

**Canyon Lake Woman's Club  
By-Laws (amended September 16, 2009)**

**Article I – Name**

The Club shall be known as Canyon Lake Woman's Club.

**Article II – Object**

**Section 1.** The object of this Club shall be the promotion of Canyon Lake property improvement, cultural interests, moral and public welfare, and philanthropical services.

**Section 2.** Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 3.** This Club shall be non-profit and non-partisan, it shall not endorse any partisan political candidate for public office or the policy of any political party.

**Section 4.** The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure for the benefits of any director, officer or member thereof or to the benefit of any private person.

Upon dissolution or winding up of this organization, its assets remaining after payment or provisions for payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation or corporation which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code.

**Article III – Membership**

**Section 1.** Any woman of high moral standing who is a Canyon Lake property owner and who is willing to abide by the rules of the Club shall be eligible to membership.

**Section 2.** A member in good standing is one whose current dues are paid and who has participated in club activities.

**Section 3.** A non-resident may become a member if sponsored by a member in good standing. The sponsoring member is responsible for the non-resident and for calling in the non-resident for meetings.

The non-resident member may have all privileges of the Women's Club members except for the privilege of being an elected officer and voting. Non-resident members may serve on any committee.

## **Article IV – Dues**

**Section 1.** The fiscal year of this Club shall be from July 1 thru June 30. Annual dues shall be determined by the current board of directors. Dues for the year shall be payable at the May meeting and shall be delinquent at the June meeting. The outgoing membership chairperson shall collect dues until installation of the new officers.

**Section 2.** No assessment shall be imposed on a member other than annual dues.

**Section 3.** New members accepted into the Club after January 1 shall pay one half the annual dues for the current year.

## **Article V – Officers and their Duties**

### **Section 1. Officers**

- A. The officers of this Club shall be President, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Recording Secretary, Treasurer, Newsletter Editor, Publicity Chairperson and Parliamentarian, who is appointed by the President. These officers comprise the Executive Board in order of rank.

### **Section 2. Duties of Officers**

- A. President. The President shall preside at all regular and special meetings Of the Club and the Executive Board. She shall appoint the Parliamentarian and all committee chairpersons and shall be Dean of Chairpersons of all committees except the Nomination Committee. She Shall co-sign all checks with the Treasurer.
- B. First Vice President. The First Vice President shall be the Program Chairperson and shall present a program at each regular monthly meeting. She shall be empowered to sign checks in the absence of the President and assume the duties of the President in her absence.
- C. Second Vice President. The Second Vice President shall be Membership Chairperson (See Article III). She shall be responsible for membership functions and new member orientation and shall promote continuing membership participation. She shall notify members of delinquent dues and shall maintain a current membership roster.
- D. Third Vice President. The Third Vice President shall be Ways and Means Chairperson. She shall be responsible for fund raising activities necessary for meeting the current budget. She shall be empowered to expend monies necessary for such activities after Club approval of projects or prior to project approval, upon approval by the Executive Board. She shall be notified by the Treasurer of all monies received from Club Ways and Means Chairperson. She shall be responsible for soliciting and selecting

chairpersons for each fund raising activity. The chairperson shall prepare a full report of expenditures and expenses to the Third Vice President for the procedure book. All projects undertaken are to be approved by the Executive Board.

- E. Fourth Vice President. The Fourth Vice President shall be the Philanthropic Chairperson. She shall solicit written suggestions from the members and with the help of her committee, research and review the needs of the community. The suggestions will be presented to the Executive Board upon approval, will be voted on by the membership.
- F. Recording Secretary. The Recording Secretary shall record the minutes of the Executive Board and regular meetings. She shall assist in editing the roster. She shall keep a copy of Club By-Laws and Standing Rules up to date. She shall be responsible for all Club correspondence.
- G. Treasurer. The Treasurer shall receive, receipt and deposit all monies of the Club. She shall pay all bills for which warrants have been issued. She shall co-sign checks with the President or with the First Vice President as alternate. She shall present a monthly statement and an annual report to the Club. The Treasurer's records shall be audited annually.
- H. Newsletter Editor. The Newsletter Editor shall be responsible for printing and mailing a monthly newsletter to the membership informing them of news and club activities.
- I. Publicity Chairperson. The Publicity Chairperson shall be responsible for all press releases to local newspapers involving club activities.
- J. Parliamentarian. The Parliamentarian shall familiarize herself with the Club By-Laws/Standing Rules and Roberts Rules of Order. She shall preside at the Nominating Committee meeting. She attends Executive Board meetings, but has no voting privileges at such meeting.

#### **Article VI – Executive Board**

**Section 1.** The Executive Board shall consist of the elected officers and the Parliamentarian.

**Section 2.** The Executive Board shall meet once a month at a time and place decided by the Board. Five voting members shall constitute a quorum. Special meetings may be called at any time by the President by notifying each Board member and stating the purpose of the meeting. A special meeting must be called at the written request of a majority of the Board.

**Section 3.** Absence of a member without good cause at three consecutive Board meetings shall, by majority vote of the Board, constitute a vacancy.

**Section 4.** If a vacancy shall occur in the office of the President, the First Vice President shall assume the presidency. She shall, with the approval of the Executive Board, appoint a new First Vice President. In the event that the Vice-President is unable or unwilling to serve, then the board shall determine the procedure for replacing the President.

**Section 5.** Vacancies other than President shall be filled by appointment of the President with approval of the Executive Board.

**Section 6.** The Executive Board shall prepare a budget for the year and present it to the membership for approval at the September regular meeting.

**Section 7.** The Executive Board shall act for the Club between meetings in the transaction of necessary business. It may approve expenditures not to exceed \$100.00 per month. The Board shall not have the authority to rescind, modify or nullify an action of the Club. It shall report regularly to the Club.

**Section 8.** The Executive Board shall review and approve all proposed programs.

#### **Article VII – Committees**

**Section 1.** The President, with the endorsement of the Executive Board, shall appoint all standing committee chairpersons after installation of the Executive Board and prior to the first regular meeting of the year.

**Section 2.** Special committees shall be appointed by the President as the membership or Executive Board shall from time to time deem necessary on the work of the Club.

#### **Article VIII – Sponsorship**

**Section 1.** The Club may sponsor individuals or groups as voted by membership.

**Section 2.** Expenses incurred for a sponsored individual or group shall first be voted by the Executive Board.

#### **Article IX – Meetings**

**Section 1.** The regular monthly business meeting shall be the third Wednesday of the month, except for July and August or exceptions specified by the Executive Board.

**Section 2.** Special meetings may be called by the President at the request of twenty-five percent of the members. The purpose of such meeting must be stated.

**Section 3.** Twenty-five percent of the members shall constitute a quorum at regular meetings.

**Section 4.** Installation of Officers shall be conducted at the June meeting. New officers will assume their duties immediately. All records and reports shall be in the possession of incoming officers and chairpersons prior to June 30.

#### **Article X – Nominations and Elections**

**Section 1.** The Nominating Committee shall consist of five members and two alternates. Two members shall be elected from the Executive Board, at the February board meeting, three members and two alternates, not members of the Board shall be elected by the membership at the February regular meeting. The Parliamentarian shall serve as advisor and call the first meeting.

**Section 2.** Elected members of this committee must be members in good standing.

**Section 3.** No member may serve on the Nominating Committee for more than two consecutive years.

**Section 4.** If a member of this committee is nominated for the President, she shall resign from the committee and be replaced by an alternate.

**Section 5.** Nominees for the office of President shall have served on the Executive Board and/or as a Committee Chairperson for a period of one year. Any member in good standing shall be eligible for nomination to other offices.

**Section 6.** The outgoing President shall be advisor to the Executive Board for the following year.

**Section 7.** The Nominating Committee shall present a slate of candidates to the membership at the March meeting. Nominations from the floor may be made at this time with consent of the nominee.

**Section 8.** Elections shall be held at the April meeting. Nominations will be accepted from the floor at this time. The slate shall be mailed to each member before the April meeting.

**Section 9.** Voting shall be by ballot, except that in cases where there is only one candidate for an office, a viva voce vote may be taken. Voting by proxy is prohibited. A majority vote of members present shall elect.

**Section 10.** The President-elect shall call a meeting of the Board-elect before July 1 to ratify the parliamentarian and other appointments and to transact all necessary business.

**Section 11.** Officers shall serve for one year or until their successors are elected and may not hold the same office for more than two consecutive years.

#### **Article XI – Authority**

**Section 1.** No group, committee or member of the Club shall enter into any contract or shall incur any liability on behalf of the Club unless authorized by the Executive Board or general membership.

**Section 2.** Club business shall be conducted as prescribed by these By-Laws and Standing Rules.

- A. Roberts Rules of Order, Newly Revised shall be the authority upon all questions not covered by these By-Laws.
- B. Club By-Laws may be suspended in accordance with Roberts Rules of Order, Newly Revised.

#### **Article XII – Amendments**

**Section 1.** By-Laws may be amended at any regular meeting of the Club by a vote of two-thirds of the members present, provided a written notice of proposed amendment has been read at the previous meeting and distributed at least one week prior to the meeting at which the vote is to be taken.

**Section 2.** Standing Rules may be suspended, amended or rescinded in accordance with Roberts Rules of Order, Newly Revised.