

THE CORTE MADERA WOMENS'S IMPROVEMENT CLUB, INC.

BY-LAWS

ARTICLE I - NAME

Section 1. The name of this Club shall be THE CORTE MADERA WOMENS'S IMPROVEMENT CLUB, INC.

ARTICLE II - OBJECT

Section 1. The object of this Club shall be to encourage and interest the women of the community in educational, cultural, social, philanthropic, and civic affairs.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be open to women interested in the objectives of the Club.

Section 2. Membership dues shall be established annually. The Club year shall date from July 1.

Section 3. Any members whose dues are not paid by December 1st shall be dropped from Membership.

ARTICLE IV - OFFICERS & ELECTIONS

Section 1. The officers of this Club shall be a President, a Vice President, a Recording Secretary, a Membership Secretary, a Treasurer, an Auditor, a Parliamentarian, a Historian, a Hospitality Chairman, and Chairmen of Standing Committees. The Officers shall serve as the Executive Board.

Section 2. The Officers shall be elected, with the exception of the Parliamentarian, Historian, Hospitality Chairman, who shall be appointed by the President.

Section 3. A Nominating Committee composed of three members shall be appointed by the President to present its report at the business meeting in May. Members of the Nominating Committee are not barred from becoming nominees for Office.

Section 4. Election of Officers shall be held at the business meeting in May. Nominations for Office may be made from the floor at this time, provided the consent of each candidate has been previously obtained.

Section 5. Officers shall take office on the first of July and serve for a term of one year.

Section 6. Vacancies in Elective Offices shall be filled by the Executive Board for the unexpired term; those of the Appointive Offices by the President.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The President shall preside at meetings of the Club and have general supervision of all business, and shall be a Member Ex-officio of all committees except the Nominating Committee. She shall appoint the Parliamentarian, the Historian, the Hospitality Chair, and all Standing Committees with the approval of the Executive Board.

Section 2. The Vice President shall perform the duties of the President in her absence and assist the President when called upon to do so.

Section 3. The Secretary shall keep a full and correct record of all proceedings of the Club. She shall be custodian of all Annual Reports, records and papers belonging to the Club. The Secretary shall read all communications and conduct the correspondence of the Club.

Section 4. The Membership Secretary shall welcome new members and solicit membership renewals. She shall maintain a current membership roster.

Section 4. 5. The Treasurer shall receive all monies of the Club and shall deposit them in the name of the Club in a Bank approved by the Executive Board. She shall present a Statement of Account at each business meeting. She with the incoming Treasurer shall prepare an annual Fiscal Statement to be presented at the September meeting.

Section 5 6. Bank signature cards shall be completed by the President, Vice President, Treasurer, and Secretary with one signature required on checks for payment of bills.

Section 6 7. The Auditor shall make an annual audit of the books of the Treasurer and, at the termination of the Treasurer's service shall prepare a report of the audit at the business meeting in September.

Section 7 8. The Parliamentarian shall interpret the Rules of Parliamentary Procedures and advise the President in their application.

Section 8 9. The Historian shall collect and compile a record of the activities of the Club.

#### ARTICLE VI - MEETINGS

Section 1. Unless otherwise ordered by the Club, business meetings shall be held on the second Tuesday of each month; remaining Tuesdays of the year shall be used for other Club activities. Special meetings shall be called by the President, or by written request of ten (10) members.

Section 2. A quorum of ten (10) members shall be necessary at all business meetings.

#### ARTICLE VII - EXECUTIVE BOARD

Section 1. The Executive Board shall be responsible for all business between regular meetings.

Section 2. A quorum of five (5) members shall be necessary for each Executive Board meeting.

#### ARTICEL VIII - FINANCES

Section 1. All Club activities, including fund raising projects, shall be budgeted for and authorized by the general membership at any regular business meeting.

#### ARTICLE IX - COMMITTEES

Section 1. The Standing Committees of the Club shall be Budget, Bridge, Membership, Program, Hospitality, and Publicity. Chairmen of these committees, with the exception of the Hospitality Committee, shall be appointed by the President with approval of the Executive Board.

Section 2. The Hospitality Committee shall be responsible for maintaining the inventory and supplies related to that committee, arrange for hostesses for each meeting and for the allotment of budgeted money.

Section 3. Money collected by any committee shall be deposited in the Treasury of the Club, and all expenses of that committee shall be drawn against the funds so collected.

#### ARTICLE X - SECTIONS

Section 1. Sections or interest groups may be organized at any time to fill a particular need of the Club members by a majority vote at any regular business meeting.

Section 2. There shall be a Chair and such other officers as deemed necessary for each section.

Section 3. Monies collected by any section shall be deposited in the Treasury of the Club. All expenses or activity shall be drawn against the funds collected.

#### ARTICLE XI - AMENDMENTS

Section 1. These By-laws may be amended at any regular business meeting of the Club by a two-thirds vote of the members present and voting, provided the proposed amendments shall have been presented in writing at the previous business meeting.

#### ARTICLE XII - PARLIAMENTARY AUTHORITY

Section 1. This Club shall be governed by Robert's Rules of Order unless otherwise provided for in these By-laws.

Presented: June 11, 2019

To be accepted, modified or rejected by the membership at its next meeting (September 10, 2019)

Signed \_\_\_\_\_  
President