

**BYLAWS
of
THE WOMAN'S CLUB OF SPRING LAKE, INC.**

Article I – Name

The name of the organization shall be THE WOMAN'S CLUB OF SPRING LAKE, INC.

Article II – Purpose

Said corporation is organized exclusively for charitable, religious, educational and/or 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 Service Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Article III – Membership

Section 1. The membership of this club shall be limited to 150.

Section 2.

- a. Anyone residing in Spring Lake or in a town located in the Shore District of the New Jersey Federation of Women's Clubs shall be eligible for membership.
- b. Applications for membership must be obtained from the Chair of the Membership Committee.
- c. The application for membership must be completed by the applicant and validated by the member who sponsors the applicant, and by one additional member who endorses the applicant. The member sponsoring or endorsing an applicant must be a member of The Woman's Club of Spring Lake for at least one year.
- d. The properly completed application for membership shall be submitted to the Chair of the Membership Committee.
- e. The Chair of the Membership Committee must present each application for membership to the Executive Board for discussion and action.
- f. Applicants shall be elected to membership by the Executive Board by a vote of the Board members present.
- g. The Corresponding Secretary shall notify new members of their acceptance and the Chair of Membership submits their names to the NJSFWC upon induction.
- h. The Corresponding Secretary shall also notify new members of the amount of dues to be paid. The annual dues shall be paid by the new members upon election to membership. Applicants admitted to membership after the January General meeting are required to pay one-half of the dues for the current year.

Section 3

- a. The annual dues are payable on or before April 1.
- b. Members failing to pay their dues by April 15 shall be notified by the Assistant Treasurer. Members who have not renewed by May 1 will be dropped from membership and will be advised by letter from the Corresponding Secretary.

Section 4

- a. Each member is required to support the club by attending meetings and club functions and committing to participate in two club projects per year.
- b. Any member in good standing desiring to resign from the club shall submit her resignation in writing by mail, email or telephone notification to the Corresponding Secretary who shall notify the Executive Board and the General Membership at the next meeting. No action is required by the Executive Board.

Section 5

Golden Membership may be extended to past presidents and members of long standing who are no longer able to enjoy active membership. Golden members shall pay no dues and shall have all of the privileges of membership except that of making motions, voting, and holding office.

Article IV – Officers

Section 1 The Officers shall be: President, First Vice President, Second Vice President, Recording Secretary, Assistant Recording Secretary, Federation Secretary, Corresponding Secretary, Assistant Corresponding Secretary, Treasurer, Assistant Treasurer, Financial Secretary, Historian, and six Directors.

Section 2 One group of officers shall be elected each year.

Group I: President, First Vice President, Treasurer, Assistant Treasurer, Federation Secretary, and two Directors shall be elected at a regular meeting in the even-numbered years.

Group II: Second Vice President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Assistant Corresponding Secretary, Historian, Financial Secretary, and two Directors shall be elected in the odd-numbered years.

Section 3

The duties of the officers are such as are specified in these bylaws and in the rules of parliamentary procedure adopted by the club and Robert's Rules of Order.

- a. The President shall preside at the meetings of the club, act as chair of the Executive Board, and be a member, ex-officio, of all committees except the Nominating Committee. The President shall preside at all meetings of the Directors. Vacancies occurring on the Executive Board shall be filled by the President and confirmed by the Executive Board except for the officers whose succession is shown in Section 2. It shall be the privilege of the President to appoint the Chairs of the Community Service Departments and Standing Committees.
- b. The Vice Presidents, according to rank, shall assume the responsibility of the office of the President whenever the President is unable to perform her duties. The First Vice President shall preside at all meetings in the absence of the President and shall also be in charge of the Annual Spring Luncheon held in the month of May. The Second Vice President shall preside at all meetings in the absence of the President and First Vice President and shall also be in charge of the updates and publication of the Yearbook.
- c. The Recording Secretary shall record the minutes of all business transacted at all regular and special meetings of the club and Executive Board.
- d. The Assistant Recording Secretary shall record minutes of the Executive Board meeting and regular monthly meetings in the absence of the Recording Secretary.
- e. The Federation Secretary shall report to the club all announcements, activities, and projects of the State Federation. She shall also attend Federation meetings.
- f. The Corresponding Secretary shall welcome new or returning members by mail of their election or reinstatement to the club, and shall be responsible for all correspondence as required by the club or the Executive Board.
- g. The Assistant Corresponding Secretary shall be in charge of sending all notifications of Board Meetings and all minutes of the prior Board meeting to the Executive Board and shall assist the Corresponding Secretary as required.
- h. The Treasurer shall be authorized to sign checks and disburse all funds of the club as authorized by the Executive Board. She shall keep account of all receipts and expenditures submitted by Chairs or members; submit a statement at each regular meeting; render a yearly report; meet yearly with the club's Accountant to file necessary tax forms and the appropriate forms for maintaining non-profit status; and prepare the annual budget.
- i. The Assistant Treasurer shall assist the Treasurer as occasion requires, and shall be authorized to sign checks.
- j. The Historian will act as custodian of all club documents. She shall insure that all documents are carefully indexed and filed. She shall cooperate with members of the Executive Board and special committees in supplying necessary records or information.
- k. The Financial Secretary shall audit all accounts of the club and the Scholarship fund by July 15th and report at the September meeting. In the event of a vacancy occurring in the office of the Treasurer, the Financial Secretary shall audit all accounts of the club and report to the Executive Board before the vacancy is

filled. If the office of Financial Secretary is vacant, the Board may appoint an external auditor to review and report on all funds of the club.

- I. The Directors shall meet within 30 to 60 days following the June Board meeting and, together with the incoming President, Treasurer, Assistant Treasurer, and the outgoing President and Treasurer, shall review the budget for the ensuing year as prepared by the Treasurer. The budget shall be submitted to the Executive Board for approval.

Section 4

A Nominating Committee consisting of three active members of the club shall be selected in the following manner:

- a. At the January meeting of the Executive Board, the President shall appoint one member to serve as Chair of the Nominating Committee, and one member shall be elected by the Executive Board from its membership.
- b. At the first General meeting in January, the President shall announce to the club the names of the two members of the Committee, and a third shall be elected from the membership.
- c. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the General meeting in March. After the report of the Nominating Committee, additional nominations may be made from the floor.
- d. Voting and election of the new officers shall take place at the April General meeting. Installation of the new officers will take place in the month of May. It may be the policy of the Nominating Committee to ask the incumbent officers to move up the slate and invite the outgoing President to serve as a Director. A quorum of the General membership is necessary for approval of the slate of officers. Their terms of office shall begin at the joint Board meeting in June.

Section 5

The officers, with the exception of the Directors, shall serve for a term of two years, or until their successors are elected. Each Director will be elected to serve for a term of 3 years, with 2 Directors retiring each year.

- a. No officer, unless approved by the Executive Board, shall serve more than 2 consecutive terms in the same office.
- b. A vacancy occurring in any office shall be filled by the President and confirmed by the Executive Board. Any member appointed to fill an unexpired term shall be eligible for reelection.

Article V –General Meetings

Section 1. The General meetings of the club shall be held on the third Monday of each month, from September to April, excluding February, unless otherwise ordered by the club or the Executive Board. The May meeting will be held on the date determined for the installation of Officers.

Section 2. Thirty-five members of the club shall constitute a quorum.

Section 3. Special General meetings may be called by the Executive Board and may also be called upon the written request to the President of thirty-five members of the club.

Article VI – Executive Board

Section 1.

The officers, directors, chairs of departments and chairs of standing committees shall constitute the Executive Board.

Section 2.

The Executive Board shall have all power and authority over the affairs of the club during the interim between meetings of the club.

Section 3.

The Executive Board shall meet on the second Tuesday off each month from September to June, excluding February.

Section 4.

Special meetings of the Executive Board may be called by the President and may be called at the request of ten members of the Executive Board.

Section 5.

Ten members shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

Section 6.

Vacancies occurring on the Executive Board shall be filled by the President and confirmed by the Executive Board.

Article VII – Community Service Programs

Section 1.

The Community Service Programs include Arts and Culture, Arts Performing, Civic Engagement and Outreach, Education and Libraries, Environment, and Health and Wellness

Section 2.

At the joint Executive Board meeting in June, the President shall introduce the appointed Community Service programs and committees as are required for the proper functioning of all departments for club work and programs.

Section 3.

All Chairs for the Community Service Programs shall be appointed to serve for a minimum of 2 years.

Section 4.

The chairs shall preside over all meetings of their departments.

Section 5.

It is the responsibility of the Community Service Chairs to write reports within 30-45 days of any events and submit all reports, money, and property to the appropriate officer of the Woman's Club of Spring Lake, Inc.

Article VIII – Committees

Section 1.

At the joint Executive Board meeting in June, the following standing committee chairs, previously appointed, shall be introduced by the President and each shall serve for a two-year term.

a. The Membership Committee shall assume the responsibility of all business related to the admission of new members. The Chair shall report the names of applicants to the Executive Board. She will present and induct into the club those newly elected members at the next General meeting. The Chair shall be responsible for an up-to-date membership roster and will inform the second Vice President when new members are to be included in the yearbook. She will also collect the annual dues and inform the NJSFWC of each new member's induction.

b. The Hospitality Committee shall be responsible to welcome, register new members, members, and appoint 5 hostesses for each general meeting, keep attendance records, and maintain supplies for the general meetings

- c. The Program Chair shall be responsible for planning programs for each general meeting and submitting program schedule to the President for approval.
- d. The Ways and Means Committee shall offer and execute fund-raising projects for the Executive Board.
- e. The Communications Chair is responsible for Publicity, Newsletter, and Telephone Calls, E-mail notices, Information Technology, and Sunshine.
 - i. The Publicity Committee is responsible for submitting articles, photos, and press releases upon approval by the President.
 - ii. The Newsletter Committee is responsible for preparing a newsletter to be shared on the club website and/or sent out to all members detailing important issues and coming events.
 - iii. The Telephone Committee is responsible for notifying members by telephone of deaths of members or their immediate family, special notices, events and cancellations.
 - iv.** The Information Technology Committee is responsible for the input and updates for the website and Facebook pages, the design, development and printing of forms, programs, stationary and other graphic needs of the club and for keeping current the website ad Facebook pages.
 - v. The Sunshine Committee is responsible for sending get-well cards to members.
- f. The Charitable Giving Committee shall review member requests for possible donations to favorite local charities and decides which charities will receive said funds for that fiscal year. The Committee also monitors funds for continuing charities as designated by the Executive Board
- g. The Special State Project Chair/Committee monitors the fundraising and support by the club for the NJSFWC-designated charity that is chosen on a two-year cycle.
- h. The Scholarship Committee consists of two chairs: One Chair is responsible for selecting candidate(s) for scholarship(s) and the second Chair is in charge of the fundraising relative to the Fall Luncheon.

STANDING RULES OF THE SCHOLARSHIP COMMITTEE OF THE WOMAN'S CLUB OF SPRING LAKE, INC.

1. The purpose of the Scholarship Committee is to further higher education for female recipients who are graduating from high school or returning to college to obtain an undergraduate degree.
2. All students granted assistance should have completed high school or the equivalent. Scholarships shall be awarded to women on the basis of the student's without consideration of race, color or creed.
3. The Scholarship Selection Committee shall request from the Executive Board the funds available for the scholarship awards.
4. The term of office for the Chairperson of the Scholarship Selection shall be two years. The Chair of the Fall Luncheon shall be appointed by the President.
5. The funds raised at the Scholarship Luncheon, minus expenses, shall be used to fund the scholarship awards
6. Scholarship Fund accounts shall be maintained by the treasurer.

Section 2.

Such other committees, standing or special, shall be appointed by the President, as the membership or the Executive Board shall, from time to time, deem necessary to carry on the work of the club.

Article IX – Parliamentary Procedure

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the membership in all cases to which they are applicable.

Article X – Amendments to the Bylaws

These Bylaws may be amended, with Executive Board approval, at any regular meeting of the club by a two-thirds vote provided that the amendments have been submitted in writing at the previous regular meeting, or they can be amended by a majority of the entire membership.

Article XI – Dissolution Clause

Upon the dissolution of this corporation, the Treasurer shall, upon paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes that shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the members shall determine. Any such Assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal off the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine.

STANDING RULES

CLUB ROOMS

1. Requests for the use of the Club Room for committee meetings must be made to the President who shall request the Community House Council or Trustees of the Duggan Building for such use.
2. The Board of Trustees of the Spring Lake Memorial Community House and the Trustees of the Duggan Building have granted the Woman's Club of Spring Lake, Inc. the availability and use of the Club Rooms and deeded personal property for as long as the Woman's Club is in existence. Copies of this agreement, dated August 4, 2016 can be found in the Woman's Club archives.
3. The Woman's Club files will be kept in locked cabinets at the Duggan Building. Property of the club may not be removed from either location without permission of the President, and listed in the inventory sign out book maintained by the Historian.

GUESTS

Club members may bring guests to regular meetings. No person who is eligible for membership may be a guest at more than two meetings during the club year.

MATTERS OF POLICY

It is a matter of policy that:

1. The retiring President may be selected as a member of the Board of Directors for a term of three years by the Nominating Committee.
2. The club will pay the dues of the outgoing President for the first year if she wishes to become a member of the Past President's Club of the Shore District. Payment shall not exceed thirty dollars.
3. The President-elect is a member of the Budget Committee.
4. The office of president may be occupied by co-presidents
5. The president shall appoint a parliamentarian.
6. The President must approve, in writing, any expenditure over \$100 related to club business.
7. All expenses incurred for a project or event must be submitted in a timely manner (within 30 days) and must be accompanied by receipts and required forms.
8. Upon the death of a member of the club, a monetary donation of \$50. will be made in her honor to the family's charity of choice. A condolence/ acknowledgement of the death of a spouse, partner or immediate family member will be sent to the survivor.
9. Any requests for speaker honorarium must have the approval of the Executive Board.

10. Keys to all closets PO Box and file cabinets shall be held by the President and the Treasurer. Keys to the locked file cabinets containing the Club's history shall be held by the President and the Historian.
11. One signature of the Treasurer, Assistant Treasurer or the President is needed to sign checks.
12. All state and local ordinances must be observed with regard to licensing and use of public spaces.
13. Members shall not use letterheads or titles indicating professional or business affiliations on any written or online correspondence relating to Club affairs (per NJSFWC directive).

These Standing Rules **and** Matters of Policy may be amended or suspended at any regular meeting of the club by a two-thirds vote without previous notice or a majority vote with previous notice.