

Regency Women's Club

Constitution

Article I: Name

The name of the group shall be the Regency Women's Club (hereafter referred to as the RWC).

Article II: Purpose

The purposes of the RWC shall be: to cultivate friendly association among its members; to provide opportunities to its members for participation in cultural, recreational, and intellectual activities; to promote community service projects for educational and philanthropic purposes; and to support the interests of the Regency at Dominion Valley community.

Bylaws

Article I: Members

Section 1: Eligibility and Membership

- A. All women residents of Regency at Dominion Valley and those with a home at Regency at Dominion Valley under contract are eligible to be members.
- B. Membership shall consist of all eligible women who are current in their membership dues.

Section 2: Admission

- A. Prospective members may attend two general membership meetings, after which they are obligated to pay dues.

Section 3: Dues

- A. Dues shall be set annually by the Finance Committee.
- B. The term of membership shall be one year beginning July 1 and running through June 30 of the following year.
- C. Members currently 90 years old or turning 90 during the present membership year shall be relieved of any further payment of dues.

Section 4: Memorials

- A. Upon the death of a member, the RWC will make a memorial cash donation to a charity in the member's name.

Article II: Officers

Section 1: Officers

- A. The elected officers of the RWC shall be President, Executive Vice-President, Vice-President for Programs, Vice-President for Community Service, Vice-President for Fund Raising, Two (2) Recording Secretaries, Corresponding Secretary, and Treasurer.

Section 2: Requirements

- A. The elected officers must be members in good standing of the RWC.

Section 3: Duties of Officers

- A. The President shall:
 - 1) Serve as the chief executive officer.
 - 2) Preside, or appoint another officer to preside, at all RWC Board and general membership meetings.
 - 3) Appoint chairs of all committees not chaired by an elected official with the exception of the Nominating Committee and the Audit Committee.
 - 4) Hold back-up signature authority on the RWC checking account, sign all checks for amounts greater than an amount set annually by the Finance Committee.
 - 5) Appoint a Parliamentarian, at her discretion.
- B. The Executive Vice-President shall:
 - 1) Assume all duties of the President in her absence.
 - 2) Assist all officers as needed and coordinate activities of all standing committees.
 - 3) Appoint a special committee to audit the RWC books on a yearly basis.
- C. The Vice-President for Programs shall:
 - 1) Serve as chairperson of the Programs Committee.

- 2) Designate an alternate of her choosing who shall agree to serve for the full term and to attend all meetings as a substitute for the chairperson when requested.

D. The Vice-President for Community Service shall:

- 1) Serve as chairperson of the Community Service Committee.
- 2) Designate an alternate of her choosing who shall agree to serve for the full term and to attend all meetings as a substitute for the chairperson when requested.

E. The Vice-President for Fund Raising shall:

- 1) Serve as chairperson of the Fund Raising Committee.
- 2) Designate an alternate of her choosing who shall agree to serve for the full term and to attend all meetings as a substitute for the chairperson when requested.

F. The Treasurer shall:

- 1) Have charge of the funds of the RWC.
- 2) Maintain accurate financial records for a period of time in accordance with IRS regulations.
- 3) Maintain separately funds raised for charitable purposes
- 4) Act as chairperson of the Finance Committee, leading the preparation and maintenance of the annual budget.
- 5) Present the annual budget to the Board for approval prior to the first general membership meeting.
- 6) Close the books on June 30 of each year in accordance with the July 1-June 30 fiscal year.
- 7) Provide a monthly report of the state of the treasury to the Board and general membership.
- 8) Disburse funds budgeted or approved by the Board and sign all checks under an amount set annually by the Finance Committee.
- 9) Present the records to an Audit Committee annually.
- 10) Designate an alternate of her choosing who shall agree to serve for the full term and to attend all meetings as a substitute for the treasurer when requested.

G. The Two (2) Recording Secretaries shall:

- 1) Record the minutes of all general membership and Board meetings and maintain attendance records for Board meetings.
- 2) Present the minutes of the last general membership meeting to the membership.
- 3) Record, publish, and distribute minutes of Board meetings to the Board members within seven days of such meetings.
- 4) Be custodian of the Club's records.
- 5) Update changes to Policy and Procedures Manual.

H. The Corresponding Secretary shall:

- 1) Produce and maintain a record of all official correspondence of the RWC.

Section 4: Nominations

- A. Nominees shall be presented by the Nominating Committee and published for the general membership one month before voting.
- B. Nominees shall be accepted by the Nominating Committee from the membership not less than one month before the May Annual Meeting.

Section 5: Election

- A. The Bylaws Committee chair shall conduct the election of officers at the Annual Meeting in May. If there is more than one nominee for any office, voting for that office shall be by written ballot. All members in good standing and present at the May Annual Meeting shall be eligible to vote. Election shall be by simple majority of the quorum of members present.
- B. Officers shall begin their 1-year term of office on July 1 following their installation at the June meeting.
- C. Officers shall be eligible to run one time for reelection to their respective office.

Section 6: Vacancies

- A. The Nominating Committee shall nominate candidates for and hold a special election to fill any vacancy among the elected officers except President.
- B. In the event of a vacancy in the office of President, the Executive Vice-President shall assume the Presidency.

Article III: Board

Section 1: Composition

- A. The Board shall consist of the elected officers of the Club, the Membership Committee Chair, and the Publicity Committee Chair

B. The President shall be Chairman of the Board.

Section 2: Powers

- A. The Board shall approve the formation of all special committees.
- B. The Board shall approve the annual budget prior to the first general membership meeting.
- C. The Board shall oversee the Audit Committee and approve the audit annually.
- D. The Board shall consider program recommendations from the Programs Committee and approve selected programs.
- E. The Board shall consider community service recommendations from the Community Service Committee and approve selected service projects.
- F. The Board shall consider fund raising recommendations from the Fund Raising Committee and approve selected fund raising activities. The Board, between general meetings, shall meet and transact all necessary business, including the voting of non-budgeted items.
- G. The Board shall propose amendments to the Bylaws.
- H. The Board shall oversee the creation and maintenance of a written and photographic history of the activities and projects of RWC.

Section 3: Rules of Conduct

- A. Board meetings shall be convened whenever called by the President.
- B. At the next general meeting of the RWC, the President or her designate shall report on all actions of the Board since the last general meeting.
- C. Six members, including either or both the President, and the Executive Vice-President or other officer temporarily appointed to preside, shall constitute a quorum of the Board for the transaction of business. Only one Recording Secretary shall be counted for a quorum and only the presiding secretary may vote on any issue.

Article IV: Committees

Section 1: Standing Committees

- A. Standing committees of the RWC are the Nominating Committee, Programs Committee, Community Service Committee, Fund Raising Committee, Membership Committee, Publicity Committee, Bylaws Committee, and Finance Committee.
- B. Members of standing committees must be RWC members in good standing.
- C. Membership in the standing committees shall be on a volunteer basis, except the Nominating and Finance Committees.
- D. The Nominating Committee shall be elected at the January general membership meeting preceding the Annual Meeting. All interested members in good standing shall submit their names. The five members receiving the most votes shall be elected. They shall elect a chairperson. The Bylaws Committee chair shall serve as ex-officio member of the Nominating Committee.
- E. The Finance Committee shall consist of the President, Executive Vice-President, Vice-President for Programs, Vice-President for Community Service, Vice-President for Fund Raising, Treasurer, and Immediate Past-President. The Treasurer shall serve as chairperson.
- F. Additional standing committees are created through a motion. This requires a second, can be debated and amended, and requires a majority vote of the general membership for adoption.
- G. Standing committees' duties shall be:
 - 1) The Nominating Committee shall:
 - a) Present the proposed slate of candidates for Officers to the general membership at the Annual Meeting.
 - b) Recruit and introduce the candidates and announce the results of voting on the slate. If vacancies should occur for any position, except President, it shall recruit candidates and supervise a special election.
 - 2) The Programs Committee shall:
 - a) Recommend the calendar of programs for each general membership meeting to the Board.
 - b) Obtain speakers and coordinate with the Clubhouse staff for use of the facility.
 - c) Introduce speakers at the general membership meetings.
 - d) Be chaired by the Vice-President for Programs.

- 3) The Community Service Committee shall:
 - a) Recommend service projects to the Board.
 - b) Oversee special committees created for such projects and ensure successful outcomes.
 - c) Be chaired by the Vice-President for Community Service.

- 4) The Fund Raising Committee shall:
 - a) Recommend fund-raising activities to the Board.
 - b) Oversee special committees created for such activities and ensure successful outcomes.
 - c) Be chaired by the Vice-President for Fund Raising.

- 5) The Membership Committee shall:
 - a) Secure names and contact information for newcomers and shall invite them to join the RWC.
 - b) Collect annual dues and contact information from the membership and maintain accurate records of paid memberships.
 - c) Introduce new members and greet all members at general membership meetings.

- 6) The Publicity Committee shall:
 - a) Plan and prepare all notices of general membership meetings, fund-raising events, and service project activities, and other RWC happenings as necessary.
 - b) Prepare a survey of the year's activities and recommendations for the future, and present a summary to the Board.
 - c) Create a yearbook for distribution to the membership.

- 7) The Bylaws Committee shall:
 - a) Recommend to the Board all changes and amendments to the Bylaws.
 - b) Prepare notification of and oversee voting on changes and amendments to the Bylaws by the general membership.
 - c) Conduct election of officers at the May Annual Meeting.

- 8) The Finance Committee shall:
 - a) Prepare the annual budget.
 - b) Set the membership dues amount.
 - c) Set the check amount above which RWC checks must be signed by the President.
 - d) Set the amount for memorials for deceased members.

Section 2: Special Committees

- A. Special committees serve a particular purpose, are created by the Board, and will only exist until their work is finished and their reports have been given.
- B. Each special committee is overseen by a standing committee except the Audit Committee which is overseen by the Board.
- C. The Audit Committee shall consist of three RWC members in good standing selected by the Executive Vice-President from the general membership. They shall not be members of the Board or a chairperson of any standing or special committee.

Section 3: *Ex Officio* Membership

- A. The President shall be *ex officio* member of all committees, except the Nominating Committee.

Section 4: General Responsibilities of Standing and Special Committees

- A. The committee chairperson sees that all committee members, including the *ex officio* member, are notified of the date, time and place of every meeting. She familiarizes them with their exact duties and helps them accomplish the committee's purpose.
- B. The chairperson provides updates for Board and general membership meetings, as needed.

Article V: Meetings

Section 1: General Meetings

- A. The general membership meeting of the RWC shall be the first Thursday of the month.

Section 2: Annual Meetings

- A. The Annual Meeting shall be held on the first Thursday in May.
- B. A quorum must be present at the Annual Meeting.

C. The purpose of the Annual Meeting shall be the election of officers.

Section 3: Special Meetings

A. The Board shall have the authority to call special meetings should the need occur.

Section 4: Quorums

A. A quorum for all meetings except the Board shall be thirty members in good standing.

Article VI: Parliamentary Procedure

A. Robert's Rules of Order, current edition Newly Revised, shall govern the RWC on all points not otherwise provided for in the bylaws.

Article VII: Amendments

A. These bylaws may be amended by a two-thirds vote of the members in good standing present at any general membership meeting of the RWC.

B. The membership must be provided written notice of a proposed amendment or change to these bylaws at least one month prior to the meeting at which voting occurs.

Article VIII: Dissolution

A. A resolution shall be submitted to the members, presenting the reasons for dissolution. The club may be dissolved at a regular or special meeting by two-thirds vote of the members present. Upon dissolution of the club, all monies in the treasury shall be donated to a non-profit organization approved by a two-thirds vote of the Board.