



GFWC Alachua Woman's Club
BYLAWS
REVISED 2022-07-14

ARTICLE I NAME

The name of this club shall be the GFWC Alachua Woman's Club, Inc.

ARTICLE II OBJECT

The object of this Club shall be civic, charitable, educational, literary, scientific, and generally to give aid to worthy projects, all within the guidelines of section 501(c) (3) of the I.R.S. code. This club shall promote the community service tradition of the General Federation of Women's Clubs (GFWC) and the GFWC Florida Federation of Women's Club (GFWC Florida) to which it belongs.

ARTICLE III MEMBERSHIP

Section 1

(a) Membership shall be open to all women who are in sympathy with the objectives of this club and shall be non-sectarian, non-discriminatory and non-partisan.

Section 2

(a) A candidate for membership shall attend (2) two club meetings or a meeting and a project to understand the nature of membership expectations.

(b) After (2) meetings or participation in a club project and one club meeting, she may submit a completed membership application to the Club and pay her dues.

(c) An applicant who has paid her dues and agrees to abide by the requirements for membership and subscribe to the conditions of the bylaws shall then be accepted for membership.

(d) Any member of a Federated Women's Club may transfer to the GFWC Alachua Woman's Club, Inc. upon presenting

credentials from her Federated Club. Payment of additional dues will be decided by the Executive Board.

(e) An active member may apply for associate status by submitting a letter to the executive board and paying annual dues plus \$25. This Status will render the associate member a non-voting member, but the member will remain an active member of the GFWC Florida Federation of Women's Clubs. This status must be renewed yearly.

Section 3

(a) Annual dues shall be paid to the Treasurer by February 1 of each year.

(b) The amount of the annual dues will be \$52 dollars plus applicable GFWC and GFWC Florida per diem dues. Members who join after July 1 shall pay per capita dues plus a prorated amount of the club dues.

(c) Non-payment of dues by April 1 shall cause a member to be dropped from the rolls and she shall be notified by the President.

(d) The Executive Board shall have the authority to intervene in extreme situations.

Section 4

(a) Any member who finds it necessary to resign her membership or Board position must notify the President in writing.

(b) A member in good standing may apply for a leave-of-absence, not to exceed six months, by requesting such in writing to the Executive Board. During her leave she shall not be called for committee work.

(c) Members whose activities have been proved to be incompatible with the objectives of the Club may be asked to approach the Executive Board with discussion on resolving the problems or being asked for their resignation as a final report.

Section 5

(a) A member who resigns in good standing may re-enter at any time upon payment of Annual Dues and a written application to the Executive Board.

(b) Members who have been dropped for non-payment of dues may be reinstated with approval of the Executive Board.

Section 6

(a) An Honorary or Lifetime membership status may be confirmed upon a deserving individual by the membership on recommendation of the Executive Board. This status would not convey voting privileges.

ARTICLE IV OFFICERS, DUTIES AND ELECTIONS

Section 1

The officers of this Club shall be the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. They shall be elected each year.

Section 2

To be eligible for office a member must be a member in good standing.

Section 3

(a) An Election committee, composed of five members, shall be elected from the floor at the business meeting in October.

(b) Each member in good standing shall be approached by the Election Committee to learn if she would be willing to be a candidate for an office. A slate of officers shall be announced at the November Meeting. Where there are multiple candidates for an office, all candidates shall be presented.

(c) A member of the Election Committee may be a candidate for office.

(d) Elections will be conducted by the Election Committee at the December Business Meeting. At this time nominations may be made from the floor, with the consent of the nominee. If there is more than one (1) candidate for an office, election shall be held by written ballot. If there is only one candidate for each office, the

election may be made by acclamation. New officers shall assume their positions after the installation services to be held in January.

Section 4

(a) The President shall preside at all meetings of the Club, shall appoint all Community Service Programs (CSP) heads, committee chairman, and the Parliamentarian. She shall be a member of the Executive Board and ex-officio member of all committees except the nominating committee.

(b) The First Vice President presides in the absence of the President. She shall perform the duties of the President for the unexpired term in the event of a vacancy of that office. She shall be the Membership Chairman and shall maintain the list of Club members in good standing, with current addresses and telephone numbers.

(c) The Second Vice President shall preside in the absence of the President and the First Vice President. She shall also be the Leadership Chairman.

(d) The Recording Secretary shall keep the minutes of all Business Meetings, Executive Board Meetings, and any Special Meetings. She shall prepare for the President a memorandum of unfinished business from the previous meeting and a copy of the previous meeting minutes. She shall take attendance at each Club meeting.

(e) The Corresponding Secretary shall attend to all correspondence authorized by the President.

(f) The Treasurer shall collect all monies of the Club, keeping an active record thereof. She shall pay bills by check or electronic means. She shall present a written report at each regular meeting of the Club and present an oral balance at each Executive Board Meeting. She is responsible for notifying any member whose dues are in arrears per Article III and about to become delinquent. The treasurer's records shall be submitted for auditing by January 31

and a report will be submitted to the membership at the February Meeting.

Section 5

No member shall hold the same office for more than two consecutive years.

Section 6

(a) Any vacancy, other than the presidency, which occurs in any elected office shall be decided at the next Business meeting by nomination from the floor with a majority vote. All vacancies in appointed positions shall be filled by appointment of the President.

(b) An officer who does not perform her duties may be removed from her position by a $\frac{2}{3}$ vote of the Executive board.

ARTICLE V MEETINGS

Section 1

The club shall meet regularly on the 2nd Thursday of each month at 6:30 pm except when otherwise ordered by the Club or the Executive Board.

Section 2

Special Meetings may be called by the President, Vice President, or by written request of three or more active members, provided that all members have been notified.

Section 3

The annual meeting shall be the January Meeting. All Community Service Programs (CSP) Chairmanships will expire and new chairman will be determined by the election of officers and presidential appointments.

Section 4

The membership present shall constitute a quorum at Regular Meetings.

ARTICLE VI EXECUTIVE BOARD

Section 1

The Executive Board shall consist of all duly elected officers of the club, the immediate Past President acting as director, Community Service Programs (CSP) chairman and committee chairman.

Section 2

The Executive Board shall have the power to transact the financial business of the Club and it shall be their duty to keep the Club informed of any business conducted.

Section 3

The Executive Board shall meet each month in which there is a regular Business Meeting, except June, July, August, and September and the meeting shall be open to all members in good standing. A majority of Executive Board Members shall constitute a quorum.

Section 4

The Secretary shall keep a written record of all actions, decisions, and recommendations taken during the Executive Board Meetings. The Executive board shall make recommendations for approval by the membership.

ARTICLE VII COMMITTEES

Section 1

Standing Committees are Membership, Fundraising, and Nominating Committee.

Section 2

All other committees shall be appointed by the President.

ARTICLE VIII COMMUNITY SERVICE PROGRAMS (CSP)

Section 1

The Club shall use the same Community Service Programs (CSP)s recognized by the GFWC and GFWC Florida. Their Chairman shall be appointed by the President each year.

Section 2

Community Service Programs (CSP) Chairman are required to attend Executive Board Meetings and present project ideas for discussion. Chairman shall maintain records, prepare yearly reports, and provide a smooth transition at the end of their appointment.

ARTICLE IX PARLIAMENTARY AUTHORITY

The parliamentarian shall be appointed by the president. She shall attend all regular and executive board meetings. She shall see that all meetings of the Club are conducted by the rules of Parliamentary Procedure, using as a basis "Robert's Rules of Order, Revised" and she shall see that order is maintained at meetings.

ARTICLE X AMENDMENTS

The By-laws may be amended at any regular Business Meeting by an affirmative vote of $\frac{2}{3}$ of the Club members present, provided members have received prior written notice of the proposed changes.

ARTICLE XI DISSOLUTION

The object and purpose of the organization being entirely charitable, no part of its earnings shall inure to the use or benefit of an individual. In the event this organization should be dissolved for any reason, any remaining assets shall be distributed to the General Federation of Women's Clubs to which this Club belongs, as long as the Federation remains within the scope of IRS Section 501(c)(3), or any amendments thereto.