

CALIFORNIA FEDERATION OF WOMEN'S CLUBS

GFWC The Woman's Club of Indio

BYLAWS

Revised March 28, 2019

Approved April 4, 2019

ARTICLE I

NAME

Section 1. The name of the organization shall be GFWC The Woman's Club of Indio.

ARTICLE II

OBJECT

Section 1. The purposes and objectives of this organization shall be educational, civic advancement, and charitable purposes within the meaning of Section 501c3 of the Internal Revenue Code.

Section 2. This organization shall be nonsectarian and nonpartisan.

ARTICLE III

MEMBERSHIP

Section 1. The membership of the club shall not be limited as to number, other than the minimum ten (10) required by GFWC, nationality, or geographical area, and is open to persons who shall have complied with the requirements for membership as set forth in these bylaws.

Section 2. Membership shall be by application. The application form shall be accompanied by the processing fee and annual dues and presented to the Membership Committee.

Section 3. No person under the age of eighteen (18) shall be eligible for membership.

Section 4. A member who has resigned in good standing may be reinstated with payment of dues. No processing fee will be required.

Section 5. Members whose dues are not paid by by the last day of February may forfeit their memberships.

ARTICLE IV

OFFICERS

Section 1. The officers of GFWC The Woman's Club of Indio shall be the President, 1st Vice President/Federation, 2nd Vice President/Programs, 3rd Vice President/Fundraising, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Membership, Immediate Past President, and Parliamentarian.

Section 2. A term shall be two (2) years with a maximum two (2) consecutive terms, or until such time as a successor assumes office. Two year terms shall begin and end in even numbered years.

Section 3. Officers shall constitute the Board of Directors, of whom six (6) elected officers shall constitute a quorum.

Section 4. The Board of Directors shall approve the Standing Rules and submit them to the general membership for vote.

Section 5. No sum to exceed \$300 shall be disbursed for unbudgeted matters without approval from the Board of Directors.

Section 6. The Board of Directors shall be empowered to fill all vacancies in elective office and in the Nominating Committee.

Section 7. The Board of Directors shall appoint a replacement for any officer who is unable to perform her/his duties.

Section 8. Board of Directors shall elect one (1) board member to serve on the Nominating Committee in the election year.

ARTICLE V

DUTIES OF OFFICERS

Section 1. Officers shall have such duties as prescribed in these bylaws, parliamentary authority, and other rules of the club.

Section 2. The President shall preside at all General and Board of Directors Meetings of the club and shall have general supervision of all of the club's affairs.

- a. The President shall report actions of the board to membership during the President's announcements at each General Meeting.
- b. The President shall appoint the Parliamentarian.
- c. The President shall appoint the Auditor, who shall be a member at large.
- d. The President shall create new committees and appoint chairs.
- e. The President shall be the ex-officio member of all committees with voting privileges, except the Nominating Committee.
- f. The President may co-sign with the Treasurer, 1st Vice President, or Financial Secretary all checks, contracts, and documents.
- g. The President shall deliver to her/his successor, within two (2) weeks expiration of her/his term of office or resignation, all books and/or club properties in her/his possession.
- h. The President and Board Members shall be empowered to conduct routine business of the club during the months the club is not in session.

Section 3. The 1st Vice President shall assume the duties of the President in her/his inability to serve. (S)he shall act as aide to the President, performing duties as assigned, including submitting volunteer hours, in kind donations, and other various reports to the club and Federation.

Section 4. The 2nd Vice President shall serve as Program Director and assume such other duties as assigned by the President.

Section 5. The 3rd Vice President shall serve as Fundraiser Chair.

Section 6. The Recording Secretary shall keep a complete record of all minutes and proceedings of the club and Board of Directors and shall forward approved minutes to the membership. (S)he shall maintain reports, documents, and other important papers of the club.

Section 7. The Corresponding Secretary shall send all correspondence of the club.

Section 8. The Treasurer shall send notice for collection of the dues prior to the January meeting. (S)he shall collect all the dues and keep an itemized account of all receipts for all monies received and distributed, and prepare other reports as requested.

- a. The Treasurer shall submit a monthly statement at each regular meeting, subject to audit.
- b. The Treasurer shall forward to District the data from listing new members along with the appropriate funds to District, CFWC, and GFWC by the 15th of each month.
- c. The Treasurer shall file all forms required by IRS, CA State Attorney General, Franchise Tax, and Secretary of State in a timely manner.
- d. The Treasurer shall submit her books at the expiration of her/his term of office or at other times as may be necessary.
- e. The Treasurer shall act as Budget Chair presenting the proposed budget to the Board for recommendation to the membership for adoption.
- f. The Treasurer shall return all funds submitted as part of a membership application should the application be denied. Refunds are to be sent to the applicant within ten (10) days of denial by the Board.

Section 9. The Financial Secretary shall collect lunch money at each monthly meeting and shall act as an aide to the Treasurer, performing duties as assigned.

Section 10. Membership Committee shall forward new member fees and dues to the Treasurer, promote recruitment, and conduct inductions and orientations of new members.

- a. Membership shall create and distribute the roster.
- b. Membership shall notify an applicant of denial of membership application.

Section 11. The Immediate Past President will shall act in an advisory position.

Section 12. The Parliamentarian, who is a non-voting member of the Board, shall attend all General and Board meetings, giving parliamentary advice as directed by the President or any member of the Board of Directors and the Nominating Committee.

- a. The Parliamentarian shall call the first meeting of the Nominating Committee and attend meetings as required to give advice on procedures.
- b. The Parliamentarian shall act as Chair of the Bylaws Committee.

Section 13. The Auditor, who is a member at large, shall be chosen by the president-elect.

Article VI

Programs and Chairs

Section 1. Committee chairs shall inform the President of all committee meetings.

Section 2. A reference book shall be maintained and transferred at the end of the term to the incoming chair.

Section 3: Term shall be two (2) years with a maximum of two (2) consecutive terms, or until such time as a successor assumes office.

ARTICLE VII

MEETINGS

Section 1. The General Meetings of the GFWC The Woman's Club of Indio shall be held on the first Wednesday or Thursday of each month, October through May, unless otherwise ordered by the Board of Directors. Meetings shall begin at 12:00 noon.

Section 2. An annual business meeting shall be held during the March General Meeting. Officers' annual reports shall be given and the Nominating Committee shall be elected at this meeting.

Section 3. Special meetings may be called by the President upon written or electronic (email) request of seven (7) members of the club who are in good standing. The call for a special meeting shall state the business to be considered and no other matters may be presented.

Section 4. The Board of Directors shall meet each month prior to the general meeting. The time and place shall be determined by the Board of Directors. Notice shall be sent at least forty-eight (48) hours before the meeting. Any new business brought before the general membership must first be presented to the Board of Directors for approval.

Section 5. Motions, meeting notifications, consent agendas, and club business can be produced or conducted, seconded, and approved for adoption by the Board of Directors via email and/or other commonly used forms of electronic communication, including Board Meeting participation via conference call or other similar electronic means.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The GFWC The Woman's Club of Indio shall be governed by Robert's Rules of Order Newly Revised, current edition, unless otherwise provided by these bylaws.

Article IX

AMENDMENTS TO BYLAWS

Adoption of bylaw amendments shall require advance notice of proposed amendments and at least two-thirds vote of the membership, or a majority of the members in attendance if a quorum is met.

ADDENDUM

BOARD OF DIRECTORS VOTING RIGHTS

Voting Members

President, 1st Vice President, 2nd Vice President, 3rd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Membership, and Immediate Past President

Non-voting Member

Parliamentarian