place to be held by July 31st.
3. Quorum for the IWT Board shall be a majority of present voting members.

ARTICLE VIII. CALENDAR AND FISCAL YEARS

SECTION A. Calendar Year

1. The Calendar Year shall run from May 1st to April 30th to correspond with the United States Women of Today.

SECTION B. Fiscal Year

1. The Fiscal Year shall run from June 1st to May 31st to audit and close out financial records.

ARTICLE IX. PALIAMENTARY AUTHORITY

SECTION A. Issues not covered in the Illinois Bylaws and Policies will be handled in the following manner.

1. The United States Women of Today Bylaws and Policies shall serve as a guide in parliamentary authority.
2. Any issue not covered by the United States Women of Today Bylaws and Policies, shall revert to Robert's Rules of Order, Newly Revised for parliamentary authority.

ARTICLE X. AMENDMENTS

SECTION A. These bylaws may be amended at All State or special meetings, or by mail vote, upon a two-thirds (2/3) vote of the delegates, provided there is a quorum.

SECTION B. IWT Board must be notified of all proposed amendments prior to the All State Meeting(s).

SECTION C. Notice thereof must be sent to all member chapters not less than thirty (30) days prior to the meeting.

SECTION D. All amendments to these bylaws shall take effect immediately following the close of the meeting where they were approved unless otherwise stated.

Date Finalized April 27, 2024

Chairperson: Terri Hebda, IWT COB/Parliamentarian

Committee Members: Daniel Kaiser, IWT State Events Coordinator, Pawnee; Debbie Funsch, IWT Membership Vice President, Pawnee; Chellie Funsch, IWT Treasurer, Pawnee; and Aimee Kaiser, IWT President

ILLINOIS WOMEN OF TODAY

POLICIES

I. ELECTIONS

a. The Elections Committee

- i. The Elections Committee shall be the Chairman Chairperson of the Board/Parliamentarian and two (2) other members.
- ii. Shall be responsible for conduction of Elections at the Annual Meeting.
- iii. In the event a member of the committee is unable to serve, the Chairperson may choose a replacement.
- iv. The Election Committee shall review the State Bylaws and Policies with each candidate prior to the election.

b. Filing

- i. Candidates for office must submit a Letter of Intent and Plan of Action to the Chairperson.
- ii. Candidates from off the floor must submit a Plan of Action by May 15.

c. General Procedures

- i. In the event of contested elections, five (5) minutes may be given for the member chapters to caucus for their vote.
- ii. Candidates for the office of President shall have (10) minutes total time for the purposes of nomination, acceptance and demonstration.
- iii. Candidates for other state offices shall have five (5) minutes total time for the purposes of nomination, acceptance and demonstration.
- iv. Order of Elections
 1. President
 2. Membership Vice President
 3. Programming Vice President
 4. Secretary
 5. Treasurer
 6. State Events Coordinator
- v. After the close of nominations for each office, questions from the floor may be asked of any candidate for that office.
 1. The Elections Committee has the right to limit the time allowed for questions or to withdraw any question deemed inappropriate.
- vi. Balloting is to be conducted by standing vote, unless contested, then it shall be by written vote.
- vii. In the event there are two (2) or more candidates for a specific office and none of the candidates receive a majority vote, the additional ballots shall be cast until a candidate received a majority.
 1. In the event more than two (2) ballots are required, the candidate having the least number of votes shall be omitted from consideration.

- 2. This procedure shall continue until an election has been made.
- viii. Past State Presidents may campaign for any candidates for State Office.
- d. Infractions
 - i. Any infraction of the above policies upon review of the Elections Committee may result in the disqualification of the candidates or appropriate penalties levied.
 - ii. The candidate shall be given an opportunity to show cause why she/he should not be disqualified.

II. STATE EVENT BIDS

- a. At least three (3) All States will be available to individual chapters to host.
 - i. An All State not awarded a bid will be hosted by the state organization at their discretion.
- b. All State Meetings shall be held at least three (3) times per year.
 - i. Fall All State Meeting to be held the first or second full weekend in November.
 - ii. Spring All State Meeting to be held the last Saturday in April with the Annual Meeting to be held following that meeting.
 - iii. At least one (1) All State Meeting may be determined by the IWT Board.
- c. Bids may be presented at the All State preceding that to which the bid pertains.
- d. State Events Coordinator shall solicit chapters, individual members or prepare a bid.
- e. Bids will be voted on during the business meeting.
- f. The responsibilities of the host chapter/member or State Board shall be to:
 - i. Prepare a preliminary budget.
 - ii. Arrange a sufficient number of sleeping rooms to sleep four (4) per room both Friday and Saturday nights if needed.
- g. Provide copies of all signed contracts to the State Events Coordinator and President within ten (10) business days of the bid proposal acceptance.
- h. Arrange for food and beverages as needed.
- i. Arrange meeting room space required by the Illinois Women of Today.
- j. Secure audio system and additional equipment necessary.
- k. Provide manpower for registration.
- l. Collect all monies regarding registration.
- m. Provide State with registration form and newsletter articles for each newsletter preceding the All State.
- n. Host a hospitality room on Friday evening for the Spring All State.
- o. Keep in close contact with the State Event Coordinator to inform her/him as to the progress of the meeting's events.
- p. Comply with any 'dietary requirements/requests' provided the requests are submitted ten (10) days prior to said meeting.
- q. See that a reasonable rate is charged for registration and rooms; including a nominal fee for attending function or business meeting only, but not eating.
- r. Provide free registration for the President.
- s. Full reimbursement of Registration fees to any member unable to attend who given sufficient notice to host chapter.

- i. Seventy-two (72) hours prior to meal count deadlines.
- t. Complete all finances of meeting and submit a final report and a check for fifty (50) percent of the profits from the meeting to the Illinois Women of Today Treasurer with a copy of the report to the President within thirty (30) days after meeting.
- u. Assume any incurred debt.
- v. The State will be responsible for:
 - i. The meeting agenda
 - ii. Forum subject and speakers if needed.
 - iii. Cost of special invited guest, with approval of the IWT Board.
 - iv. One free registration shall be provided to each new Women of Today chapter for the All State following the formation of the chapter.
 - v. The Rose of Friendship will be awarded at a State Meeting.
 - vi. Provide the President's portion of room, not to exceed one-half (1/2) of the cost of the room.

III. OTHER SPECIAL EVENTS

- a. A chapter or state board member may present a proposal to the board for social fundraising state event at any time during the year.
- b. A proposal must be approved by the IWT Board.
 - i. The IWT Board reserves the right to restrict the number and/or types of special events.
- c. If presented by a state board member, a chairperson must be appointed at the time of approval.
- d. A detailed bid, including a proposed budget and description of the event, must be received by the President and State Events Coordinator at least ten (10) days prior to an All State event.
- e. The chairperson will be responsible for:
 - i. All manpower, financial resources, scheduling, promotion, planning and other details of the event.
 - ii. Keeping in contact with the State Events Coordinator regarding progress of the event.
 - iii. Completion and submission of final budget and report within thirty (30) days of the event, as well as submission of a check to IWT Treasurer for fifty (50) percent of the profit with a copy to the President.
 - iv. Assuming any debt incurred if the event loses money.

IV. NATIONAL CONVENTION BIDS

- a. In the event that Illinois Women of Today chooses to bid to host a National Convention:
 - i. The local chapters will be invited to prepare bids in their area.
 - ii. Bids will be presented to the Membership prior to the Convention of bidding.
 - iii. The State Membership shall approve a site based on the prepared bids presented.
 - iv. The chairperson(s) shall be approved by the general membership prior to National Convention bid presentation.

V. NATIONAL CONVENTION

- a. The Convention Chairperson along with the President shall oversee all committee chairpersons.
- b. Notice of all Committee Meetings shall be given to all committee members.
- c. All minutes of Convention Committee meetings shall be recorded and mailed within ten (10) days to the IWT Secretary and will be reviewed at the next All State meeting by the general membership.
- d. Committee Chairpersons shall submit a written report within seventy-two (72) hours to Convention Chairperson.
- e. The Convention Committee shall follow the procedures outlined in the USWT National Convention Contract.
- f. Convention Chairperson will keep in contact with the USWT President to assist with any special instructions she/he may have.

VI. FINANCES

- a. The current State President (or delegate) shall receive full registration and her/his portion of the room and his/her share of travel expenses (travel expenses excluding meals and mileage) up to the budgeted amount for the Midyear National Convention and up to the budgeted amount to be used for Annual National Convention.
 - i. The money will come from the Illinois Women of Today budget.
- b. All checks are to be signed by a minimum of two (2) of the following officers:
 - i. President, Membership Vice President, Treasurer

VII. SALES TABLES

- a. Any Illinois Women of Today Chapter or Member wishing to sell products at a State Event may request the use of a trade/sale table for \$5.00 per table.
 - i. Requests must be submitted to the State Events Coordinator at least fifteen (15) days prior to the State Event.
 - ii. State Events Coordinator must advise the IWT Board and hosting chapter of this request, no less than ten (10) days prior to the State Event.

VIII. LIFE MEMBERS

- a. A past President of the Illinois Women of Today shall be considered a life member of the IWT, after completion of her/his term of office.
- b. A life member shall pay no state dues.
- c. Any national and/or local dues shall be paid by the member if required.

IX. AMENDMENTS

- a. These policies may be amended by a two-third (2/3) vote of the delegates at any state meeting.

X. FRIENDSHIP FUND

- a. The Friendship Fund shall be used to help any Illinois member, chapter or community in need.
- b. The Friendship Fund form must be completed by an Illinois Women of Today member.
- c. Any Illinois Women of Today member may request up to \$200.00 per recipient with the proper form
- d. The Friendship Fund form must be presented to the State President at least 30 days prior to the date member would like to donate funds.
 - i. This should allow ample time for the State President to review form, have it approved by the State Board and check to be mailed to requestor.
- e. Maximum of three requests approved per Illinois Women of Today calendar year (May 1st to April 30th) depending on availability of funds.
- f. One (1) calendar year must pass before funds could be requested for the same recipient.
- g. Up to three (3) donations will be given to said recipient in a lifetime.

Date Finalized: April 27, 2024

Chairperson: Terri Hebda, IWT COB/Parliamentarian

Committee Members: Daniel Kaiser, IWT State Events Coordinator, Pawnee; Debbie Funsch, IWT Membership Vice President, Pawnee; Chellie Funsch, IWT Treasurer, Pawnee; and Aimee Kaiser, IWT President

