

# BY-LAWS FOR THE GFWC OF SOUTH BRUNSWICK ISLANDS, INC.

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Adopted November 16, 2009

## **Article I- Name**

The name of this organization shall be the GFWC of South Brunswick Islands, Inc.

## **Article II- IRS Classification**

### Section 1- Purpose Clause

The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### Section 2- Dissolution Clause

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article III- Objective**

The purpose and objective of this club is to unite members into a charitable organization of volunteers for the promotion of education, community service, fellowship, and leadership development.

## **Article IV- Membership**

### Section 1- Requirements

Membership shall consist of women who are interested in the achieving the objective of this organization.

- A. The ages of the women in this club shall be from 36 until termination of membership.
- B. There are no club membership size restrictions.
- C. Members are required to attend at least (4) four meetings a year. A member must be present at the program and business segments of the meeting to be counted present. Membership could be terminated if the above requirement is not met. The secretary will notify the member if her membership is in jeopardy. Special permission may be granted by the Executive Board if a member has extenuating circumstances.
- D. Members are required to participate in a minimum of two (2) MAJOR projects and fundraisers that have been voted on by the club's membership. If member is not able to participate in the designated project/fundraiser a monetary donation will be assessed. The specific amount of this monetary donation will be agreed upon and voted on by GFWC-SBI prior to the event
- E. Members who have extenuating circumstances may request in writing to the Executive Board to be placed on inactive status. Such status, if approved by the Board, will be granted for a period of 12 months, provided such member is considered a member in good standing. Such member will continue to pay their annual dues to the club; however, meeting requirements and fundraising participation will be excused. Inactive status requests must be renewed at the beginning of each club year.

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## Section 2- Proposal and Voting

- A. Application for membership shall be by invitation of a member in good standing acting as Sponsor and having the application signed by another member in good standing. There is no limitation to the number of candidates a member may sponsor, given the candidate meets all eligibility criteria for membership.
- B. Applications for membership must be received prior to the November and March Executive Board meeting to allow time for review by the Executive Board.
- C. Once the Executive Board has reviewed all applications, an email will be submitted to the general membership containing the names of all qualified applicants. If a member in good standing has valid reason for declining an affirmative vote for membership, that concern needs to be addressed to the Executive Board prior to the scheduled December or April membership meeting. The Executive Board will then convene to discuss approval or decline of applicant prior to ballot presentation at the upcoming membership meeting.
- D. A ballot containing the names of applicants approved by the Executive Board will be presented at the December and April scheduled membership meeting for membership vote. Voting will be held by secret ballot and made available only to members in good standing.

## Section 3- Acceptance of Membership

The approved candidate will not be added to the membership roster or considered in good standing until all dues are received.

## Section 4- Induction Ceremony

There will be formal induction ceremonies twice per year- January and May. A new member is requested to attend the induction ceremony closest to her date of membership approval.

## Section 5- Dual Membership

- A. Dual Membership is for Clubwomen interested in maintaining membership in the GFWC of South Brunswick Islands, Inc. and other federated (GFWC) clubs. She must declare her Club of Record and her Secondary Club. The Club of Record will pay all dues for the clubwoman to district, state and general federation as required. The Secondary Club may charge dues.
- B. Dual Membership Clubwomen are required to fulfill all membership requirements as outlined in Article IV, Sections A-D. She may not hold office in her Secondary Club.

## Section 6- Transfer Members

- A. A letter of transfer to any federated club shall be granted by the GFWC of South Brunswick Islands, Inc. providing the member requesting the transfer has been a member in good standing within the past year.
- B. The GFWC of South Brunswick Islands, Inc. shall accept transfer members from other federated clubs at any time upon receipt of a letter of transfer from their federated club stating that the member is presently in good standing.

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## Section 7- Resignation and Termination

- A. Voluntary termination or resignation of membership shall be in writing to the membership chairman.
- B. Involuntary termination of membership will occur if:
  1. Dues are not paid by December 15<sup>th</sup>
  2. Member does not attend at least 4 meetings in a year.
  3. Member does not participate in some manner in major projects and fundraisers.

## Article V- Dues

### Section 1- Dues Amounts

Amount for dues will be voted on annually at the September meeting and will take effect the following January. For new members, the amount for dues will be pro-rated based on what month membership is approved. The annual club dues include the following:

- GFWC of South Brunswick Islands, Inc. Local Annual Dues
- GFWC-NC District 7 Annual Dues
- GFWC National Annual Dues

### Section 2- Dual Membership Dues

Dual membership clubwomen will be required to pay the local club annual dues if GFWC of South Brunswick Islands, Inc. is not the club of record for such member.

### Section 3- Lifetime Members

Lifetime members will not be required to pay the GFWC-NC portion of annual dues.

### Section 4- Dues Deadline

All dues must be paid in full by December 15<sup>th</sup> of the current club year.

## Article VI- Meetings

- A. Regular membership meetings shall be the 4<sup>th</sup> Monday of every month with the exception of January. No scheduled meetings for June, July and August. If the 4<sup>th</sup> Monday of the month is a holiday, the meeting date will be changed and membership will be advised of the new date.
- B. A special meeting may be called by the Executive Board if deemed necessary. If the meeting is not emergency in nature, membership will be provided (10) ten days advance notice for reason herein contained.
- C. To conduct business of the club at a regular meeting or special meeting, a majority of active members shall constitute a quorum. The members at a meeting at which a quorum is present may continue to do business notwithstanding the departure of enough members to leave less than a quorum. In order to carry any vote, a simple majority shall rule.
- D. In the matter of special circumstances when a vote is necessary between scheduled monthly meetings, voting via electronic means will be permitted.

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## Article VII- Officers

### Section 1- Officers

Elected officers shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Co-Treasurer.

### Section 2- Election and Term

All elected officers of the club shall be elected annually at the October meeting and installed as officers prior to assuming office in January.

### Section 3- Nominating Committee

A Nominating Committee and its Chairman shall be appointed by the current President by the March meeting. No more than (3) three may serve at a time and may not be eligible for two consecutive terms.

### Section 4- Nominating and Voting

The Nominating Committee shall have presented the names of nominees for office at the regular September meeting. Further nominations may be made from the floor at the October meeting, providing the consent of the nominee has been previously obtained. Each member shall have one vote and voting shall be by written ballot, except if there are no nominations from the floor and there is only one nominee for each office. The vote may be taken by acclamation.

### Section 5- Vacancy

In the event of a vacancy of the Executive Board, the remaining Executive Board members may appoint a member to fill such vacancy until the next annual election, except in the vacancy in the office of President for which the President Elect would assume Presidency.

### Section 6- Duties and Qualifications of Officers

#### A. The President shall:

- Preside over all meetings of the club and Executive Board
- Appoint the Parliamentary Advisor, Historian and all chairmen of standing committees
- Approve all bills to be paid by the Treasurer
- Be authorized to sign checks in an emergency
- Serve as reports chairman
- Represent the club at the GFWC of North Carolina, Inc. state convention and other District, State and National meetings, with the understanding that reimbursement will occur only as the club's budget will allow
- Has served on an Executive Board
- Be exempt from serving as hostess during her term in office

#### B. The 1<sup>st</sup> Vice President must have served on the Executive Board for at least one year and shall:

- Be chairman of the Membership Committee
- In the absence of the President, preside over the chair
- Serve on the By-Laws Committee

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- C. The 2<sup>nd</sup> Vice President shall:
- serve as program coordinator
  - edit the yearbook
- D. The Recording Secretary shall:
- keep records of the club
  - keep minutes of all meetings of the club.
- E. The Corresponding Secretary shall:
- conduct the correspondence of the club
  - keep a record of attendance
  - furnish the GFWC-NC with the names and addresses of all officers and committee chairmen and inform them of any changes during the year
  - serve as chair of the Sunshine Committee.
- F. The Treasurer shall:
- Have custody of all the funds of the club
  - Receive and deposit such funds in the name of the club immediately upon receipt in such banking institutions as the directed by the Executive Board
  - Dispense such funds ordered by the Executive Board
  - Notify all members of their dues
  - Report delinquent members to the Executive Board
  - Give an itemized monthly and annual statement of account to the club
  - Send dues to GFWC-NC by required dates
  - Serve as Chairman of the Finance Committee
  - Be a member of the Ways and Means Committee
- G. The Co-Treasurer shall:
- Assist the Treasurer at all fundraising events
  - Be next in line to succeed the Treasurer
  - Be a member of the Ways and Means Committee

## Section 7- Absences

Any officer having to be absent from a meeting shall send all necessary books to the President who shall appoint a substitute to act in her capacity.

## Section 8- Conflict of Interest

Any member of the Executive Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse herself and will refrain from discussion and voting on said item.

## Article VIII- Executive Board

- A. The Executive Board shall be composed of the Officers, the Parliamentary Advisor, the Historian and the immediate Past President. The immediate Past President must be an active member to serve on the Executive Board.
- B. They shall meet prior to the regularly scheduled membership meeting to discuss matters of concern to be presented at the scheduled meeting. Any club member who

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- holds a district or state office shall also be a member of the Executive Board. The immediate Past President, Parliamentary Advisor, Historian and district or state officers shall have no vote.
- C. Executive Board will recommend to the general membership the designated MAJOR projects or fundraisers that the members will be required to participate.
  - D. Executive Board meetings are open to members in good standing. However, general membership shall have no voting privileges.

## **Article IX- Community Service Programs**

The Club currently designates the following Community Service Programs (CSP):

- A. **Arts CSP-** The GFWC of South Brunswick Islands, Inc. maintains an interest in the arts through scholarships, projects and programs at our local level. The Arts CSP Chairman will oversee the Arts Festival Projects each year. The Chairman shall be appointed by the President and must have been a club member for at least one year.
- B. **Home Life CSP-** The Home Life CSP promotes the well-being of women and children in our society. This CSP deals with issues such as preventative health care, quality nursing home care, social services affairs, suicide awareness, substance abuse, and the overall quality of life in our society with the emphasis on provision of basic needs. The Chair for this CSP will oversee projects our club participates in to improve quality of life in Brunswick County.
- C. **Public Issues CSP-** The Public Issues CSP promotes the importance of active citizenship, veteran's affairs and historic preservation. This CSP raises awareness about community, home and vehicle safety issues, encourages citizens to take action on these issues and encourages members to be registered to vote in their county of residence.
- D. **Conservation CSP-** The Conservation CSP promotes the idea of responsibility for the use of our natural resources. This CSP raises issues for improving our society through changing people's attitudes towards our resources. This is very important to our environment and raises all kinds of issues regarding human health as well as animal health. The Chair of this CSP will oversee our projects environmental issues to promote responsible use of our resources.
- E. **Education CSP-** The Education CSP is responsible for promoting improvements to our public education environment. This CSP focuses on public school awareness, assistance for children with learning disabilities, literacy, and teacher appreciation. The Chair for this CSP will oversee projects relating to educational improvement in Brunswick County.
- F. **International Outreach CSP-** The International Outreach CSP is responsible for promoting international projects such as Operation Smile, CARE, CURE International, International Special Olympics, support of the United Nations and the international development of women. The Chair for this CSP will oversee our projects related to world community needs.

## **Article X- Standing Committees**

Section 1- The Club currently designates the following Committees:

- A. **Sunshine Committee-** The Sunshine Committee will bring "sunshine" into the lives of our members. They are responsible for notifying membership when another member or their family is facing a sad or difficult time, and remember members and

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- their families in the event of births, deaths, illnesses, etc. Cards will be sent for all occasions except in the event of a death. In the case of death of a member, her husband, parents, and children a memorial of \$25 will be sent to the charity of their choice. The Corresponding Secretary will chair this committee.
- B. **Membership Committee**- The Membership Committee will work to retain current membership and promote new membership in the GFWC-SBI. The 1<sup>st</sup> Vice President will serve as Chair for this committee.
- A. **Scholarship Committee**- The Scholarship committee will work with the Shallotte Junior Woman's Club to select a high school senior for the GFWC-NC Sallie Southall Cotten Scholarship (SSC). This monetary scholarship will be awarded at the budgeted amount for that club year. Our recipient will represent GFWC-SBI at the GFWC-NC District 7 SSC Scholarship Competition.
- This Scholarship Committee will also be responsible for selecting the recipient of the GFWC-SBI Teaching Scholarship. This monetary scholarship will be awarded at the budgeted amount for that club year. Our recipient will represent GFWC-SBI at the GFWC-NC District 7 Teaching Scholarship Competition.
- B. **Finance Committee**- The Finance Committee shall be responsible for creating, maintaining and presenting a budget for the club. A proposed budget shall be presented to the membership for approval at the January meeting. They shall see that the financial records are audited annually. The Treasurer will serve as Chair of this committee.
- C. **Ways & Means Committee**- The Ways & Means Committee shall be responsible for presenting fundraising ideas to the club for approval and for overseeing the fundraising efforts of the GFWC-SBI. The President will appoint the Chairman. Committees and Committee Chairmen will be designated for each specific event.
- D. **By-Laws Committee**- The By-Laws Committee is responsible for reviewing and updating the by-laws annually. This committee is chaired by the immediate Past President. In the event of a vacancy, the President shall appoint a Chair.
- E. **Nominating Committee**- The Nominating Committee is responsible for identifying members both interested and eligible for elected official positions in the upcoming year. This committee and Chair is appointed by the current President.

## Section 2- Additional Committees

The Executive Board of the club may establish additional regular or special committees as deemed necessary to properly handle the club's affairs and activities.

## Section 3- Committee Participation

The President shall have the power to appoint and/or remove membership from all committees. No member may serve beyond the term of the President who appointed her except by appointment of the succeeding President.

## Article XII- Miscellaneous

### Section 1- Records & Manuals

All records and manuals necessary for the functioning of committees and offices shall be provided by the club. Any officer or committee person leaving the area for any extended time shall place all necessary records and manuals in her charge with the Executive Board.

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## Section 2- Standing Rules

The club may, by majority vote of all members in good standing, adopt and amend any standing rules for the internal management of the club that are not inconsistent with the by-laws.

## Section 3- Funding/Donation Requests

All requests for funding or donations must be presented in writing to the Executive Board for consideration. Approved requests will then be presented to the membership for a vote.

## Section 4- Receipts for Reimbursement

Club members should submit receipts for reimbursement of approved (budgeted) club-related expenditures within thirty (30) days of said expenditure. If a club member is unable to submit the receipt within this time frame, she should contact the Treasurer.

## Article XIII- Amendments

By-laws may be amended by a majority vote of the active members, providing the amendments were submitted in writing to each member (10) ten days prior to the upcoming meeting. All such amendments shall be submitted in writing by the By-Laws Committee.

## Article XIV- Parliamentary Procedures

Use of Roberts Rules of Order Revised

### Standing Rules:

- (1) Standing Rule for the GFWC-South Brunswick Islands, Inc. as related to the Receipt of Returned Checks.(Adopted May 24, 2010)

There will be a fee charged for all returned checks equal to the bank's fee plus a \$10 processing fee. The GFWC-South Brunswick Islands, Inc. will not accept checks from anyone who has more than two checks returned for insufficient funds (NSF). Should a club member issue two NSF checks, in the current club year, to the GFWC-SBI, said member will not be considered a member in good standing.