

# **GOLFVIEW HILLS WOMEN'S CLUB BY-LAWS**

## **ARTICLE I: Name**

The name of this organization shall be the Golfview Hills Women's Club.

## **ARTICLE II: Object**

The object of this organization shall be to promote the values of home and community; to contribute to the welfare of others through philanthropic endeavors; to promote social interaction and to provide further education along civic and cultural lines.

## **ARTICLE III: Membership and Dues**

**Sec. 1** Any woman who is a current or former Golfview Hills resident and is willing to abide by the By-Laws of the Golfview Hills Women's Club (hereinafter referred to as "Club"), respect its rulings, and support its undertakings is eligible for membership. A member is considered in good standing upon payment of her dues. Currently dues are \$25 and may be changed from year to year upon majority vote by the Board.

## **ARTICLE IV: Meetings and Voting**

### **Sec. 1 Meetings**

- A. The Club shall hold up to four regular meetings per fiscal year. Regular meetings can occur at special events.
- B. The Annual Meeting shall be considered a regular meeting and shall be held in the second quarter of the calendar year.
- C. Regular meetings may be canceled and/or special meetings called at the discretion of the Board.

### **Sec. 2 Voting**

- A. A member in good standing is eligible to vote at all regular meetings.

### **Sec. 3 Board Meetings**

- A. The Board may meet whenever necessary, but shall meet a minimum of one time per year.
- B. Additional Board meetings shall be called at the discretion of the Board considering activities planned.

**Sec. 4 Annual Budget**

- A. The annual budget shall be approved by the Board by a majority vote. The Board's approved annual budget must then be approved by a majority vote of members at the next regular meeting.

**ARTICLE V: Officers**

**Sec. 1** The Officers of this organization shall be the:

- 1) President,
- 2) Past President/HOA Liaison,
- 3) Treasurer,
- 4) Secretary,
- 5) Membership,
- 6) Philanthropy, and
- 7) Social.

**Sec. 2 Executive Board**

- A. The Officers shall comprise the Executive Board. The Executive Board shall also be known as the Board of Directors as defined by the General Not for Profit Corporation Act of 1986. Each Officer shall have a copy of the tax identification number and any other pertinent information related to the tax identification number.

**Sec. 3 Term**

- A. Each Officer shall serve for two years.

**Sec. 4 President**

- A. Shall preside over meetings of the Club and the Board and perform such duties as are incidental to her office.
- B. Shall make necessary appointments, unless otherwise specified in the By-Laws.

**Sec. 5 Past President/HOA Liaison**

- A. Shall provide guidance to the President when the President requests.
- B. Shall act as the liaison with HOA and Park District as needed.

**Sec. 6 Treasurer**

- A. Shall be custodian of all funds of the Club.
- B. Shall keep a full and accurate account of all receipts and disbursements.

- C. Shall provide the Club's account balance at all Board meetings.
- D. Shall prepare the books for auditing every two years.
- E. Shall appoint a Club member to audit the books every two years.
- F. Shall be the official registrar of the Club.
- G. Outgoing treasurer shall pass her books to her successor by July 1st.
- H. Shall file or appoint another Club member to file state registration and federal tax returns on a timely basis.

**Sec. 7        Secretary**

- A. Shall record the Board meeting minutes.
- B. Shall maintain the minutes as records of the Board.

**Sec. 8        Membership**

- A. Shall collect dues and promptly submit to the Treasurer for deposit.
- B. Shall keep an up-to-date file of membership.

**Sec. 9        Philanthropy**

- A. Shall act as the liaison for the Club's designated philanthropy.
- B. Shall oversee the collecting of donations for the Club's designated philanthropy

**Sec. 10       Social**

- A. Shall plan social events and be the main Board contact for social chairs.

**ARTICLE VI: Committees**

**Sec. 1        Standing Committees**

- A. The following are the Club's Standing Committees:
  - 1) Community Liaison,
  - 2) New Neighbor, and
  - 3) Advertising/Communications Members at Large
- B. The Chairperson of a Standing Committee shall be appointed by the President for a two year term.
- C. Chairs shall plan and implement the work of their various duties based on Club objectives and budget.

**Sec. 2        Special Committees**

- A. Additional Committees and Chairpersons shall be appointed by and at the discretion of the President for a one year term.

B. The following Special Committees are typical but not required on an annual basis:

- 1) Spring Banquet: Shall plan and take charge of the Spring Banquet.
- 2) Fall/Winter Fest: Shall plan and take charge of the Fall or Winter Fest.
- 3) Chili Supper: Shall plan and take charge of the Chili Supper.
- 4) Easter Egg Hunt: Shall plan and take charge of the Easter Egg Hunt.
- 5) Fall Kick-Off: Shall plan and take charge of the Fall Kick-Off.
- 6) Holiday View: Shall be responsible for collecting donations, compiling, printing, and distributing the Holiday View.

### **ARTICLE VII: The Board**

- Sec. 1** The Board shall consist of the Executive Board and the Standing Committee Chairs. Each member of the Board has voting rights at Board meetings.
- Sec. 2** The Board shall have full control and management of the affairs and funds of the Club, subject to the By-Laws of the Club.
- Sec. 3** Any Board member who is unable to fulfill her office shall submit her resignation to the Board.
- Sec. 4** The President shall appoint replacements to fill vacancies on the Board for the remainder of the term.

### **ARTICLE VIII: Nominations and Elections**

- Sec. 1** **Appointment and Elections**
- A. The President shall appoint the Officers and Standing Committee Chairs.
- B. Where there are multiple candidates for an Officer or Standing Committee position, the Board shall prepare and present at a regular meeting a slate with names of candidates for each office or chair. The candidate who receives the most votes shall be elected.

- C. Newly appointed and/or elected Officers and Standing Committee Chairs shall assume their office at the annual meeting and/or no later than June 30.

#### **ARTICLE IX: Revenue**

- Sec. 1** The Board shall prepare the annual operating and philanthropic budget for the fiscal year from June 1 to May 31.
- Sec. 2** No money shall be raised, collected, deposited, or disbursed in the name of the Club by any Board member or committee chair without prior approval of the Board.
- Sec. 3** The fiscal year of the Club shall be from June 1 to May 31.
- Sec. 4** The balance of funds may not go below \$1,000 unless approved by a two-thirds ( $\frac{2}{3}$ ) vote of the Board.
- Sec. 5** Any contract entered into on behalf of the Club's name shall require the signatures of the President or the Treasurer.
- Sec. 6** In the event of dissolution of the Club, monies remaining after payment of obligations shall be donated to a suitable charity selected by the Board.

#### **ARTICLE X: Parliamentary Authority**

The rules contained in the current edition of *The Robert's Rules of Order Newly Revised* shall govern which do not conflict with the By-Laws of the Club.

#### **ARTICLE XI: Amendments/Revisions**

- Sec. 1** Any member in good standing may submit written By-Law revision recommendations to the President.
- Sec. 2** Proposed By-Law revision(s) must be presented first to the Board and approved by the Board with a three-quarters ( $\frac{3}{4}$ ) vote. At the Annual Meeting, the President shall present the Board approved proposed By-Law revision(s) to membership to be approved by a majority vote.