

BYLAWS OF MERCER ISLAND WOMEN'S CLUB

- ARTICLE I NAME**
The name of the organization shall be the **Mercer Island Women's Club**.
- ARTICLE II PURPOSE**
Section 1. To encourage friendship among members by providing a varied program of non-commercial, non-political, and non-religious activities.
Section 2. To introduce newcomers to the community.
Section 3. To acquaint members with charitable and civic organizations on Mercer Island and in the surrounding communities.
- ARTICLE III MEMBERSHIP**
Section 1. **Resident Membership**
 - Any Mercer Island resident is eligible for membership.
 - Membership may be retained as long as the member remains in good standing and continues her residency on Mercer Island. To remain in good standing, a member must pay all dues and fees by the date designated. Those not in good standing will be barred from Club activities until dues/fees have been paid.
 - Prospective members may attend two General Meetings before joining.
- Section 2. **Non-Resident Membership**
 - Any former Mercer Island Women's Club member is eligible provided that they do not live on Mercer Island.
 - Shall have the right to vote.
 - May not serve on the Executive Board or as the sole Chair of a Standing Committee on the Board of Directors, but may serve as a Co-Chair of a Standing Committee along with a Resident Member.
 - May attend all regular functions.
 - Will receive the Newsletter and Directory.
 - Dues shall be the same as resident membership.
- Section 3. The Executive Board shall have the authority to suspend or expel a member from membership as explicitly stated in Standing Rule #5.
- ARTICLE IV ELECTED OFFICERS**
Section 1. The elected officers of the Mercer Island Women's Club shall be President, Vice President(s) of Activities, Vice President(s) of Civic Projects, Vice President(s) of Luncheons, Vice President(s) of Communications, Secretary, and Treasurer.
Section 2. A member shall hold an office for one year, beginning and ending with the installation of new officers.
Section 3. A member may hold the same elected office for a maximum of three consecutive years, with the exception of Treasurer, who may serve for a maximum of two consecutive years. This maximum term for the Treasurer can be extended under exceptional circumstances as determined by the nominating committee and approved by membership vote.
Section 4. No member shall be eligible for the office of President unless she has first served on the Executive Board.
- ARTICLE V DUTIES OF OFFICERS**
Section 1. The **President** shall:
 - prior to taking office, select as Parliamentarian, the immediate past-president, or a member of last year's Board of Directors
 - select all Standing and Special Committee Chairs and help in the selection of committee members
 - be an ex officio member of all committees, except the Nominating Committee
 - preside at all meetings of the Club, the Executive Board, and the Board of Directors
 - call the Executive Board together for action in the event of emergency decisions having to be made between regularly scheduled Board of Director Meetings
 - report any action taken at an Executive Board Meeting at the next meeting of the Board of Directors

- conduct other business of the Club as directed by the Board of Directors

Section 2.

The **Vice President(s) of Activities** shall:

- be prepared to perform all the duties of the President in her absence, or when called upon to do so
- serve as Activity Coordinator(s)
- arrange Chairs for each Activity Group and act as liaison between the Groups, the Board, and the General Membership

Section 3.

The **Vice President(s) of Civic Projects** shall:

- be prepared to perform all the duties of the President in the absence of the President, or when called upon to do so
- serve as Civic Project Coordinator(s)
- identify charitable and civic organizations on Mercer Island and in the surrounding communities deserving the Club's financial support.
- present at least two such organizations to the Board of Directors for approval before presentation to the General Membership for vote
- handle all fundraising activities, turn in deposits and expenses to the Treasurer and provide a detailed report to the Treasurer for each fundraising activity

Section 4.

The **Vice President(s) of Luncheons** shall:

- be prepared to perform all the duties of the President in the absence of the President, or when called upon to do so
- serve as Luncheons and Programs Coordinators
- arrange chairs for each luncheon and act as liaison between the Luncheon Chairs and the Board
- oversee the selection of suitable venues and programs for the luncheons
introduce the Programs at each luncheon

Section 5.

The **Vice President(s) of Communications** shall:

- be prepared to perform all the duties of the President in the absence of the President, or when called upon to do so
- establish and maintain the club's Communication Management Plan
- identify other operations or procedures that can increase the effectiveness of communication
- oversee all communication activity, including but not limited to the following board positions/functions:
 - News Editors (newsletter/eBlast)
 - Directory chair(s)
 - Publicity/Marketing chair(s)
 - Social Media chair(s)
 - Website administrator
 - Management of software communication tools

Section 6.

The **Secretary** shall:

- keep the Minutes of all meetings of the Boards
- notify Board Members of Board Meetings
- conduct the necessary correspondence of the Club, the Executive Board, and the Board of Directors
- be responsible for sending cards, letters, flowers, and gifts in the name of the Club on appropriate occasions and at the discretion of the Board of Directors

Section 7.

The **Treasurer** shall:

- handle all monies pertaining to the Club
- present an annual budget to the Board of Directors for approval
- present the Board approved annual budget for vote at the October General Meeting
- keep an accurate record of receipts and payments
- submit an oral and written report at the Board of Directors' Meetings
- close the books at the end the end of the fiscal year on May 31, and turn them over to the new Treasurer no later than June 30.

Section 8. All officers shall perform the duties prescribed by these Bylaws and the Parliamentary authority adopted by the Club.

Section 9. Outgoing officers shall provide new officers with a written report outlining their responsibilities, and will relinquish to them, by May 31st, all supplies and equipment in an up-to-date and workable condition.

ARTICLE VI NOMINATION, ELECTION, INSTALLATION AND VACANCIES

Section 1. Nomination

- The Chair of the Nominating Committee shall be the Parliamentarian, unless otherwise decided by the President. The Chair shall appoint, before the January meeting, two members from the current Board of Directors and two from the General Membership.
- The Nominating Committee shall nominate candidates for the Offices of President, Vice President(s) of Activities, Vice President(s) of Civic Projects, Vice President(s) of Luncheons, Vice President(s) of Communications, Secretary, and Treasurer, having secured the consent of the nominees to serve, if elected.
- The Nominating Committee shall report its slate of candidates to the General Membership at the General Meeting in February or March and again prior to the election in April.

Section 2. Election

- Officers shall be elected by written ballot at the General Meeting in April. If there is but one nominee for an office, the ballot may be dispensed with by general consent and the vote taken by voice vote.
- The election shall be preceded by the Chair of the Nominating Committee again reading the prepared Slate of Officers.
- Other nominations may be made from the floor by an active member in good standing. No name shall be presented for nomination without the consent and the willingness to serve of the nominee.
- Election shall be subject to the requirements for eligibility as stated in Article IV, Sections 1, 2, 3, and 4.
- Candidates receiving a majority of votes shall be elected.

Section 3. Elected officers shall be installed at the General Meeting in May and will assume their duties after installation.

Section 4. Vacancies

- A vacancy in the Presidency shall be filled by a Vice President who will be selected by the Nominating Committee and voted on by the General Membership.
- The Chair of the Nominating Committee with her Committee Members will present a nominee for a vacancy of any elected office to the General Membership for a vote.

ARTICLE VII MEETINGS

Section 1. A minimum of six (6) General Meetings shall be held, September through May.

Section 2. All decisions of the General Membership shall be by majority vote of the members present at a General Meeting.

ARTICLE VIII BOARDS

Section 1. The Executive Board shall consist of all elected officers and the Parliamentarian.

Section 2. The Board of Directors of the Club shall consist of the Executive Board and the Chair of the Standing Committees.

Section 3.

Duties

The **Elected Officers** shall:

- perform the duties required for their offices
- meet on call of the President in matters calling for emergency action
- at its discretion, appoint an auditor to audit the books of the Treasurer and/or Civic Projects

The **Parliamentarian** shall:

- be an authority and advise on parliamentary procedure when required
- be responsible for amendments to Bylaws and Standing Rules as needed
- keep a current copy of the Bylaws and the standing Rules of the Club in the online folder for access by the Board of Directors and verify that the website includes the most recent version of these documents
- be liaison between the immediate past and present Boards

The **Board of Directors** shall:

- meet at the discretion of the President and determine the general policy of the Club
- Authorize the formation or deletion of Standing Committees as deemed necessary and appropriate for the best interest of the Club
- attend Board and General Meetings and other functions of the Club

Section 4.

A quorum for the Board of Directors shall be a majority of the Board membership. The President votes only in the case of a tie.

ARTICLE IX

COMMITTEES

Section 1.

The Standing Committees of the Club shall consist of, but not be limited to, the following: Carpool, Communications, Decorations, Directory, Historian, Membership, Nametags, New Members, News Editor, Mailing, Publicity, Socials and Website.

Duties

The **Carpool Chair(s)** shall:

- arrange transportation to the General Meetings for those who request rides

The **Decorations Chair(s)** shall:

- be responsible for decorations for General Meetings, coordinating this activity with the Luncheon Chair(s)

The **Directory Chair(s)** shall:

- be responsible for compiling, printing, and distributing the Directory

The **Historian Chair(s)** shall:

- prepare two (2) records of memorabilia for the current year: one for the President; one for historical record

The **Mailing Chair(s)** shall:

- oversee mailing of Club newsletters, directories, and miscellaneous mailings as determined by the President

The **Membership Chair(s)** shall:

- keep a database of all Club members and Club Activities
- collect all dues and turn the monies over to the Treasurer

The **Nametags Chair(s)** shall:

- prepare nametags for each registered member and their guests for the luncheons
- check in all registered members and guests at each luncheon
- collect and store nametags

The **New Member Chair(s)** shall:

- arrange activities for new members and to encourage prospective members to join the Club

The **News Editor Chair(s)** shall:

- be responsible for compiling, producing, editing, and distributing the MIWC consolidated monthly electronic/printed Newsletters
- send out eBlasts to members following approval by the President

The **Publicity Chair(s)** shall:

- be responsible for executing marketing/promotional activities for the club, which includes graphical design of promotional materials, managing advertising campaigns and building community relationships with the goal of attracting new membership to the Club

The **Social Chair(s)** shall:

- make arrangements for social activities decided upon by the Board of Directors
- oversee storage of entertainment supplies belonging to the Club

The **Social Media Chair(s)** shall:

- execute Social Media activities for the club, which includes monitoring, publishing posts and photographs on Facebook, Twitter, Instagram, Pinterest, Next Door, and new media as it is released

The **Website Chair(s)** shall:

- be responsible for creating, maintaining, and updating the Club website and any custom email addresses

Section 2. The Special Committees of the Club shall be the Nominating Committee and such other committees, appointed by the President, as the President, Executive Board or Board of Directors deem necessary to carry on the work of the Club.

The Chairs of such Special Committees, designated by the President, will attend Board of Directors' Meetings at the discretion of the President, but will have no vote.

ARTICLE X FINANCES

Section 1. Dues will be payable from May 1st to September 15th and will be delinquent after September 15th of the same year.

Section 2. Any member whose dues become delinquent will be dropped without further notice from the roster and all activity groups as of September 15th.

Section 3. New members joining after February 1st, but before May 1st, will pay one-half of annual dues for the remainder of the fiscal year.
New members joining after May 1st will pay the full amount of the dues and will be considered as paid-up members for the next fiscal year.

Section 4. The President and Treasurer are authorized to sign checks for the Club.

Section 5. A budget, prepared by the Treasurer and approved by the Board of Directors, will be presented to the General Membership for vote at the General Meeting in October.

Section 6. The fiscal year shall run from June 1st through May 31st.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern all meetings on matters not covered by these Bylaws.

ARTICLE XII AMENDMENT

After approval by a majority vote of the Board of Directors, proposed amendments to these Bylaws must be submitted in writing to the membership one month preceding the vote on adoption or read at the General Meeting preceding the vote on adoption.

STANDING RULES EXPLANATION

A standing rule may be introduced, amended, deleted or suspended at any General Meeting.

- 1 The cancellation policy of all other Club functions will be left to the discretion of the chairman of that event.
- 2 The Board of Directors may spend, when deemed necessary, up to \$500.00 without the approval of the General Membership.
- 3 The amount of dues shall be set annually by the Board of Directors.
- 4 No member shall receive compensation from chairing any activity. Activity expenses will be paid by the participants.
- 5 Members and their guests are expected to exercise personal self-control and reasonable judgment when attending club functions, particularly, but not limited to, those including alcohol. Failure to do so will result in a written warning from the Executive Board for the first offense, and a one year suspension from the Club for a subsequent violation. Any violation occurring after reinstatement will result in an automatic expulsion from the Club. A spouse or guest may receive one warning and will be barred from all club activities if a second offense occurs.

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