

# Northford Women's Club GFWC By-Laws

Revised January 2017

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## Article I - Name

The name of this organization will be: **Northford Women's Club GFWC**.

## Article II - Object / Objective

The object of this organization shall be charitable, including for such purposes, the making of distributions to organizations that qualify as exempt organizations, as defined by Section 501(c)(3) of the Internal Revenue Code provisions of any subsequent Federal tax laws.

## Article III - Membership

### Section 1. **Qualifications**

Membership to the club will be open to any woman over the age of 18 residing in Northford or the vicinity, who expresses an interest in the object of the club and who has attended a General Assembly meeting.

### Section 2. **Admission**

- A. Written application for the membership is required and must be accompanied by annual dues.
- B. The applicant will become a member when dues are paid in full.
- C. Prospective members who join the club in January, February, March and April will pay half the dues.
- D. Initiation of new members will take place at the discretion of the Membership Chairperson, but must be held at least once yearly.

### Section 3. **Membership**

#### A. Active Membership Requirements

- 1. Pay annual dues on time.
- 2. Attend a minimum of five General Assembly meetings.
- 3. Participate in at least one fund raising project.
- 4. Serve at least once during the club year as a hostess, co-hostess, or provide a dish for a scheduled club event.
- 5. Abide by and comply with these by-laws.
- 6. Failure to comply with any of the above may result in the termination of membership by the Board, unless:
  - a. Written explanation is presented to the Grievance Committee for review.
  - b. Written request for inactive membership is presented to the Board.
  - c. Written resignation is submitted to the Membership Chairperson for action by the Board.

#### Section 4. **Resignation and Termination**

- A. Acceptance of resignation by the Board
  - 1. A member wishing to resign from the club will send a written notice to the Membership Chairperson for action by the Board.
  - 2. A written resignation is required in lieu of dues for members not wishing to rejoin.
  - 3. Resignation will be accepted only when all club obligations have been met.
  - 4. Acceptance of resignation enables a member to transfer to another club or rejoin this club.
- B. Termination by the Board
  - 1. Due cause for termination by the Board
    - a. Failure to pay annual dues.
    - b. Failure to comply with membership requirements (Article III, Section B)
    - c. Termination by the Board prohibits a member from receiving a letter of transfer.

#### Section 5. **Transfers**

- A. Transfers from other Federated Women's Clubs will be admitted to this organization immediately upon receipt of a letter of recommendation from their former club.
- B. Dues are payable on admission. Upon presentation of a current membership card from her former club, she will be exempt from this club's dues for the year.
- C. A letter of transfer from this club will be issued when dues are paid in full and other obligations have been met as determined by our Board.

#### Section 6. **Membership Grievance Committee**

- A. The committee will consist of the President, First Vice-President, and the Parliamentary Advisor.
- B. This committee will review all written grievances regarding members' status and inform the members of its decision.
- C. The members may appeal the decision to the Board.

### **Article IV - Dues**

#### Section 1. **Annual Dues**

- A. The annual dues for active members shall be as recommended by the Executive Board and approved by the membership. Dues shall be paid in full by May 31 of that year.
- B. The operating funds of the club shall be derived from dues and such other sources as the Executive Board may approve.

#### Section 2. **Fiscal Year**

- A. The fiscal year shall be from July 1 through June 30.

## **Article V - Meetings and Quorums**

### **Section 1. Meetings**

- A. General Assembly meetings of the club will be held on the third Tuesday of each month from September through June, unless otherwise arranged by the Executive Board.
- B. All General Assembly meetings are to be open.
- C. General Board meetings will be held the first Tuesday of each month from September through May, unless changed by the President.

### **Section 2. Quorums**

- A. One half of the active members of the club will constitute a quorum for any business meeting.
- B. Two thirds of the members of the Executive Board will constitute a quorum for any Board meeting.

## **Article VI - Executive Board and General Board**

### **Section 1. Membership**

- A. Executive Board Membership

Will consist of the Officers of the club: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The Parliamentary Advisor will serve as an ex-officio non-voting member.

- B. General Board Membership

Will consist of the Executive Board members, all Project/Committee chairpersons, and the Parliamentary Advisor as a voting member.

### **Section 2. Duties of the General Board**

- A. Will create, discontinue or combine committees as the need arises.
- B. Will not disburse amounts in excess of \$100.00. Larger amounts must be approved by the General Assembly.
- C. Will review committee business before it is presented to the General Assembly.
- D. Will have the power to fill any vacancies between elections.
- E. All officers and Chairs shall submit a written annual report, due date to be specified by the President.
- F. Will notify the President if unable to attend a meeting and will see that her report is submitted.

## **Article VII - Officers and Duties**

### **Section 1. Officers**

- A. The Officers will be: President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer to be elected at the May annual meeting.

1. Co-presidents may be elected, if needed.
  2. In the event of Co-presidents, one will assume the duties of the President and one will be listed as a Presidential Aide.
  3. The Presidential Aide will assume the duties of the President in her absence or in the event of her vacancy.
- B. No member may be elected for more than four consecutive terms in the same office. Any officer may be exempted from this rule with a majority vote of the General Assembly, or in the event that no other member seeks that particular office.
- C. Only past or present Board members may be eligible for the office of President and Vice-president.

**Section 2. Duties of the President**

- A. Will preside at the General Assembly and Board meetings.
- B. Will be an ex-officio member of all projects and committees.
- C. Will have the power to call a special meeting of the club and Executive Board.
- D. Will serve on the Grievance committee.
- E. Will appoint Special Project Chairpersons as needed.
- F. Will hold a transitional Board meeting at the end of the year with outgoing and incoming Board members.
- G. Will be present at the Finance and Charity meetings.
- H. Will keep a file of the Chairpersons' annual reports and be responsible for submitting reports to the State Federation, or appoint a Reports Coordinator to complete this task.
- I. Will transact all other business as pertains to her office.
- J. Will be responsible for arranging for a location for meetings.

**Section 3. Duties of the Vice President.**

- A. Will perform all duties of the President in her absence and assume the Presidency in the event of a vacancy.
- B. Will preside at one Board and one General Assembly meeting during the club year.
- C. Will be in charge of membership and official greeter.
- D. Will acquaint prospective members with the club and its objectives.
- E. Will plan ceremony to install new members at least once yearly.
- F. Will present an orientation booklet to each new member.
- G. Will keep a record of attendance.
- H. Will serve on the Grievance Committee.

- I. Will have charge of all Membership records, application, resignations, terminations, and the guest book.
- J. Will perform all other duties as pertains to her office.

**Section 4. Duties of the Recording Secretary**

- A. Will keep the minutes of the Board, General Assembly and all Special meetings.
  - 1. Minutes will be typed and distributed to all members.
  - 2. One copy will be archived in a binder.
- B. The Secretary will announce any corrections or additions made after publication of the minutes.

**Section 5. Duties of the Corresponding Secretary**

- A. Will receive and carry on correspondence for the club and its committees.
- B. Will retain copies of all such correspondence written and received.
- C. Will perform duties of the Sunshine Chairperson.
  - 1. Birth or Adoption Announcements
    - a. Donation in child's name to Edward Smith Library.
  - 2. Get Well/Surgery
    - a. Expression of concern will be sent to member.
    - b. In case of accident or illness of club member, the Secretary will use her judgment to have dinners provided by members.
  - 3. Sympathy

A \$25.00 donation to the charity of member's choice for member, member's spouse, member's parents, spouses' parents, member's children and member's grandchildren.
- D. Will coordinate distribution of Club's Membership Scholarship Fund to eligible students.
  - 1. Student's parent must have been an active member for twelve months or more. Exceptions may be made at the discretion of the Board.
  - 2. Student must be a High School senior who is continuing his/her education.
  - 3. Scholarship check must be written to the institution the senior will attend.

**Section 6. Duties of the Treasurer**

- A. Will receive, deposit and disburse all monies as directed by the Board and/or General Assembly.
- B. Will give a full financial report through the monthly newsletter.
- C. Will notify members of the annual dues and post in the April newsletter.
- D. Will follow directions according to Article IV, Section 2.
- E. Will be chairperson of the Allocations Committee.
- F. May have an Assistant Treasurer upon request.

## **Article VIII - Standing Committees**

All Chairpersons will be members of the General Board and submit written reports of their activities.

### **Section 1. Fund Raising Committees**

- A. Will be responsible for raising all funds for the club's operating budget and charitable donations.
- B. Will consist of an appointed chairperson and unlimited membership for each project.
  - 1. Chairperson will be a member of the Board for the duration of the project.
  - 2. Chairperson will serve on the Allocations Committee.
- C. All Fund-Raising projects must be approved by majority vote of the membership.

### **Section 2. Membership Grievance Committee**

See Article III, Section 6.

### **Section 3. Programs**

- A. Will provide monthly program for the General Assembly meetings.
- B. The Chairperson will act as hostess to the guest speaker.

### **Section 4. Newsletter/Publications**

- A. Will be responsible for the compiling and printing of the handbook and its distribution at the first meeting of the year.
- B. Will be responsible for the compiling and distribution of the club's monthly newsletter.
- C. Will be responsible for any special publications requested.

### **Section 5. Publicity**

- A. Will be responsible for writing, editing, and submitting articles on the activities of the club.
- B. Will keep the scrapbook up-to-date.
- C. Will maintain and update the club website and other social media.

### **Section 6. Hospitality**

- A. Will be responsible for opening, preparing, and closing the hall each month.
- B. Will be responsible for contacting the monthly hostess to plan the serving of refreshments at that month's meeting.
- C. Will see that the hostesses perform duties as per Standing Rule #3.
- D. Will be responsible for the silver service, linens, paper products, coffee pot, etc.
- E. Will plan the December and June dinners.

### **Section 7. Food Bank**

- A. Will consist of a chairperson and volunteers as needed.

- B. Will be responsible for coordination, collection, and delivery of donated goods and gift cards to the local food pantry.

Section 8. **Conservation and Gardening**

- A. Will assume the care and maintenance of the garden on the green.
- B. Will be liaison between the Club and Public Works.
- C. Will seek ways the Club can contribute to conservation projects in the community.

Section 9. **Education**

- A. Will monitor GFWC/CT scholarship opportunities.
- B. Will seek ways for interaction between the Club and schools.

Section 10. **Home Life**

- A. Will seek out activities that will promote fellowship in the Club and activities that will contribute to the betterment of the community.

## **Article IX - Special Committees**

Section 1. **Auditing Committee**

- A. In April, a chairperson and two members will be selected from the General Assembly.
- B. No member will be on the Executive Board.
- C. Will audit and sign the club's financial records before July 15th.

Section 2. **Allocations Committee**

Will consist of the following: Treasurer, as chairperson, President, all fund-raising chairpersons, and two members selected from the General Assembly.

- A. Operating Budget
  - 1. All budget requests for the following year's operating budget must be submitted by the various committee chairpersons by April 15.
  - 2. Will meet between April 15 and the May Board meeting to propose an operating budget via the newsletter, to be voted on at the May General Assembly meeting.
  - 3. Will submit operating budget for inclusion in the yearbook and September newsletter.
- B. Charitable
  - 1. Will meet in August to review all requests for charitable donations.
  - 2. Will present proposed donations in the September newsletter, to be voted on at the September General Assembly meeting.
  - 3. All charitable disbursements must be made before June 30 of the following year.

Section 3. **Nominating Committee and Elections**

- A. Will consist of three members.
  - 1. At the February General Board meeting, one Board member will be selected and will serve as the chairperson.

2. At the March General Assembly meeting, two members will be selected.
  - a. Must have been a club member for one year (twelve months.)
  - b. Must not be an Executive Board member.
3. If a member of the committee wishes to be considered for an office, an alternate will be appointed by the President from the appropriate classification.
- B. Will prepare a slate of candidates for each office as listed in Article VII, Section 1, and present their report in the April newsletter.
  1. Nominations may be made from the floor at the April General Assembly.
  2. No one will be nominated for office whose consent has not been secured.
- C. Will take charge of the elections at the Annual Meeting in May.
  1. Will prepare written ballots if needed.
  2. Written ballots will be used if there is more than one nominee for any office.

#### Section 4. **Special Projects Committees**

- A. Special Project Committee is formed with unlimited membership for a specific project on approval by the General Assembly.
- B. Chairperson will serve on the Board for the duration of the project.
- C. Chairperson will write a full report for the President on the project and the outcome.

## **Article X - Parliamentary Authority**

### Section 1. **Authority**

Roberts Rules of Order shall serve as the Parliamentary Authority on all points not covered by these by-laws.

### Section 2. **Parliamentary Advisor and Historian**

- A. Will be a member of the Grievance Committee.
- B. Will be an ex-officio member of the Executive Board, with no voting power.
- C. Will be a voting member of the General Board.
- D. Will record all by-law changes and maintain a file of official club documents.
- E. Will be chairperson of the by-law revision committee.

## **Article XI - Amendments**

These by-laws may be amended by a majority vote of the membership at any regular or special meeting called for the purpose of amendment, providing a 28-day notice has been given to members. These by-laws may not be amended in any manner that would negatively affect the Club's eligibility for 501(c)(3) status.



## **Article XII – Profit and Dissolution**

### **Section 1. Distribution of Monies or Property**

- A. No monies or property will be distributed to or for the benefit of any individual person, whether a member of the Club or not.

### **Section 2. Dissolution**

- A. In the event of dissolution, all of the remaining assets and property of the club shall, after necessary expenses thereof, be distributed to another organization or organizations exempt under Section 501(c)(3) of the Internal Revenue Code or corresponding provisions of any subsequent Federal government, state or local government for a public use.

## **Northford Women's Club GFWC Standing Rules**

1. Guests are welcome to attend any General Assembly meeting. A guest may attend a maximum of two meetings.
2. Club equipment (i.e., silver service, coffee pot, etc.) will be available for club activities only.
3. At General Assembly meetings, the hostess will provide the centerpiece and milk or cream. The co-hostesses will provide desserts, cold beverages and ice. It is the member's responsibility to find a replacement if she cannot serve, and to notify the Hospitality chairperson.
4. All members of the General Assembly are welcome to attend a General Board meeting as a non-voting member, but may offer suggestions and opinions.
5. Committee chairpersons will notify the President of all committee meetings.
6. A deadline for refunds will be established after which no refunds will be on tickets or fees charged for club functions.
7. Expenses incurred by the President or her representative to attend Federation meetings at the State, District or Regional level will be paid by the club.
8. Registration fees and/or additional expenses for the President to attend National Federation meetings may be paid by the club only if approved by the General Assembly.
9. The club will pay the Registration fees for all members who wish to attend Federation meetings at the state and district level.
10. These Standing Rules may be amended without previous notice by a majority vote of the membership.