

CALIFORNIA FEDERATION OF WOMAN'S CLUB
WOMAN'S CLUB OF INDIO
BYLAWS REVISED MARCH 2007

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 501©3 of the Internal Revenue Code.

Section 2. This organization shall be non sectarian and non political.

ARTICLE III
MEMBERSHIP

Section 1. The membership of this 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 proposed by any member of the club. application form shall be accompanied by entrance fee and annual dues and presented to the Membership Chairman for consideration and recommendation of the Board of Directors for final action.

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

Section 4. Any member may resign upon presentation of a written resignation and payment of dues and all obligations. A member who has resigned in good standing may be reinstated with the payment of dues. No entrance fee will be extracted.

Section 5. Any members whose dues are not paid by the close of the club year shall forfeit their membership.

ARTICLE IV
OFFICERS

- Section 1. The officers of the Woman's Club of Indio shall be the President, 1st Vice President, 2nd Vice President & Program Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Membership Chairman, And Immediate Past President.
- Section 2. The eight (8) elected officers shall comprise the Board of Directors.
- Section 3. The Board of Directors shall prepare the Standing Rules and submit them to the General Membership for adoption.
- Section 4. The Board of Directors shall be empowered to fill all vacancies of elective officers and nominating committee members.
- Section 5. Eight (8) elected officers shall constitute the Board of Directors, of whom five (5) shall constitute a quorum.

ARTICLE V
DUTIES OF OFFICERS

- Section 1. The 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 Meetings of the club and The Board of Directors and shall have general supervision of all of The club's affairs.
- a. She shall appoint the Parliamentarian.
 - b. New Committees and chairman may be created and appointed by the President.
 - c. The President shall deliver to her successors, within two (2) weeks expiration of her term of office or upon her resignation, all books and/or club properties in her possession.
- Section 3. 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 4. The President shall be the ex-officio member of all committees with voting privileges, except the Nominating Committee.
- Section 5. The President shall co-sign with the Treasurer, 1st Vice President or Recording Secretary all checks, contracts and documents.

- Section 6. The 1st Vice President shall assume the duties of the President in her inability to serve. She shall act as aide to the President, performing duties assigned to her.
- Section 7. The 2nd Vice President shall serve as Program Director, and assume such Other duties as are assigned by the President.
- Section 8. The Treasurer shall collect all the dues and keep itemized account of all receipts for all monies received. She shall submit a monthly statement at each regular meeting, subject to audit. She shall submit her books at the expiration of her term of office or at other times as may be necessary.
- a. She shall act as Budget Chairman, presenting the proposed budget to the Board for recommendation to the assembly for adoption.
- Section 9: The Immediate Past President will act in an advisory position.
- Section 10: The Recording Secretary shall keep a complete record of all Minutes and proceedings of the club and Board of Directors. She shall maintain reports, documents and other important papers of the club.
- Section 11. The Corresponding Secretary shall send out all notices of the club meetings and shall conduct all correspondence of the club and issue any bulletins as directed by the Board of Directors.
- Section 12. The Membership Chairman shall submit all proposed applications, along with the entrance fee and annual dues to the Board of Directors for final action. She shall submit a final Membership List by June 1st to the President for inclusion in the directory.
- Section 13. The Parliamentarian (who is not a member of the Board) shall attend all General Meetings and the Board of Directors, giving parliamentary advice and opinions as requested by the President or any member of the Board of Directors and the Nominating Committee, advising them in parliamentary procedure.

ARTICLE VI MEETINGS

- Section 1. The meetings of the GFWC, The Woman's Club of Indio shall be held the first Wednesday of each month, October through May, unless otherwise ordered by the Board of Directors. Meeting time is 12:00 noon.
- Section 2. Special meetings may be called by the President upon written request of five (5) 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 3. The Board of Directors shall meet each month, one (1) week 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.

ARTICLE VII
PARLIAMENTARY AUTHORITY

The GFWC, The Woman's Club of Indio shall be governed by Roberts Rules of Order, newly revised, current edition, unless otherwise provided by these Bylaws.