



# Women's Club of Brick Township BYLAWS

## **ARTICLE I: NAME**

The name of this Club shall be the Woman's Club of Brick Township, Inc.

## **ARTICLE II: OBJECT**

The corporation is organized exclusively for charitable purposes including for such purposes the making of distributions for organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE III: MEMBERSHIP**

### **Section 1:**

Any woman 18 years of age or older interested in supporting the object of the Women's Club of Brick Township, Inc. shall be eligible for membership. Membership shall become effective upon payment of dues. Membership shall be retained by payment of dues and participation in activities of the club.

Membership shall consist of two types: Active and Honorary

- a. Active members are members in good standing (hereafter referred to as "members")
- b. Honorary members shall be elected upon the recommendation of the Executive Committee and a vote of the members present at the next general meeting. Honorary members shall be entitled to the privileges of membership but shall not pay dues, vote or hold office.

### **Section 2: Responsibilities of Members**

- a. Members shall take an active part in Club functions
- b. Every member should serve on a committee and perform such duties as may be assigned to her.
- c. Every member is required to participate in the Club's fundraising events.

### **Section 3: Non-renewing or resigning members**

Non-renewing or resigning members must notify the President in writing. Women who did not renew or have resigned and want to return to active membership must present a letter of their intent to the President and will automatically be reinstated upon payment of dues.

#### **Section 4: Dues**

Dues must be paid annually by May 1st of the year or upon commencement of membership.

### **ARTICLE IV: OFFICERS**

**Section 1:** The officers shall be President, Vice-President, Secretary, Treasurer and Federation Secretary.

**Section 2:** Any member in good standing, who has been a member for one year, is eligible to be an officer.

**Section 3:** The officers are elected bi-annually at the business meeting in March and installed in May. A vacancy occurring in any office shall be filled by the President and confirmed by the Executive Board.

**Section 4:** Officers shall be elected for a term of two years and all officers shall serve until their successors are elected and installed.

**Section 5:** All officers shall be elected and installed in the even years to conform to the NJSFWC elections.

**Section 6:** The election process shall be as follows:

- a. At the regular meeting in January, the President shall appoint three members to the Nominating Committee. The Nominating Committee will elect a chairman at their first meeting.
- b. That Nominating Committee will receive and solicit nominations and report to the members at the general meeting in February, and accept nominations not previously submitted.
- c. Elections will be held at the March meeting. Consent of all nominees must be obtained prior to the election meeting.
- d. Election shall be done by ballot. However, if there is only one candidate for any office, election of that office may be by voice vote.
- e. Members of the nominating committee are not barred from becoming nominees for office.

## **ARTICLE V: DUTIES OF OFFICERS**

**Section 1:** The President shall preside at all the meetings of the Club and the Executive Committee. She shall be an ex officio member of all committees, except the nominating committee. She shall perform all of other duties usually pertaining to the office and shall appoint the chairman of all committees except for the nominating committee with the approval of the Executive Committee.

**Section 2:** The Vice President shall act as aide to the President and shall perform the duties of the President in her absence, and such other duties of the Vice President decided by the Executive Committee. She shall serve on the Budget Committee and be the Program and Project Chairman.

**Section 3:** The Secretary shall keep a record of all meetings of the Club and Executive Committee; copies of which shall be given to the President prior to the next meeting. She shall handle all incoming and outgoing mail, subject to the approval of the President and Executive Committee. She shall maintain a correct list of the members and their addresses.

**Section 4:** The Treasurer shall receive all money and securities of the club and shall issue checks countersigned by the President, for all authorized expenditures. She shall keep an accurate record of receipts and expenditures and shall present a statement of account at every meeting and at all times when requested by the Executive Committee. She shall make a full report at the Annual Meeting. All bills shall be approved at a general membership meeting. All financial books shall be closed by March 31st and must be audited by the May meeting. The treasurer shall file all necessary tax documents for the fiscal year by August 1st. She shall serve as chairman of the Budget Committee.

**Section 5:** The Federation Secretary shall keep the club advised of Federation and District events at all meetings. She shall be in charge of taking reservations for the District and Federation activities, including the Annual Convention. The outgoing President shall serve as Federation Secretary to the Club. In the event the outgoing President is unable to serve, the newly elected President shall appoint a member to fill this position.

## **ARTICLE VI: COMMITTEES**

**Section 1: Standing Committees** shall be created according to the interest of the members

- a. **The Budget Committee** will be chaired by the Treasurer and shall consist of the President, Vice President, Secretary, Treasurer and Federation Secretary. The Budget Committee shall prepare a budget for the fiscal year and submit the proposed budget to the club at the June meeting for approval.
- b. **Auditing Committee** two members shall be appointed by the President at the Club's March meeting. Their purpose shall be to audit the Treasurer's accounts at the close of the fiscal year and to report at the annual meeting.

- c. **Education Committee** the chairman of the Education committee shall be responsible for obtaining the Club's delegate to the Girl's Career Institute at Douglas College. She shall also assemble an annual Scholarship Committee.
- d. **Sunshine Committee** the chairman of the Sunshine committee shall be responsible for sending cards to members who are ill. On the death of a member a charitable contribution shall be made. She shall be in charge of the money donated by the members to the food pantry. She shall announce to the membership the amount of money collected and the church(es) that will receive the donation(s).
- e. **Communications-** the chairman of the Communication committee shall publicize the activities of the club via a newsletter and through social media. She shall appoint a member to create an annual history of the club (scrapbook).

**Section 2: Special Committees** shall be created according to the interest of the members and shall exist for as long as those committees are needed.

**Section 3: Nominating Committee** (see Article IV Section 6)

## **ARTICLE VII: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Federation Secretary.

## **ARTICLE VIII: MEETINGS**

The general meeting shall be held monthly at a time and place designated by the President. Special meetings may be called at the discretion of the President and/or the Executive 5 Committee. A quorum shall consist of one-third ( $\frac{1}{3}$ ) of the membership.

## **ARTICLE IX: PARLIAMENT AUTHORITY**

The rules contained in the current edition "Robert's Rules of Order newly revised" are applicable and shall govern the club in all cases to which they are not inconsistent with these bylaws.

## **ARTICLE X: AMENDMENT TO THE BYLAWS**

The Bylaws Committee shall submit to the State Parliamentary Consultant to Clubs a copy of the revised bylaws for any corrections. Before the reading of these revisions at a regular meeting of the club and adopted at the second reading, they must first be read and approved at a meeting of the Executive Board. These bylaws may be amended at any General Meeting by a one-third ( $\frac{1}{3}$ ) vote. The proposed amendment has to be submitted in writing to the membership at least two (2) weeks prior to the meeting.

## **ARTICLE XI: DISSOLUTION CLAUSE**

In case of the dissolution of this organization, all assets remaining after payment of authorized expenditures shall be distributed to another 501 (c) (3) organization under the internal revenue code

## **ARTICLE XII: STANDING RULES**

1. Any changes in the dues of the club shall be recommended by the Executive Board and voted on by the membership as needed.
2. All checks are to be made payable to the "Woman's Club of Brick Township, Inc."
3. All Chairmen are expected to attend all Executive Board and General meetings. If a Chairman cannot attend a meeting, she shall notify the President and have a qualified substitute present her report.
4. In the absence of any officer, all pertinent material must be left with the presiding officer (such as minutes of the previous meeting, treasurer's report).
5. The Club shall pay the registration for delegates and alternate delegates to the NJSFWC Annual Convention.
6. The delegates representing the Club at NJSFWC Annual Convention and Federation Days held by district Clubs shall be in good standing.
7. The President shall be the delegate to the NJSFWC Annual Convention for her two years in office.
8. All fundraising activities must be approved in advance by the general membership.
9. All money from any function by the Club must immediately be turned over to the Treasurer for deposit.
10. The allocation of any money collected by committee chairmen must be pre-approved by the Executive Board.

### **2022-2023 Executive Committee**

**President:** Janice Mishkin

**Vice President:** Maureen Fahrion

**Secretary:** Susan Connell

**Treasurer:** Cheryl Dyer

**Federation Secretary:** Betty Murrison