

**By-Laws  
Of  
Greystone Ladies Club**

**Article I – Name**

The name of the organization shall be Greystone Ladies Club, Inc.

**Article II – Mission Statement**

The purpose of the Greystone Ladies Club is to promote good neighborhood relations and enhance the sense of community within Greystone through social events and philanthropic initiatives.

**Article III – Membership**

This organization is open to all residents “inside the gates” of the Greystone Community (Founders, Legacy, and the Crest) and members of Greystone Golf and Country Club.

**Article IV – Dues**

Dues will be \$50.00 per member per club year (September through May). Beginning in January, dues shall be prorated for the remaining months. There shall be no reimbursement of dues if a member isn’t capable of fulfilling a year’s membership.

**Article V – Meetings**

Section 1: Meetings of the club’s membership will be held monthly from September through May each club year. These meetings will be held at a time and place designated by the Executive Board and, if possible, may alternate between mornings and evening hours in order to accommodate individuals who work. The meetings and operation of the club shall be conducted in accordance with Robert’s Rules of Order.

Section 2: Special meetings may be called by the President.

Section 3: A majority of those present at a given meeting shall constitute a quorum.

**Article VI – Officers**

Section 1: The Elected Officers of the Club shall consist of President, Programs Vice President, Membership Vice President, Social Vice President, Communications Vice President, a recording secretary and a treasurer. These officers shall perform the duties described by these By-Laws and by the parliamentary authority adopted by the club.

Section 2: A nomination committee of at least 3, and no more than 5, shall be appointed at the February Board meeting by the Executive Board. The nomination committee shall present a proposed slate of incoming officers, named in Article VI, to the general

membership at their March meeting. Nominations may be made from the floor by any active member with the nominee's consent after the slate has been announced.

Section 3: Elections of officers will be held at the April meeting.

Section 4: Installation of officers shall be at the close of business at the May meeting.

Section 5: Terms of office shall be for one year from June 1<sup>st</sup> to May 31<sup>st</sup>. Membership has the option of electing a current officer for an additional term, with the officer's consent, for a term limit of two years.

Section 6: Should the president be unable to serve her full term of office, the executive board will nominate a replacement which shall be voted on by the general membership of Greystone Ladies Club.

Section 7: Each officer shall submit an outline of her duties and a record of her year of service to her successor at the final (or joint) Board meeting held in May of each club year.

## **Article VII – Board of Directors**

Section 1: The Executive Board shall be composed of the seven elected officers, and the immediate Past President who will also serve as Parliamentarian. The Parliamentarian shall attend meetings as a voting member. Should the immediate past president be unable to serve on the executive board, the executive board shall appoint a parliamentarian.

Section 2: The Appointed Board will consist of various committees deemed necessary by the Executive board. The Appointed Board shall be filled by the President and/or Executive Board.

Section 3: The board shall meet once a month on the Wednesday preceding the regular club meeting, unless otherwise ordered by the president.

Section 4: Neither the Executive Board nor the Appointed Board or any member shall incur any unbudgeted indebtedness, solicit funds in the name of the club, or take or accept and profit from a fund-raising project.

Section 5: Special meetings may be called by the president, or upon request of three members of the Board of Directors.

Section 6: Management of the club shall be vested in the Executive Board of Directors. The Executive Board of Directors shall perform such other duties as are specified in these By-Laws.

Section 7: The Executive Board, the Appointed Board and Standing Committee members are expected to regularly attend board meetings. If attendance at a meeting is not possible, the member should notify the president in advance of the meeting, provide an update on the status of their duties, and a justifiable reason for the absence. If a member cannot attend a

minimum of 6 meetings per year due to a standing work conflict but is otherwise able to perform the duties of their board role, they should formally notify the president at the outset of the meeting year in September.

### **Article VIII – Committees**

Section 1: Standing Committees shall consist of the following: After-Hours, Block Captain(s), Charitable (e.g. Children’s Gala, DHR, etc.), December Coffee, Devotional, Emails, Fund-Raising (e.g. Bazaar, etc.), Gates Signs/Banners, Historian, Hospitality, Newcomers, News/Advertising, New Initiatives, Photographer, Reservations, Social Media, Sunshine, Website, Wine Reception or any various committee deemed necessary by the board..

Section 2: Each committee chairperson shall submit an outline of her duties and a record of her year of service to her successor at the final (or joint) Board meeting.

Section 3: The president shall be an ex-officio member of all committees according to Robert’s Rules of Order.

Section 4: Such other committees, standing or special, shall be appointed by the president or by the Executive Board of Directors.

### **Article IX - Financials**

Section 1: One regular checking account will be maintained by the current treasurer during each club year. The current president and treasurer will have signing authority for each account. The account shall be properly maintained in accordance with proper accounting procedures.

Section 2: The fiscal year of the Club shall begin on the first day of June and end on the last day of May in each year.

Section 3: It is the responsibility of the current treasurer to:

1. Provide monthly financial statements to the Executive Board of Directors.
2. Plan the budget with the President and present the budget to the Board for approval at the September Board meeting.
3. Submit an annual report on spending for the past fiscal year, June 1 – May 31.
4. Upon the request of the Executive Board, shall make the books available for audit.
5. File, or cause to have filed, all Federal and State government forms as required by law in a timely fashion.

Section 4: At their discretion, the Executive Board may form an internal financial audit committee (Article VIII).

### **Article X - Protocol**

The rules contained in Robert's Rules of Order Revised shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

### **Article XI - Amendments**

These By-Laws may be amended at any regular meeting (Article V) of the club's membership by a two-thirds vote of membership present. Written notification of pending amendments must be received by members at least two weeks prior to the regular meeting.

### **Article XII- Dissolution**

This Corporation is not organized for profit, and upon dissolution of this Corporation, after paying its debts, shall distribute any remaining assets to a nonprofit fund as designated by the Board.