

# Woman's Club of Temple City Bylaws

## Article I – Name

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

## Article II – Objective

### Section 1.

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

The Club provided members of all backgrounds, regardless of faith education level, socio-economic level, culture or heritage, a safe place to gather and work on projects that benefit the community, children and the empowerment of women.

### Section 2.

None of the assets of this Club shall inure 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.

This Club is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding Section of any future tax code (hereinafter "Internal Revenue Code").

### Section 4.

This 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 has been received by the Treasurer, the original application will be given to the Membership Chairman, and copies or an email will be provided for the Treasurer, President, Name Badge chairman, Forecaster Editor, and Yearbook Editor. 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.

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, Luncheon Reservations; Secretary, and Treasurer.

Section 2.

Appointed Chairman include: Parliamentarian, Auxiliary Coordinator, Bingo, Christmas Party, Christmas Philanthropy, Concert in the Park Booth, 50/50 Coordinator, Forecaster Editor, Historical Society Rep., Library Philanthropy, Luncheon Coordinator/Servers, Luncheon Reservation Asst., Opening Presenter, Social Media, Sunshine Fund/Birthday and Yearbook Editor.

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 corporation 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.

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

Section 4.

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.
- 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, deadline 15th of the month.
- g. Work with the Secretary to review the written minutes.
- h. Work by the calendar.
- i. Is authorized to pick up US Mail at the Temple City Post Office Box 283, Temple City CA 91780.

### Section 2.

The 1st Vice President-Program shall:

- a. Preside in the absence of the President.
- b. Assist the President.
- c. Is 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.

Secretary shall:

- a. Take minutes at all meetings and be sure the minutes changing officers and signers on the accounts include all names to be removed and all names to be added.
- b. Keep the Bylaws and Standing Rules notebook updated.
- c. Provide the President, Officers & Chairmen a copy of the minutes and post at all meetings.
- d. Read correspondence, if requested by the President.
- e. Be a signer on the checking and savings accounts.
- f. Is 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. Give all checks received with membership applications and Bank Statements to Treasurer.
- h. The Minutes to change signers on the checking and savings account must be prepared on letterhead, showing Bylaws Article VII, Section 1. e., Section 3 e., Section 4 e. (the signers on the accounts). It must list all officers to be added and officers to be removed by name and title. The President, Secretary

and Treasurer must go to the bank together and take the minutes on letterhead.

#### Section 4.

Treasurer shall:

- a. Have charge of all monies belonging to the club.
- b. Prepare a monthly and annual Treasurers Report.
- c. Provide a copy of the Bank Statement to the President and Secretary along with the Treasurer's Report.
- d. Provide the President, 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. Checks received with a Membership Application are processed. The Treasurer then gives the original application to the Membership Chairman, and copies or an email will be provided for the Treasurer, President, Luncheon Reservation officer, 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 CPA to have the annual taxes done, after the fiscal year end of May 31st.
- j. Coordinate the annual audit of the financial books.
- k. Balance the accounts to the monthly bank statements.
- l. Be sure the signers on the accounts are the President, Secretary and Treasurer and that they are changed, when required.

#### Section 5.

2nd Vice President-Membership shall:

- a. Notify the Treasurer to collect dues beginning in April from each member.
- b. Keep the original Membership Applications for your records.
- c. The Yearbook distribution at at the June Meeting. Yearbooks and not picked up in June shall mailed immediately.
- d. New members unable to attend a meeting after joining, shall be mailed immediately.
- e. Always have Yearbooks and Membership Applications at meetings, for new members.
- f. Attend all meetings and be prepared to report on membership numbers.

#### Section 6.

3rd Vice President -Luncheon Reservations shall:

- a. Maintain a list of all members who pay once a year for all luncheons (Prepaid Reservations).
- b. Keep track of called or cancelled reservations.

- c. Report to the Luncheon Coordinator the number of people for lunches after 5 pm the Monday of the week of the luncheon meeting,
- d. Be at the check-in table to collect monies for luncheon. Attend all meetings and be prepared to report on reservations.

#### Article VIII – Insurance

##### Section 1.

The Board of Directors & Chairmen shall be insured against theft and the premium paid by the Club. Known as Directors and Officers Insurance Policy.

##### Section 2.

General Liability insurance shall be carried and the Historical Society of Temple City named as an Additional Insured.

#### Article 1X– Dues

##### Section 1.

The annual membership dues shall be \$25.00 per year.

##### Section 2.

Membership dues are due and payable May first (1st).

##### Section 3.

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

#### Article X– Meetings

##### Section 1.

The general meetings of the Club shall be held, unless otherwise approved by the board, on the

- a. Second Thursday only of September, November and December.
- b. Second and Fourth Thursday of October, January, February, May and June.
- c. March or April meetings will depend on the date Easter falls. There could be two meetings during the month or only one meeting.
- d. Members will be notified of meeting date changes by email, publication in Forecaster, and Woman’s Club of Temple City website.

##### Section 2.

Board of Director Meetings will be the last Thursday, after the general meeting, or if there is only one general meeting for the month, immediately following that meeting.

##### Section 3.

A quorum for all meetings shall consist of a majority of members present at a regular business meeting or a special meeting called after the members have been notified in advance.

## Article XI – Nominations and Elections

### Section 1.

At the second general meeting in January, a Nomination Committee of five (5) members shall be nominated and elected. If a member served the prior year they are not eligible. The current President cannot be a member of the Nominating Committee. The Nominating Committee shall appoint a Chairman

### Section 2.

At the second general meeting in February, the proposed slate of elected officers shall read and the signed report submitted.

### Section 3.

All officers shall be elected for one year terms, and can only serve for two consecutive years in the same position. The President shall not be eligible to serve on the Board of Directors for the year following her term of office. The President can serve as a chairman the following year.

### Section 4.

A member must have served on either the Board or as chairman to be eligible for the office of President.

### Section 5.

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

### Section 6.

Elections shall be held at the general meeting in March at which time the opportunity shall be given for further nominations from the floor and a simple majority vote shall elect. 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 7.

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- Amendments

The Bylaws may be amended at any general meeting by a two-thirds (2/3) vote, if the revisions have been read at the previous general meeting or mailed out prior to the vote.

### Article XIII – 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 028409

## Standing Rules Woman's Club of Temple City

1. New members of the Club shall be the guest of the Club for the first meeting following acceptance.
2. The President may invite guests to a luncheon, but must call the Luncheon Reservation Chairman.
3. The Board of Directors shall approve all scholarships and donations, awarded by the Club.
4. Luncheon Meals –
  - a. Reservations must be made prior to 6 pm on the Monday of the week of a General meeting by either calling the Luncheon Reservations officer or using our email address.
  - b. For convenience, meals may be covered for an entire fiscal year in one payment due June 1. This includes all scheduled luncheons and dinners (Please note that this does not include Auxiliary events or the Annual Community Christmas Party). Refunds for missed meals are not available and the money will be considered a donation to the club. Reservations for prepaid meals are to be made in the same manner as unpaid reservations in subsection “a”

5. The Club flower is the Camellia.
6. On request, Chairmen may be allowed a reasonable advance of budgeted funds to care for current expenses with Board of Directors approval.
7. Any Chairman shall have the privilege of attending a Board of Directors meeting.
8. A Proposed Budget shall be prepared and presented to the General membership by the Board elect at the last General meeting in May.
9. The Board and Chairmen elect shall meet after the elections to plan the next fiscal year.
10. The Club is currently dark in July and August.

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.

(\* See Article X, Section 3.