

Woman's Club of Temple City

Bylaws and Standing Rules 2024

Table of Contents

Article I.	Name
Article II.	Objective
Article III.	Membership
Article IV.	Officers
Article V.	Board of Directors
Article VI.	Duties of the Board of Directors
Article VII.	Duties of the Officers
Article VIII.	Insurance
Article IX.	Dues
Article X.	Meetings
Article XI.	Nominations and Elections
Article XII.	Parliamentary Authority
Article XIII.	Bylaws Amendments
Article XIV.	Fiscal Year and Identification Number
Signature Page	
Standing Rules	

Woman's Club of Temple City Bylaws

Article I – Name

The name of the Club is Woman's Club of Temple City, hereinafter referred to as the "Club", located in the City of Temple City.

Article II – Objective

Section 1

The objective of the Club is to promote philanthropic work in the community advocating for women and children. The Club will promote interests and activities that foster healthy, life choices for women and children by providing community assistance and awareness.

The Club provides members of all backgrounds, regardless of faith, education level, socio-economic level, culture or heritage.

Section 2.

None of the assets of the Club shall be used to the benefit of any member either during its existence or upon its dissolution in accordance with the laws of the State of California, as provided therein for non-profit corporations.

Section 3.

The Club is organized exclusively for charitable purposes within the meaning of Section 501 c 4 of the Internal Revenue Code, or corresponding Section of any future tax code (hereinafter "Internal Revenue Code").

Section 4.

The Club will not engage in civic activities that are political in nature, unless the political act is that of which the Club will solely maintain neutrality among competing candidates.

Article III – Membership

Section 1.

After the membership application and funds have been received and processed by the Treasurer, the applicant is then added to the Membership Roster.

Section 2.

To resign in good standing, a member shall send a letter of resignation to the Board of Directors.

Section 3.

A new member is eligible to vote 15 days after the membership application and funds have been received by the Treasurer.

Section 4

Life Membership shall be awarded at the discretion of the Board of Directors.

Article IV – Officers

Section 1.

The elected Board Officers are: President; 1st Vice President: Program, 2nd Vice President: Membership, 3rd Vice President: Reservations, Secretary, and Treasurer.

Section 2.

a. All vacancies in office shall be filled by the President and approved by the Board of Directors for the unexpired term.

b. The officer appointed cannot be an elected or appointed officer of the Historical Society of Temple City. This does not apply to chairman positions.

Section 3.

Chairmen shall be appointed by the President and approved by the Board of Directors. Chairmen and their duties shall be listed in the Standing Rules.

Article V – Board of Directors

The Board of Directors shall consist of all the elected Officers and the appointed Parliamentarian.

Article VI – Duties of the Board of Directors

Section 1. The Board of Directors shall have charge of the business of the Club and have general supervision over the current affairs of the Club.

Section 2. The Board of Directors cannot incur debt without a two-thirds (2/3) vote of the membership present at a General Meeting. The Board of Directors cannot make any expenditure over \$500.00, unless it is a budgeted item.

Section 3. When any officer fails to attend three (3) consecutive Board meetings without a reasonable excuse, the Executive Board shall have the power to declare such office vacant.

Article VII – Duties of the Officers

Section 1.

The President shall:

- a. Preside at all meetings of the Club and Board of Directors.
- b. Prepare an agenda for all meetings and give a Club update.
- c. Appoint the Parliamentarian and all committees/ chairmen with the approval of the Board of Directors.
- d. Be an ex-officio member of all committees except the Nominating Committee.
- e. Be a signer on the checking and savings accounts.
- f. Write an article for the Forecaster Newsletter.
- g. Work with the Secretary to review the written minutes.
- h. Work by the calendar.

- i. Be authorized to pick up US Mail at the Temple City Post Office Box 283, Temple City CA 91780.
- j. Be responsible to renew the Liability Insurance and Directors and Officers insurance policies and add additional insured, if necessary.
- k. Vote only in a ballot vote or to break a tie
- l. At each meeting, appoint a Parliamentarian, if the current Parliamentarian is absent.

Section 2.

The 1st Vice President: Program shall:

- a. Preside in the absence of the President.
- b. Assist the President.
- c. Be authorized to pick up US Mail at the Temple City Post Office Box 283, Temple City CA 91780.
- d. Coordinate programs with input of the Board.

Section 3

2nd Vice President: Membership shall:

- a. Notify the Treasurer to collect dues beginning in April from each member, except life members.
- b. Keep the original Membership Applications.
- c. Coordinate with the President and the Yearbook Chairman to produce the Yearbook and to provide it to the membership in a timely manner.
- d. New members unable to attend a meeting after joining, shall be given a Yearbook at the next meeting or mailed/delivered a Yearbook immediately
- e. Have Yearbooks and Membership Applications available at all meetings.
- f. Report on the number of members at meetings.

Section 4.

3rd Vice President: Reservations shall:

- a. Send an email to all members on the Friday prior to the Thursday meeting, asking for an RSVP
- b. Create a list of RSVPS for meetings.
- c. Report to the Hospitality/Meals Chairman the number of people ordering meals.

d. Be at the check in table with a list of reservations prior to the meeting time.

Section 5.

Secretary shall:

- a. Take minutes at all General and Board meetings
- b. Keep the Bylaws and Standing Rules notebook current and available at each meeting
- c. Provide Officers & Chairmen an emailed copy of the minutes and post them at all meetings.
- d. Read correspondence, if requested by the President.
- e. Be a signer on the checking and savings accounts.
- f. Be authorized to pick up US Mail at the Temple City Post Office, Box 283, Temple City, CA 91780, and promptly deliver to appropriate officers/chairmen.
- g. Have minutes that reflect the name of the signers on the checking, savings, and other accounts
- h. Not post the minutes on the website until they have been approved by the Board of Directors

Section 6.

Treasurer shall:

- a. Have charge of all monies belonging to the Club.
- b. Prepare a monthly and annual Treasurer's Report.
- c. Provide a copy of the bank statement to the President and Secretary along with the Treasurer's Report.
- d. Provide all Officers and Chairmen a copy of the Treasurer's Report and post at all meetings.
- e. Be a signer on the checking and savings accounts.
- f. Process all checks with a membership application. The Treasurer then gives the application to the 2nd VP: Membership, and a physical copy or an email of the membership application will be provided to the President, 3rd Vice President: Reservations, Name Badge Chairman, Forecaster Editor, and Yearbook Editor.
- g. Prepare a proposed Budget for the board-elect.
- h. Pay bills that have been approved by the Board of Directors.

- i. Work with a Certified Public Account or an Enrolled Agent, as listed, by the Board of Directors to have the annual taxes done, after the fiscal year end of May 31st.
- j. Coordinate the annual audit of the financial books after May 31st.
- k. Balance the accounts to the monthly bank statements.
- l. Prepare a list of items to be ratified and paid between meetings.
- m. Prepare a list of bills to be paid at the Board meeting.
- n. Not post the treasurer's report on the website until it has been approved by the Board of Directors

Section 7. Parliamentarian shall:

- a. Attend all General and Board meetings of the Club and give advice on parliamentary procedure when called upon and be a resource to the President
- b. When seated next to the President, give up the right to make motions, debate, or vote
- c. Be able to vote in a ballot vote.
- d. Instruct the Nominating Committee/Election Board, if needed.
- e. Assist the Bylaws Review Committee, if needed.
- f. Refer to and follow the current edition of Robert's Rules of Order, newly revised.

Article VIII – Insurance

Section 1.

The Board of Directors & Chairmen shall be insured against theft (known as Directors and Officers Insurance) and the insurance premium paid by the Club.

Section 2.

- 1. General Liability insurance shall be carried by the Club. The Historical Society of Temple City shall be named as an Additional Insured (certificate of insurance) and a copy must be provided to the Historical Society of Temple City.

Section 3

When the Club is requested to produce a Certificate of Insurance for a Club activity, the President shall obtain the requested document from the Club's insurance provider.

Article IX– Membership Dues

Section 1.

The annual membership dues are \$45.00.

Section 2.

Membership dues are payable by May 1st. If not paid by May 1st, a \$5 late fee will be assessed.

Section 3

Membership covers the fiscal year from June 1st to May 31st

Section 4

Life and Honorary Life members are not required to pay annual dues.

Section 5.

Members who join after March 31st will not have to pay dues for the following fiscal year.

Article X– Meetings

Section 1.

The General Meetings of the Club shall be held, unless otherwise approved by the board, according to the calendar in the Yearbook.

Section 2.

The Club shall have daytime and evening meetings.

Section 3.

Members will be notified of meeting date changes by email, publication in Forecaster, and on the Woman's Club of Temple City website.

Section 4.

Board of Directors meetings will be held monthly as listed in the Yearbook, unless otherwise approved by the Board.

Section 5.

A Quorum for all meetings shall consist of a majority of members present at any meeting.

Article XI – Nominations and Elections

Section 1.

At the second General Meeting in January, a Nominating Committee of five (5) members and two (2) alternates shall be nominated and elected. The Nominating Committee shall also serve as the Election Board.

- a. If a member served the prior year, they are not eligible.
- b. The current President cannot be a member of the Nominating Committee.
- c. The Nominating Committee shall appoint a Chairman. The Chairman shall prepare the proposed slate of officers.
- d. All the members of the Committee shall sign the proposed slate.
- e. Copies shall be given to the President, Secretary, and the Parliamentarian.
- f. The Nominating Committee Chair will read the slate at the second meeting in February and ask for the slate to be emailed or sent through the postal service to all members within four (4) days

Section 2.

The Nominating Committee Chair will prepare the ballot of the proposed officers and self-nominations.

Section 3.

To be eligible to run for the office of President, a member must have served on either the Board or as a chairman

Section 4.

- a. All officers, except the Treasurer, shall be elected for a one-year term, and can only serve for two consecutive years in the same position.
- b. The Treasurer can be appointed to serve by the President and approved by the Board to serve.

Section 5

The President shall not be eligible to serve on the Board of Directors for the year following their term of office. The President is eligible to serve as a chairman.

Section 6.

No member can hold an elective office unless they have been a member of the Club in good standing for one (1) year.

Section 7.

- a. Elections will be held for each elected position at the 2nd or only General Meeting in March
- b. If a member wants to self-nominate for a board position, the member must notify the Nomination Committee Chairman by March 1st to be added to the slate and the ballot.
- c. A ballot will be prepared by the Nomination Committee Chairman and sent out using the United States Postal Service to all eligible members, with a return envelope
- d. If the member chooses to mail the ballot back in the envelope, it must be received 3 days prior to the election. If a ballot is brought to the General Meeting, it must be in the sealed envelope
- e. If a ballot is received and is not sealed, it will be set aside.
- f. Ballots will be accounted for using a membership list.
- g. The Chairman of the Nominating Committee will read the results.
- h. Ballots will not be available at the meeting. The member must either bring or have mailed their ballot in order to be counted
- i. There are two ways to vote: by mail using the return envelope or at the general meeting

At any election where there is but one candidate for an office, the ballot may be dispensed with by General Consent and the election is by Viva Voce Vote.

Section 8

The Nominating Committee/Election Board shall serve as the tellers for the election. Any member who is on the ballot may not count the ballots. The alternates shall be asked to be a teller and count the ballots.

Section 9.

After the elections are concluded, the Nominating Committee/Election Board is dismissed.

Section 10

The newly elected officers shall be installed at the last General Meeting in April or May and take office June first (1).

Article XII – Parliamentary Authority

Roberts Rules of Order, newly revised, shall cover the business procedure of this Club in all cases in which it is not in conflict with the Bylaws and Standing Rules.

Article XIII- Bylaws Amendments

Section 1

- a. Five (5) members can volunteer to serve on the annual Bylaws Review Committee. A motion must be made at the General Meeting and a vote must be taken to appoint the members of the Bylaws Review Committee. At that time, the members of the committee shall appoint the chairman and set meeting date. The Parliamentarian will be an advisor for this committee.
- b. The President can serve on this committee as an ex-officio member.
- c. The election should be put under New Business on the agenda.

Section 2

All Club members will be asked to submit suggestions to the Bylaws Review Chairman

Section 3

The Secretary will then provide a set of the Bylaws and Standing Rules to the Bylaws Review Committee members.

Section 4

The Chairman will then call for a meeting of the Bylaws Review Committee to discuss any changes or additions needed, explaining why each is being changed, added, or deleted.

Section 5

A 30-day notice to vote and a copy of the proposed Bylaws and Standing Rules will be sent to all members for review.

Section 6

The Bylaws and Standing Rules require a 2/3 vote of members present.

Section 7

After the vote, the Secretary will sign and date the revised Bylaws and Standing Rules.

Section 8

The revised Bylaws and Standing Rules will be distributed to all members and included in the annual Yearbook.

Section 9

The Bylaws and Standing Rules should be reviewed annually.

Article XIV – Fiscal Year and Identification Numbers

Section 1.

The fiscal year of this Club shall begin June 1 and end May 31.

Section 2.

The Internal Revenue Service Employer Identification Number (EIN) is 95-1489032.

Section 3.

The Corporation Number for the State of California is D-1509630

Section 4. The Charitable Trust Number (CT) is 02840

Bylaws of the Woman's Club of Temple City

Adopted by the Club on March 28, 2024

Secretary *Joanne Rosso*

Standing Rules Woman's Club of Temple City

1. New members of the Club shall be the guests of the Club for the first meeting following acceptance.
2. The President may invite two (2) perspective members, free of charge to each meeting, but must call the 3rd Vice President: Reservations.
3. The Board of Directors shall approve all scholarships and donations, awarded by The Club.
4. The Club flower is the Camellia.
5. On request, Chairmen may be allowed an advance of budgeted funds to care for current expenses with Board of Directors approval.
6. Board meetings are open to all members and reasonable notice of Board meetings shall be provided to the membership accordingly.
7. The Board and Chairmen-elect shall meet after the elections in March to plan the next fiscal year.
8. A Proposed Budget for the fiscal year, list the meeting dates, and all other signers on the accounts, shall be prepared and presented by the Board- elect at the last General Meeting in May.
9. Duties of appointed Committee Chairmen
 - a. 50/50 - be located at the check in table, sell 50/50 tickets, and pull tickets for the drawing.
 - b. Community Outreach– Coordinate the location, cost, food, décor, activities, and program for the event with a committee and report progress to the Board of Directors
 - c. Concerts in the Park – decide on the item(s) to be sold by the Club, with approval of the Board of Directors. Recruit volunteers and follow the requirements set forth by the City of Temple City for Concerts in the Park, the Club must provide a Certificate of Insurance
 - d. Fundraiser- be responsible to set up fundraising events

- e. Forecaster Editor – obtain articles, prepare the newsletter, distribute the newsletter by email or the postal service
 - f. Historian – collect all historical information and put in a notebook
 - g. Hospitality/Meals – be responsible for General Meeting meals, (plus four (4) extra meals), beverages, and décor. Recruit volunteers to assist in set up, food service, and clean up. Operate within the budget and report to the Board of Directors on plans for upcoming events.
 - h. Name Badge – order name badges when one is requested, get a check from the treasurer, pick up badges, give the treasurer the invoice.
 - i. Philanthropy – look for an organization to help people in need, provide a list of the items(s) requested to Club members with a date for donations, and be responsible for delivering donations to recipients(s), and work with the 1st Vice President.
 - j. Historical Society Representative will:
 - 1. act as liaison/advocate
 - 2. report to the Woman’s Club Board of Directors
 - 3. serve on the Board of Directors of the Historical Society
 - k. Scholarship – send out applications to Temple City High School, the Dr. Doug Sears Learning Center, and the Virtual Academy, counselors to distribute to seniors, when returned, review the applications and decide on the recipients
 - l. Shed Coordinator – has a key to the shed, can remove, discard, or add to storage, except for Club records and memorabilia. President also has a key
 - m. Social Media – responsible to maintain social media accounts.
 - n. Sunshine/Birthdays - send out cards to Club members when asked, as well as for Club members’ birthdays
 - o. Website - maintain the www.Woman’sClubOfTempleCity.org website.
 - p. Yearbook – work with the incoming President to produce a booklet that will contain Club meeting dates, bylaws, standing rules, proposed budget, list of members, as well as other items of interest to the club.
10. Humanitarian Award – will be given at the Community Christmas Party to any unpaid volunteer who provides service to Temple City or

the surrounding communities and for dedication and service which enhances the lives of citizens and creates goodwill on behalf of the Club

11. The storage shed is located at Pacific Friends School, at 6210 Temple City Boulevard, Temple City. Pursuant to the agreement between the Woman's Club of Temple City and Pacific Friends School, the Club will make a minimum donation of \$300.00 by March 1st of each year, which is budgeted. Keys for the shed are given to the President and the Shed Chairman. An agreement was signed by the Woman's Club of Temple City and Pacific Friends School on September 14, 2020.

12. A Memorandum of Understanding between the Woman's Club of Temple City and the Historical Society of Temple City was voted on and approved in October 2021, dealing with property transfer, and the use of the facility by the Woman's Club of Temple City.

Note: Standing Rules may be adopted by a majority vote at any General Meeting (*). Amendments require a two-thirds (2/3) vote without prior notice and a majority vote with notice. Standing Rules should be procedural rather than parliamentary and cannot conflict with or supersede the Bylaws.

Standing Rules of the Woman's Club of Temple City

Adopted by the Club on March 28, 2024

