



Constitution & By-Laws

2024-2025

Purpose: The purpose of the Southeast Valley Women's Club shall be the encouragement of friendship among women in the area through various social activities.

Membership and Dues

Section I: Membership The membership of the Southeast Valley Women's Club shall consist of members who subscribe to our purpose and who have paid their dues.

Section II: Dues Annual dues will be collected starting April 1 for the fiscal year which begins on June 1 and ends on May 31 of the following year.

Section III: Treasury All funds collected by the Southeast Valley Women's Club become the property of the entire membership. The club provides financial support only for budgeted expenses of officers, standing committee chairpersons, and charity fundraisers. The club does not provide financial support to special interest groups.

Section IV: Membership Directory The membership list is confidential and shall not be used or given out for solicitation purposes and shall be marked as such.

Organization

Section I: The club shall be governed by a Board of Directors consisting of the officers of the club, standing committee chairpersons, and past president.

Meetings of the Board of Directors are the forum for discussion and the governance of the club. All meetings are confidential.

All officers, standing committee chairpersons, and chairpersons of special interest groups shall prepare a summary report of the year's activities in duplicate for the May Board of Director's meeting. One copy will be retained by the president; one copy will be given to the incoming chairperson.

A joint meeting of the outgoing and incoming Board of Directors will be held in May at which time records, notebooks, etc., will be transferred from outgoing officer/chair member to incoming officer/chair member.

Standing committee chairpersons and chairpersons of special interest groups shall be appointed by the incoming president. Activities may be added or deleted as needed to suit the interests of the club.

Section II: Officers The officers of the club shall be president, vice-president, secretary, and treasurer. They shall be elected by a majority vote of the membership in May and hold office upon installation until the next election and installation the following year.

The term of office shall consist of one (1) year, beginning July 1.

The president shall not exceed two consecutive years in the same office.

President: The president shall preside at all club meetings, including board of directors' meetings. She shall coordinate activities, sign the records, and represent the club at community meetings. The president shall have been an active member in good standing for at least a year and a regular attendee at monthly meetings. The president shall appoint a person to audit the treasurer's books prior to June 1. The president shall appoint a nominating committee by March 1; she will not serve on the nominating committee.

Vice-President: The vice-president shall perform all duties of the president in case of absence or disability of the president. The vice-president shall carry out special assignments requested by the president. She should attend all membership meetings, if possible. She provides a monthly attendance log via a sign-in sheet. She arranges programs for the meetings when possible. She assists in the hospitality at these functions. She shall maintain job descriptions for all positions and maintains an inventory of club property.

Secretary: The secretary will keep minutes of all board of directors and general membership meetings and will document the presence of a quorum when necessary. She shall maintain correspondence for the club and provide information to the membership through the newsletter regarding changes in club policies.

Treasurer: The treasurer shall deposit all funds received by the club into a bank account designated by the executive board and pay all approved club expenses. She shall keep proper financial records for a period of seven years and be subject to an annual audit. The treasurer will advise the membership chairperson upon receipt of dues and prepare a financial statement at the end of the fiscal year.

Executive Board: The executive board consists of the president, vice-president, secretary, treasurer and the past president. The executive board may act in an emergency situation on behalf of the full board of directors. The past president serves in an advisory capacity. Vacancies on the executive board shall be filled by majority vote of the board of directors with the exception of the president which shall be filled by the vice-president.

Section III: Standing Committee Chairpersons

While these positions may be co-chaired, only one chair will be designated as the voting member.

Activities: The chairperson acts as a liaison between the board of directors and the chairpersons of specific activities and the club membership. She will maintain an accurate calendar of activity meeting days and a list of activity chairpersons and will supply this information upon request. She keeps a brief description of each activity along with requirements of participation and training. She is the liaison between new members who wish to join an activity and the specific activity chairperson. At club meetings, the activities chairperson reports any change and makes announcements for the chairpersons who are absent.

Charity: The chairperson acts as a liaison between the club and the charity selected by the membership for our support.

Facebook Administrator: The chairperson and her committee, which will include the president and the newsletter editor, will monitor the SEVWC private Facebook Group site and the Facebook page. They will keep the sites current at least to monthly postings as to club business activities.

Fundraising: The chairperson raises funds throughout the year for the purpose of donating to the club's chosen charity.

Goodwill Ambassador: The chairperson greets members at the door and sends greeting cards and flowers or gifts for appropriate occasions. If there is a need of urgent communication, she will call those members without email or text capability.

Historian: The chairperson maintains the history of the SEVWC. The historian will take pictures, or arrange for a volunteer photographer, and maintain a photo archive. She will retain copies of all club newsletters to document club activities.

Membership: The chairperson prepares the membership directory, maintains membership information forms; furnishes the newsletter editor with information about new members; circulates the membership directory, including the constitution and bylaws; provides a current newsletter, name tag and directory to each new member; and furnishes chairpersons of activities with names of new members interested in those activities.

Newsletter: The editor compiles and edits the monthly newsletter and calendar. She may appoint and supervise a committee to aid in preparation and distribution.

Publicity: The chairperson identifies new publicity sources; prepares and submits notices to local news media on upcoming events and general club information and distributes new member solicitation forms throughout the community.

Social: The chairperson and her committee, if desired, plan periodic social events throughout the year, take reservations, and collect funds for these events.

Elections

Section I: The nominating committee consists of three (3) members. It will select candidates for all positions and will present this slate at the April general membership meeting and publish it in the May newsletter.

Section II: Elections will be held at the May general membership meeting. In addition to the slate presented by the nominating committee, additional nominations may be received from the floor, provided prior permission has been received from the nominee.

Meetings

Section I: General membership meetings shall be held as needed.

Section II: Board of directors meetings shall be set by each board. The chairperson or a representative from each standing committee should be present. Continual unexcused non-representation at board meetings may be cause for removal of that chairperson.

Quorum

To conduct official business, the following quorums must be present:

- Executive Board-three (3) executive board members
- Board of Directors-50% of the board of directors' members
- General Membership Meetings-25% of total membership