

## **Northwood Area Women's Club Bylaws**

### **ARTICLE I - NAME AND PURPOSE**

The name of this organisation shall be the Northwood Area Women's Club (NAWC).

The purpose is to provide an informal, multinational, social and non-profit association for women of all nationalities living in the outer London area encompassing but not exclusive to Hillingdon, Hertfordshire, Harrow, Middlesex and Buckinghamshire.

### **ARTICLE II - OBJECTIVES**

The objectives of the Club shall be to promote friendship among women in an informal, social, and non-profit association; to assist members in making their residence in England a meaningful experience; and to be sensitive to matters affecting the welfare and the needs of the membership and the surrounding community.

### **ARTICLE III - MEMBERSHIP**

#### **A Eligibility for Membership**

1. Current members retain membership as long as they continue to fulfil membership requirements..

#### **B Privileges of Membership**

1. All members are eligible for all Club activities.
2. All members shall have voting privileges.
3. Any member can hold an executive board position.
4. All members shall have the right to be activity or committee chairwomen.
5. Members may bring prospective new members, relatives, houseguests and other guests to all meetings and, limited only by space available, luncheons. For activities where attendance is limited, members shall have first priority over non-members. Where there is a wait list, members shall have first priority over all others. (However, some activities may be designated for members and spouses.) Relatives and houseguests shall have first priority over local friends and non-members, who are placed on a wait list to be notified at the discretion of the individual chairwoman.

#### **C Obligation of Membership**

1. Members shall pay the annual dues set by the Board. All dues shall be halved after February 1.
2. Prospective new members are required to pay their dues by the second official meeting, interest group meeting, and/or official club function they attend.
3. Members are expected to demonstrate a willingness to support Club activities and to uphold its purpose and objectives.
4. Members are expected to participate, through the Fundraising Co-ordinator, in at least one Club fundraising event or one community volunteer activity during the Club year.
5. Members who sign up for social activities must pre-pay the complete cost. In case of cancellation, money will be refunded if the place is filled by the current waiting list. If there is no waiting list, members are responsible for finding their own replacement; otherwise, no money will be refunded.
6. Members who sign up for an Out and About excursion must pre-pay the complete cost. In case of cancellation, money will be refunded if the place is filled by the current waiting list. If there is no waiting list, members are responsible for finding their own replacement; otherwise, no money will be refunded. "No shows" will not be entitled to a refund.
7. Personal insurance for foreign travel as a Club function is compulsory and is the responsibility of the individual.

8. A bill submitted to the Treasurer for reimbursement shall be in written form and shall be accompanied by a receipt.
9. The Club directory is for the personal use of members only and may not be used for commercial purposes. It shall be furnished only to members of the Club.
10. The Club Newsletter may be furnished to non-members at the discretion of the Board as long as all personal details are removed.
11. No Club member, individual, or business shall be allowed to sell tickets, ask for donations, or solicit in any way for any outside activities during Club-sponsored functions without the consent of the Board.

## **ARTICLE IV - ORGANISATION**

### **A The Board**

1. The Board shall consist of the elected officers and chairwomen of the standing committees and shall function in accordance with the Bylaws.
2. The elected officers of the Club when possible shall be the President, Vice-President, Secretary and Treasurer, and they shall constitute the Executive Board.
3. The chairwomen of the committees shall include: Membership/Welcoming, Programs, Out & About, Hospitality, Newsletter, Website, Interest Groups, Crèche and Fundraising.

### **B Elections**

1. The Vice President shall select a slate of nominees for the four elective offices. Upon Board approval, the slate shall be presented to the general membership in April and shall be published in the April edition of the newsletter. The election shall take place at the Annual General Meeting in May.
2. Prior consent of the nominee is a requirement of nominations under all circumstances. The names of additional nominees for the executive board may be submitted to the President by a petition signed by a minimum of 3 members. Additional positions will be voted for at the next general meeting
3. Election of officers shall be by a quorum of the membership (60%) present and voting.
4. Additional nominations may be made the day of the election.
5. Where there is mutual agreement positions may be shared.

### **C Management**

1. The Board shall take office at the June meeting and serve for one year.
2. The Executive Board shall have responsibility for the management of the Club and Club finances. The fiscal year shall run from July 1 to June 30.
3. The outgoing and incoming Executive Boards of the Club shall prepare the Club's annual budget prior to the June meeting. The budget shall be submitted for approval at the June meeting and displayed at the September General Meeting.
4. The incoming executive board shall designate the venue for upcoming September General Meeting at the year end June Meeting. The venues for the remainder of the upcoming season will be presented at the September meeting.
5. All general funds shall be kept on deposit in a bank checking account of the "Northwood Area Women's Club." Checks drawn against this account must be signed by one of the following: President, Vice-President, Secretary or Treasurer.
6. The Bylaws, Minutes, cash books, and final reports of committee chairwomen constitute the permanent records of the Club. They shall be retained for seven years. Their safekeeping is the responsibility of the current relevant Board member.
7. The Board shall be responsible for maintaining and implementing the Bylaws, which may be amended as the need arises by two-thirds vote of the membership at the general meeting.

8. No committee or individual shall have the right to incur any debt on behalf of the Club or involve it in any activity unless given full authority by the Board.
9. Each member of the Board must deliver to her successor all records and property of the office within 30 days of her resignation or expiration of term of office. She shall include a list of duties and a written report of her activities in duplicate. One copy remains with the new Board member and the second is given to the President.
10. An officer of the Executive Board shall serve no more than two consecutive terms in the same office. Additional terms may be served subject to Board approval.

## **ARTICLE V - ADMINISTRATION**

### **A The President shall:**

1. Preside at all meetings of the Club and the Board and be an ex-officio member of all committees.
2. Appoint special committee chairwomen and fill vacancies upon the advice and approval of the Board.
3. Replace, with the approval of the Board, any Board member who is either unable or unwilling to fulfil the duties and responsibilities of her position. The president may also appoint members to fill vacant positions with majority approval of the board for the interim period between elections.

### **B The Vice-President shall:**

1. Assist the President and preside in her absence.
2. Assume the office of President in case of resignation of the President.
3. Shall be responsible for nominating a slate of Club officers and a list of standing committee chairwomen. She shall be familiar with Bylaws pertaining to Article IV, Section B, Elections.
4. Act as the Publicity Co-ordinator.
5. Appoint a qualified individual to conduct an audit of all Club accounts prior to the end of the fiscal year or potential disbanding of organization

### **C The Secretary shall:**

1. Keep accurate records of all Club and Board business meetings. These records shall document all decisions taken by the Club officers and membership.
2. Be responsible for all Club general correspondence, checking the post office box, and e-mail account regularly and provide communications updates to members.
3. Liaise with Membership to keep member and non-member contact lists in Hotmail account updated.

### **D The Treasurer shall:**

1. Be responsible for all Club funds.
2. Prepare the annual budget.
3. Pay out funds in accordance with the approved budget. Any additional expenditure shall be subject to approval by a two-thirds vote of the Board.
4. Maintain accurate records of all receipts and expenditures, and present a monthly financial statement to the Board. The financial statement shall be made available to the general membership at monthly meetings.
5. Present the Club's financial records as requested by the Executive Board or by a majority vote of the members at any Club meeting. All other requests shall be made to the Executive Board in writing.
6. Prepare a comprehensive end-of-year financial report for the Executive Board.
7. Maintain the inventory of all permanent property.

## **E Standing Committee Chairwomen \***

1. Programs: She shall have charge of programs and venues for all monthly Club meetings. Prior to August 1, she shall submit a tentative schedule of events for the year to the Executive Board for review. It is her duty to inform speakers that should they receive an honorarium from NAWC, 10 percent of sales (books, merchandise) will be provided to the charity. If no fee is charged, then the speaker will receive all monies from their sales.
2. Hospitality: She shall have charge of planning and arranging all social activities, including luncheons. She shall submit a tentative schedule of events to the Board for review prior to the October General Meeting. Hospitality will arrange and implement a schedule for everyone to contribute food for general meetings throughout the year. She will be responsible for ensuring that set-up and clean up is taken care of each meeting. She shall liaise with the Crèche.
3. Out and About: She shall have the authority to plan excursions on behalf of the Club, subject to review by the Board.
4. Crèche: She will assist members to locate appropriate child care when formal luncheons or speakers are scheduled.
5. Interest Groups: She shall be responsible for identifying special interest groups existing among the Club members. She shall appoint volunteers to organise activities when enough interest is indicated. It is understood that these interest areas are independent of the Club administration and, once organised, the Interest Chairwoman shall be a liaison to the Board. Attendees at Interest Group functions should be paid members of the Club. (See Article III ,Section C 2)
6. Fundraising: She shall be responsible for all fundraising activities. She will have the authority to plan and implement all moneymaking ventures on behalf of the Club subject to review of the Board. She shall act as liaison between the Club and the community. In March/April, she shall submit to the Board recommendations for charities to be supported by the Club, so that they can be presented at the May General Meeting for a vote.
7. Newsletter: She shall compile, edit, and email/post the newsletter for the Club membership each month at least one week prior to the general meeting.
8. Website: She shall maintain the website.
9. Membership/Welcoming: She shall be responsible for processing membership applications, maintaining an up-to-date roster of members, and printing the name tags for each General Meeting. Each fall, she shall prepare a membership roster for circulation to the general membership. She shall also provide membership application forms for each General Meeting. She shall be responsible for welcoming new members and visitors and looking after the guest book and nametags. She shall see that cards and/or flowers are sent to Club members who are ill, in the hospital, or who have experienced a birth or death in the immediate family.

\* Not all of these positions will be filled or required each year. Any unfilled positions will be shared by the existing Board. Some positions may be combined in a given year (e.g. newsletter and website)

## **ARTICLE VI - MEETINGS**

- A Regular meetings of the membership shall be held monthly at a date and time to be determined by the Board. At the discretion of the Board, meetings may be omitted, added, or another date substituted, providing the membership is notified in advance in the newsletter.
- B The Annual General Meeting shall be held in May when the elections of officers and the acclamation of committee chairwomen shall take place. The secretary will take minutes of this meeting. The new officers and committee chairwomen shall be installed by the President at the following General Meeting.
- C All members attending a General Meeting shall constitute a quorum for that meeting. Resolution of all motions shall be by two-thirds majority for the members present and voting.
- D A crèche is provided for members' children if necessary. Babies (under six months old) may

accompany member mothers to meetings provided the babies remain with the mothers at all times and do not disrupt the meeting.

#### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Newly Revised, shall be parliamentary authority for all members for items not specifically covered in these Bylaws.

#### **ARTICLE VIII - AMENDMENTS**

These Bylaws may be amended by 60% majority vote of the members present at any Club meeting, providing that the proposed amendments have been first presented to the Board in writing, and then at the General Meeting the month before the vote, and that the proposed amendments have been published in the newsletter prior to the vote.

#### **ARTICLE IX - MISCELLANEOUS**

To ensure that suggestions and/or complaints of members are considered, they should be presented in writing to the President or Vice-President, who will place them on the agenda for the next Board meeting. A response will be made to the individual making the suggestion or complaint following the Board meeting.

The Club and its officers accept no responsibility, financial or otherwise, for any loss or injury incurred at Club meetings or Club functions, and the members shall be deemed to attend such meetings and functions at their own risk and shall be responsible at all times during such meetings and functions for their children (or children attending such meetings and functions with them) and for their personal possessions.

#### **ARTICLE X - DISBANDMENT**

In the unlikely event that the Northwood Area Women's Club (NAWC) should deem it necessary to disband, all of its funds shall be donated to the charities chosen by the members at the time of disbandment following inventory and auditing of the financial records. All of the Club's files shall reside with the current President at the time of disbandment. Any of the Club's belongings shall be distributed at the discretion of the Club members.

*These Bylaws were revised April 2008.*