

# Bylaws of Greater Crystal Lake Women's Club

## Article I. General

- Section 1.** **Name.** This organization shall be known as the Greater Crystal Lake Women's Club (herein also known as GCLWC).

## Article II. Purpose and Objectives

- Section 1.** **Mission Statement.** The focus of the GCLWC shall be the development of fellowship and acquaintance among women as well as assist in their assimilation into the citizenship and social activities of their community.

## Article III. Membership

- Section 1.** **Members.** Membership is open to all women in the Greater Crystal Lake area.
- Section 2.** **Qualifications.** GCLWC membership is granted by payment of annual dues in full and by submitting a signed GCLWC Membership Application. Membership in the GCLWC shall be without regard to race, color, religious preference, or national origin.
- Section 3.** **Prospective Members.** A prospective member may attend four meetings, social functions or interest group activities before becoming a member. Prospective members do not have voting rights.
- Section 4.** **Spouses/Significant Others.** Spouses/Significant Others of paid members are eligible to attend certain activities. They are not required to pay dues. They have no voting rights.
- Section 5.** **Voting Rights.** GCLWC Members in good standing and who have met the established payment of dues at the time of an election shall be entitled to one vote in the election of officers. GCLWC Members may be called upon from time to time by the Executive Officers to vote on additional GCLWC issues and will be entitled to one vote for each issue.
- Section 6.** **Fiscal Year.** The fiscal year shall begin August 1<sup>st</sup> and end July 31<sup>st</sup> of the following year.
- Section 7.** **Dues.** Annual dues shall be payable at the beginning of each fiscal year. Prior to the beginning of the fiscal year, the Executive Officers shall have the authority to change the annual dues amount as it deems necessary.
- Section 8.** **Meetings.** The Executive Officers shall schedule at least one Executive Officers Meeting per fiscal year and one Annual Business Meeting for the general GCLWC membership.
- Section 9.** **Special Meetings.** Special Meetings of the GCLWC Members may be called by the Executive Officers or upon the request of 10% of the GCLWC Members. Such special meetings shall be held at such place and time as specified by the Executive Officers.

**Section 10.** **Notice.** Notice of the Annual Business Meeting and Special Meetings of the GCLWC Members shall be given at least 5 days prior thereto by a written notice mailed or emailed to each member.

**Section 11.** **Quorum.** Ten Percent (10%) of the GCLWC Members shall constitute a quorum for the transaction of any business at any meeting, but if less than 10% of the GCLWC Members are present, then the transaction of business may go forward with a two-thirds vote from those GCLWC Members present.

#### **Article IV. Officers**

**Section 1.** **Officers.** The officers of this organization shall be a president, vice president, secretary, and a treasurer herein known as the Executive Officers.

**Section 2.** **General Powers.** The business and affairs of the GCLWC shall be managed and controlled by its Executive Officers.

**Section 3.** **President.** The president shall preside at all meetings of the GCLWC and shall be charged with the general supervision, management and control of all business and affairs of the GCLWC.

**Section 4.** **Vice President.** The vice president shall act as president in the absence of the president. The vice president shall be responsible for planning the Annual Business Meeting and shall perform such additional duties as from time to time may be assigned by the president.

**Section 5.** **Secretary.** The secretary shall keep written minutes of all meetings and shall perform such additional duties as from time to time may be assigned by the president.

**Section 6.** **Treasurer.** The treasurer shall have charge and custody of all GCLWC funds. The treasurer shall keep in books belonging to the GCLWC full and accurate accounts of all receipts and disbursements and shall deposit all money in the name of the GCLWC into the GCLWC's bank account. The treasurer shall be responsible for providing to the Executive Officers a monthly financial report and shall perform such additional duties as from time to time may be assigned by the president.

**Section 7.** **Additional Positions.** Committee Chairpersons shall be appointed by the Executive Officers annually and shall perform such duties as shall be assigned to them by the president.

**Section 8.** **Vacancies.** Any vacancies in the Executive Officers occurring during the fiscal year shall be filled by the majority vote of the Executive Officers and approved by a quorum of the voting GCLWC Members.

**Section 9.** **Removal of Officers.** Any member of the Executive Officers may be removed from office by a quorum of the voting GCLWC Members at a special meeting.

**Section 10.** **Election of the Executive Officers.** The election of the Executive Officers shall be determined by a quorum as set forth in the GCLWC Bylaws. The election of the Executive Officers is to be held prior to the Annual Business Meeting via mail in and/or internet ballot. The installation of the Executive Officers shall be held at the Annual Business Meeting.

## **Article V. General Rules**

**Section 1.** **Conduct.** The members of the GCLWC shall respect the duties of the Executive Officers as well as those of each Committee Chairperson; Conduct themselves in a manner that promotes good sportsmanship and decorum at all times; Be courteous and on time to each event for which they as a member have committed to attend; Notify the event chairperson as soon as possible, but preferably at least twenty-four hours in advance of any cancellation in attendance; Promote an environment that positively impacts the GCLWC, its members and all GCLWC activities.

**Section 2.** **Actions.** The Executive Officers may issue a warning to any member for a first time breach of the bylaws. Additional actions by the Executive Officers beyond the initial warning may include a member being relegated to a substitute list or being asked to leave the group for a specified amount of time or permanently.

## **Article VI. Amendments**

**Section 1.** The bylaws of the GCLWC may be altered, amended or repealed and new bylaws adopted by a quorum vote of the Executive Officers at any meeting and approved by a quorum vote of the GCLWC Members.