



Quota International of Fort Lauderdale, Inc.

CLUB BYLAWS

ARTICLE I NAME

The name of this organization shall be Quota International of Fort Lauderdale, Inc.

ARTICLE II AUTHORITY, MISSION STATEMENT AND OBJECTS

Section A - Authority

This Club derives its name and authority from, and is chartered by, Quota International, Incorporated. It is subject to the Charter, Bylaws and Rules of Procedure of Quota International, Incorporated.

Section B – Mission Statement and Objects

- 1) The Mission Statement for Quota International: Quota International is a non-profit organization empowering women, children, the deaf and hard-of-hearing, and people with speech difficulties in local communities around the world.
- 2) The Objects of Quota International shall be to seek individuals committed to sharing their time, talent, and resources to meet Quota International's service goals, and more particularly:

To serve country and community
To promote high ethical standards
To emphasize the dignity of all useful occupations
To develop good fellowship and friendship and
To advance ideals of righteousness, justice, international
understanding and good will.

**ARTICLE III
MEMBERSHIP**

Section A - Classes of Membership

There shall be three classes of membership.

1) Active Membership:

- a) Active membership shall be held by any persons willing to commit their time, talents, and resources to further Quota International's service goals.
- b) Any Quota club, by a two-thirds (2/3) vote, may act upon the recommendation of its Board of Directors to waive any part of its local dues in excess of its obligations to Quota International and the region for any member who, by circumstances beyond the member's control, finds it impossible to meet these requirements.

2) Member-At-Large

- a) Membership-at-large may be extended to any current or former member.
- b) A member-at-large shall pay Quota International dues. A member-at-large shall be assigned to a region and pay regional dues. A member-at-large shall have their own member record on Quota International's web site and be able to attend international convention and regional conference as a member. In addition, a member-at-large will receive "all-member" communications from Quota International. A member-at-large may not hold any offices at the regional or national level.

3) Life Member

If, and when, this Club shall be honored by having a past President of Quota International, Inc., as one of its members, that person shall be a Life Member of Quota International, retaining active membership in this Club so long as the requirements for Club membership are met.

Section B - Procedure for Acceptance of New Members

- 1) A club may allow a current member to submit the name of a prospective member, and/or
- 2) A formal invitation may be extended to the prospective member, accompanied by the necessary membership application. If the invitation is accepted by the prospective member, the completed application shall be returned to the Club with the membership initiation fee of not more than \$15.00, plus the required dues.
- 3) Membership in the Club shall begin on the date of acceptance of the new member application, initiation fee, and dues.

Section C - Leave of Absence

Leave of absence shall be automatically granted to any member missing three consecutive meetings. Said leave of absence shall be retroactive to the first month of absence. The member's enforced absence from Club meetings shall not be counted against the attendance record of the Club.

Section D - Termination of Membership

- 1) A member may terminate membership by resignation, providing such member is in good standing by payment of dues to effective date of resignation.
- 2) Membership shall be terminated by non-payment of dues. Any member of the Club who shall be for three (3) months delinquent in the payment of dues, without an excuse acceptable to the Club, shall be dropped from membership.

Section E – Reinstatement

- 1) A member who has resigned, or who is no longer a member because of Club dissolution or charter revocation, may be invited for reinstatement in any Quota Club in the same status in which the member resigned or lost membership, without payment of an initiation fee.
- 2) A member-at-large may also be invited to rejoin a Quota Club without payment of an initiation fee.
- 3) Members reported as dropped may not be reinstated; however, may be invited to join a Quota Club as a new member, paying the initiation fee.

Section F - Transfer of Membership

- 1) Members in good standing may be recommended to another Club as a transfer. The Club to which the member is recommended then follows the procedure for new members, inviting or rejecting the recommended transfer of the member, within 60 days of the receipt of the recommendation. The Club notifies Quota International, Inc. of the action.
- 2) A transferred member pays no additional fee, if in good standing, but pays regular dues into the membership. Members reported as resigned or dropped are not eligible for transfer.
- 3) Transfer of members must take place before the member has been shown as a loss on the Club's membership report to Quota International.

**ARTICLE IV
CLUB OFFICERS**

Section A - Officers

The officers of the club shall be President, Vice President, Treasurer, Secretary, and two (2) Directors.

Section B - Eligibility and Term

- 1) **Eligibility.** Members in good standing, whose dues have not been waived by this Club, shall be eligible to serve in any office.
- 2) **Term.** A term of office shall be one year and shall begin at the conclusion of the installation of new officers, which shall be held no later than October 31st. Officers may serve no more than two (2) consecutive terms in the same office.
- 3) A member may hold only one office at a time.

Section C - Vacancies

- 1) In the event of a vacancy in any office, except that of President, the Board of Directors shall fill the vacancy by election for the unexpired term.
- 2) In the event of a vacancy in the office of President, the Vice President shall become President.
- 3) Any person serving more than six (6) months shall be deemed to have served a full term.

Section D. – Duties of Officers

- 1) **The President shall:**
 - a) Preside at all meetings of the Club and of the Board of Directors.
 - b) Exercise a general supervision over the interests and welfare of the Club in the community.
 - c) Appoint all committees, subject to the approval of the Board of Directors.
 - d) Be an ex-officio member of all committees, except the Nominating Committee.
 - e) Call all meetings of the Club and of the Board of Directors.
 - f) Perform such other duties as rightfully appertain to the office of President.
- 2) **The Vice President shall:**
 - a) Act in the absence of the President, or in the case of inability to serve.
 - b) Perform such duties as may devolve upon or be assigned by the President or the Board of Directors.

3) The Secretary shall:

- a) Write and keep the minutes of all meetings of the Club and of the Board of Directors.
- b) Be responsible for answering all correspondence as determined by the membership, and shall keep a file of letters received and answered for a period of three (3) years, in particular, correspondence with Quota International, Inc.
- c) File with the Executive Director of Quota International, Inc., a copy of these bylaws, and copies of Amended Bylaws, when amendments are made.
- d) Be custodian of all records and papers of the Club, except the records of the Treasurer.
- e) Keep an accurate record of names, addresses of all members of the Club, unless another member has been assigned this duty.
- f) Perform such duties as rightfully appertain to the office of Secretary, and such other duties as may be assigned.
- g) All correspondence addressed to Quota International, Inc. by a Club must always be copied and mailed to the Club President and Regional Director.

4) The Treasurer shall:

- a) Receive and disburse all funds of the Club and deposit them in a bank (or banks) designated by the Board of Directors.
- b) Maintain all accounting records according to generally accepted accounting practices for non-profit organizations using the Quick Books program in effect as of Quota Year 2012-13 or future updates of this program.
- c) Report to the Board of Directors at each meeting and to the Club at such times as may be designated by the Board of Directors.
- d) Provide a bond, if deemed necessary by the Board of Directors, in such amount as the Board shall determine. The cost of the bond shall be paid by the Club.
- e) Provide the records for the annual audit.

5) Directors shall perform such duties as may be assigned to them by the Board of Directors.

**ARTICLE V
NOMINATIONS AND ELECTIONS**

Section A. – Nominations

- 1) **Club Officers.** At the business meeting in July a Nominating Committee of three (3) members shall be named. It shall consist of a chairman to be appointed by the President, one member appointed by the Board of Directors, and one member appointed by the Club.
 - a) This Committee shall accept names from members for offices. In the event there are no nominations for any given office, the Committee shall meet and prepare a slate of officers consisting of at least one candidate for each office to be presented to the Club at the business meeting in August. In the event, the Nominating Committee is unable to prepare a complete slate, the Chair shall advise the club President at least three (3) business days prior to the upcoming business meeting. The Board shall resolve any issues.
 - b) No one shall be nominated who has not consented to serve if elected.
 - c) If there is more than one candidate for any office, this Committee shall prepare an official ballot for use in electing the new officers at the September business meeting.
- 2) **Regional / International Office.** Should this Club have a qualified candidate from its own membership for a Regional or International Office, the Board of Directors shall study the rules, regulations and procedures of Quota International, Inc. and direct the Club membership in the process for nomination.

Section B. – Elections

- 1) **Club Officers.** Election of Club officers shall be by ballot at the business meeting in September. A plurality vote shall elect.
 - a) If there is only one candidate nominated for a given office, election for that office **may** be by voice vote.
 - b) Installation of officers shall be held no later than October 31st.
- 2) **Regional / International Officers.** Refer to the Bylaws of Quota International, Inc.

**ARTICLE VI
BOARD OF DIRECTORS**

Section A. - Board of Directors

The Officers and Directors of the Club shall constitute the Board of Directors. The Board of Directors shall:

- 1) Have general supervision over the affairs of the Club between business meetings.
- 2) Give approval to the appointments made by the President of Committee Chairs.
- 3) Make recommendations to the Club for action by the Club.
- 4) Provide for annual audit of the books and records of the Treasurer.
- 5) Perform such other duties as the Club may direct.

Section B. - Meetings of the Board of Directors

- 1) The Board of Directors shall hold meetings at times and places designated by the Board. Special meetings may be called by the President and shall be called by the President at the written request of a majority of the members of the Board.
- 2) Attendance at meetings of the Board of Directors is obligatory for all Board members. Absence from two (2) consecutive meetings of the Board, without excuse satisfactory to the Board, shall be considered equivalent to a resignation, and a vacancy thus created shall be filled by vote of the Board for the unexpired term.
- 3) A quorum for any meeting of the Board of Directors shall be a simple majority – 50%, plus one.

**ARTICLE VII
COMMITTEES**

Section A. – Committees

- 1) **Standing Committees** shall be appointed by the President for a term of one year, subject to the approval of the Board of Directors.
 - a) Membership
 - b) Service
 - c) Ways and Means
 - d) Bylaws
 - e) Scholarship
 - f) Publicity
 - g) Sunshine
 - h) Newsletter
- 2) **Special Committees** may be appointed by the President, subject to approval by the Board of Directors.

**ARTICLE VIII
MEETINGS, CONFERENCES AND CONVENTIONS**

Section A - Club Meetings

- 1) **Regular Meetings.** Regular meetings of the Club shall be held on the first Tuesday of each month, unless otherwise ordered by the Club or the Board of Directors.
- 2) **Special Meetings.** Special meetings of the Club may be called by the Board of Directors.
- 3) **Quorum.** A quorum of any meeting of the Club shall be 50 percent of the total membership, plus one member.

Section C - Regional Conference

This Club shall send one delegate to the Regional Conference each year.

Section E - International Convention

This Club shall send one delegate to the International Convention or vote by absentee ballot and pay the required share of the costs of the convention. Failure to attend two (2) consecutive conventions may result in having charter revoked or suspended.

**ARTICLE IX
FINANCES AND FUNDS**

Section A - Initiation Fee

Each applicant for membership shall pay a membership initiation fee of \$15.00. Of this amount, \$10.00 shall be sent by the Club Treasurer to Quota International, Inc. (with a new member application), and \$5.00 shall be retained in the Club's treasury.

Section B - Annual Dues

- 1) The annual per capita dues for each member shall be \$120.00.
- 2) Dues shall be paid in advance by the Club members, and are payable on June 1st, unless special payment arrangements have been made, in which case \$60 of the \$120 shall be paid June 1st, with the balance made in agreed upon increments.
- 3) Dues to Quota International, Inc., shall be paid annually, based on the number of members as of October 1st of the current Quota year and amount set by Quota International. They shall be paid within thirty (30) days of said date.
- 4) Dues to Region 8 shall be paid annually, based on the number of members as of October 1st of the previous year. The amount and required payment date shall be set by the Regional Director.

Section C - Advance Convention Deposit

This Club shall pay a non-refundable advance Convention deposit with the October annual membership report to cover the Club's share of the administrative costs of the International Convention.

Section D - Convention Registration Fee

- 1) An advance portion of the convention registration fees shall be paid annually by the Club.
 - a) This advance will be applied toward the Club delegates' registration.
 - b) In the event the Club does not send a delegate to Convention, this fee is not refunded.
- 2) No delegate shall be entitled to vote at Convention until the Club's Convention registration fee has been paid.

Section E - Other Funds

As early in the fiscal year as possible, a budget of the estimated income and expenditures for the year shall be adopted by the Club, upon recommendation of the Board of Directors. Revenue from sources other than dues may be raised, as recommended by the Board of Directors and approved by the Club.

Section F – Audit

- 1) An annual audit of the books and records of the Treasurer shall be made by two members of the Club, to be designated by the Board of Directors.
- 2) All bills shall be paid by check, signed by the Treasurer or the President (or, in their inability to sign, by a designated member of the Board of Directors).

Section G - Fiscal Year

The fiscal year of this Club shall coincide with the fiscal year of Quota International.

**ARTICLE X
QUOTA EMBLEM AND MOTTO**

Before producing any Club item bearing the official Quota emblem or trademark, the Club must take the following steps:

- 1) Written request must be made to Quota International, Inc., accompanied by a drawing or sample of the item.
- 2) The wording must designate it as a Club item.

NOTE

The Executive Director will respond on behalf of the Board of Directors of Quota International, Inc. to all requests.

**ARTICLE XI
PARLIAMENTARY AUTHORITY**

These Bylaws (other than the mandatory provisions in Quota International, Inc. Bylaws) may be amended at any meeting of the Club by a two-thirds (2/3) vote of those present and voting, provided that previous notice of the proposed amendment has been given to the membership.

The Bylaws of this Club shall not be in conflict with or more restrictive than the Bylaws of Quota International, Inc.

In the event the laws of the State of Florida conflict with these Bylaws, the Club shall be bound by the laws of the State of Florida.

Bylaw amendments shall go into effect immediately, unless otherwise provided for. When amendments are adopted, a copy shall be sent to the Executive Director of Quota International, Inc.

Amended: May 4, 1971	
Amended: May 4, 1982	
Amended: October 1984	
Amended: February 1989	
Amended: March 1993	
Amended: March 3, 1999	
Amended: June 4, 2002	
Amended: April 4, 2006	
Amended: September 16, 2008	President: Linda Moody
Amended: December 1, 2009	President: Gayle Bramson
Amended: April 6, 2010	President: Gayle Bramson
Amended: February 1, 2011	President: Dolores Taylor
Amended: August 6, 2013	President: Carol Zeber
Amended: April 7, 2015	President: Carol Zeber
Amended: February 5, 2019	President: Sheila Morris

RULES OF PROCEDURE

New Member Fees Rule 1 Date Adopted: 2-6-2019

Dues initially collected from a new member shall be determined per the club approved payment schedule which shall be reviewed and revised by the Budget Committee annually as part of the budget for the following Quota year.