

By-Laws of the Wilchester Women's Club

Article I Name

The name of the organization shall be Wilchester Women's Club.

Article II Purpose

The purpose of this club shall be the development of the cultural and social interests of the women in both Wilchester and Wilchester West subdivisions.

Article III Membership

Section 1 Women of all Wilchester and Wilchester West subdivisions shall be eligible for membership.

Section 2 Associate members shall be members who have lived in Wilchester and Wilchester West subdivisions and were members and have moved away, but who continue to support and participate in Club activities and mini groups. Associate members shall pay a membership fee but have no voting power.

Article IV Dues

Annual dues shall be \$15 and are due at the September meeting.

Article V Meetings

Section 1 The regular meetings of this organization shall be scheduled by the program chairman (First Vice President), and there shall be no less than 6 meetings a year.

Section 2 The annual meeting shall be the last meeting, when annual reports shall be made and officers installed. This meeting will be open to all residents of Wilchester and Wilchester West subdivisions who wish to join the club.

Article VI Guests

Any woman eligible for membership may attend only one regular meeting as a guest. To attend any other regularly scheduled meeting, she must join.

Article VII Election of Officers

Section 1 There shall be a nomination committee of three members appointed by the President to nominate elective officers. That slate will be presented at a subsequent meeting, but no later than April, at which time additional nominations may be made from the floor, provided the nominee has been consulted in advance. Elections shall be held following the presentation of the slate.

Section2 Officers of this organization shall be elected for a term of one year and installed at the annual (last) meeting.

Section3 A vacancy in office shall be filled by Presidential appointment subject to the Executive Board's approval.

Article VIII Executive Board

The Executive Board will be responsible for the day-to-day policy and management of the decisions of the club. The Executive Board shall be comprised of the Officers. The President shall call meetings of the Executive Board to order.

Article IX Officers

Section 1 The elective officers of this organization shall be:

President Secretary
First Vice President Treasurer
Second Vice President Membership and Telephone

Section 2 Duties of elective officers:

- A. **President**-The President shall preside at all meetings, and appoint all committee chairmen and appointed officers. She will be an ex-officio member of all committees.
- B. **First Vice President**-The First Vice President shall be Program Chairman. In the absence of the President, she shall assume all the duties of the President. She will attend all meetings, acquire whatever is necessary for the program itself (mikes, podiums, projectors...) and introduce the speakers.
- C. **Second Vice President**-The Second Vice President shall be the Hospitality Chairman. She shall make arrangements for all meeting places. She shall be responsible for hostesses and co-hostesses and shall provide adequate tables and chairs. She must work with the First Vice President.
- D. **Secretary**-The Secretary shall keep the minutes of all meetings of the organization and of the Executive Board meetings. She shall prepare fliers to be distributed to all homes in Wilchester and Wilchester West subdivisions no later than one week prior to the September meeting. She shall compile a directory to be presented to all dues-paying members in the fall. With the approval of the President, she may select a committee for assistance, if necessary.
- E. **Treasurer**-The Treasurer shall collect dues and fees, make authorized disbursements, and shall prepare reports for Executive Board meetings.