

## **Constitution of Fairfield Women**

*Revised May 2011*

### **Article I. Name**

**Section 01.** This organization shall be called Fairfield Women.

### **Article II. Purpose**

**Section 01.** The purpose and work of this Club is to promote good will throughout the community by charitable deeds, to offer stimulating social and educational programs and to promote fellowship among members.

### **Article III. Membership**

**Section 01.** Any woman who is in agreement with the purpose and work of this Club shall be eligible for membership.

### **Article IV. Officers**

**Section 01.** The Officers of this Club shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. **All references to any such officer may be a shared co-position.**

### **Article V. Executive Board**

**Section 01.** The Executive Board shall consist of the Elected Officers, the Committee Chairpersons of all standing committees and the Immediate Past President.

**Section 02.** The Duties of the Executive Board are:

- A.** To present an Operating Budget to the membership for approval at the September meeting.
- B.** To present to the Club membership business matters which require Club approval.
- C.** To attend regular Board Meetings. Any Board Member missing three (3) Board Meetings without acceptable prior notice being given to the President may be relieved of her duties.

**Section 03.** The Executive Board shall have the authority to make minor expenditures and contributions, not exceeding \$50.00, which are not provided for in the budget.

### **Article VI. Amendments**

**Section 01.** Amendments to this Constitution shall be presented in writing to the Board at the regular Board Meeting of the Club and voted upon at the following business meeting of the Club.

**Section 02.** A two-thirds affirmative vote of the members present shall be required for adoption.

## **By-Laws To The Constitution**

### **Article I. Membership**

**Section 01.** Active membership in Fairfield Women shall be limited to 150 women. To maintain active membership, all missed luncheons and nursery fees\* must be paid for unless properly cancelled. If a member owes for two luncheons and nursery fees\*, membership may be cancelled.

\*Upon reactivation of nursery services.

**Section 02.** Any waiting list of applicants for membership shall be kept in the order received by the Membership Chairperson with a duplicate copy to the Recording Secretary. As openings occur, invitations to join shall be extended by the Membership Chairperson.

**Section 03.** Membership dues are payable in April and May. Any change in dues must be presented to the membership for approval at the time of adoption of the budget. Dues expire on the thirty first of May. Payments must be in the hands of the Treasurer by July 1<sup>st</sup> in order to be included in the Membership Directory. New members joining in January, February or March will pay half the annual dues.

**Section 04.** Associate Membership

- A. Anyone who desires to be a member but cannot regularly attend the general monthly meeting is eligible for an Associate Membership.
- B. Associate members will pay the Associate dues rate and may participate in the work and activities of the Club.
- C. Each year Associate members will be given a program book in which they will be listed in a separate section or denoted with an asterisk (\*).
- D. If an Associate member wishes to become an active member, she shall pay the dues of an active membership.
- E. Associate membership is payable by June 1 in order to be included in the Membership Directory.
- F. The newsletter will be available via the Fairfield Women Website.

**Article II. Duties of Officers**

**Section 01.** The President shall supervise the affairs of this organization. She shall preside at all meetings of this Club and the Executive Board. She shall be a member ex-officio of all committees, except the nominating committee. She shall appoint the Chairpersons for the Standing committees and such special committee chairpersons as becomes necessary and may consult with the elected officers for their recommendations. She shall keep a copy of the duties of the standing committees and all committee reports. At the May meeting, the President will announce the designated auditor(s) who will examine the books at the end of the fiscal year, June 30.

**Section 02.** The Vice President shall be responsible for programs at the regular meetings. Barring extenuating circumstances, she shall form the slate for the office of President the following year. If she refuses the position (of President the following year), the Nominating Committee proceeds to present a slate for the office of President with the other elected offices.

**Section 03.** The Vice President shall have all the powers and perform all the duties of the President should she be unable to serve for any reason.

**Section 04.** The Recording Secretary shall keep the minutes of the meetings of the Club and of the Executive Board. She shall keep a record of the number of members, guests and children in the nursery\* at the regular meetings. She shall give notification of Board Meetings.

\*Upon reactivation of nursery services.

**Section 05.** The Corresponding Secretary shall conduct the correspondence of the Club. She shall be responsible for the Club Newsletter.

**Section 06.** The Treasurer shall be the custodian of the funds of the Club. She shall collect money for each luncheon. She shall pay all the bills exceeding five dollars by check. She shall keep an itemized account of all expenditures and receipts and present a full report at each Board meeting (example: Budget, Expenditures, Income, & Balance). A brief report of the savings, checking and balance on hand shall be given at the Club meetings. All business transactions or money raised must pass through the books. The Treasurer shall see that the books are examined and approved at the end of the fiscal year by the auditor(s) appointed by the President.

**Section 07.** The Assistant Treasurer will assist the Treasurer in all business transactions and will be authorized to act in her behalf. Barring extenuating circumstances, she shall form the slate for office of the Treasurer the following year. If she refuses the position, the Nominating Committee proceeds to present a slate for the office of Treasurer as with the other elected offices.

### **Article III. Meetings**

**Section 01.** The regular meeting of the Club shall be held on the second Thursday of each month, except during June, July, August and December.

**Section 02.** A quorum to conduct business shall be the members present at the regular meeting.

**Section 03.** Executive Board meetings shall be held monthly prior to the regular meetings. Special Executive Board meetings may be called by the President or upon request of one-third of the Executive Board.

**Section 04.** All questions submitted to the general membership at the regular meeting shall be settled by the majority vote of the members present.

**Section 05.** Major contributions from the fundraising projects shall be acknowledged during the month of May.

**Section 06.** The fiscal year runs from July 1 to June 30.

**Section 07.** The Club year runs from September through May. The newly installed Board will transact any Club business upon installation in May and during June, July or August.

### **Article IV. Executive Board**

**Section 01.** The Executive Board shall consist of the President, Immediate Past President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer and Standing Committee Chairpersons. The Immediate Past President acts as an Advisor to the Executive Board. All references to any such officer may be a shared co-position.

**Section 02.** A simple majority of the Executive Board (Officers and Standing Committee) or any nine (9) Board members of which four (4) are Officers constitutes a quorum.

**Section 03.** Each Standing Committee Chairperson and General Board Member shall serve for one Club year and may be appointed as needed for additional years.

**Section 04.** All Board Members have an equal vote and are encouraged to attend Board Meetings.

### **Article V. Elections**

**Section 01.** The election of officers shall be by nomination and written ballot.

**Section 02.** All members of the Club, including the Officers, shall have the privilege of voting.

**Section 03.** Should a tie occur, balloting shall continue until a tie is broken or one of the nominees withdraws. Proxies and absentee ballots will not be accepted.

**Section 04.** The President shall appoint a Nominating Committee of five members, three of which are from the general membership and two from the Executive Board, at the January business meeting. The chairperson of the committee shall be one from the general membership. The Nominating Committee shall

present its report at the February Board Meeting and upon approval; this will be presented in writing at the March General Meeting. At the April meeting, the slate shall be reintroduced, nominations accepted from the floor, and then voting by ballot shall follow.

**Section 05.** The Nominating Committee shall nominate one or more candidates for the office of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. The candidate for Vice President shall be a person who has, at one time, served on the Executive Board, unless such requirement is waived by the current President and Vice President.

**Section 06.** Election of officers shall occur at the April meeting and unless otherwise specified by the Executive Board, installation shall be conducted by the Presiding President at the May meeting.

**Section 07.** If at any time the President is no longer able to fulfill her duties, the Vice President will assume the position. If at that time the Vice President is also not able to serve as President the following procedure should be followed: The Past President shall choose a committee to nominate candidate(s) to fulfill the duties of the President and Vice President for the remainder of the year. These nominations will be presented to the general membership at the next monthly meeting. An election will be held by written ballot. A simple majority will decide the result of the election.

#### **Article VI. Amendments**

**Section 01.** Any proposed amendment to the By-Laws must be presented in writing to the Executive Board and signed by at least five members before being presented to the membership.

**Section 02.** Amendments to the By-Laws shall be presented in writing to the Club for approval at a regular meeting and voted upon at the following regular business meeting of the Club. A majority of the members shall be required for adoption.

**Section 03.** A committee appointed by the President shall review the Constitution and By-Laws at least every three (3) years. Their recommendations shall be presented at the February Board Meeting and upon approval, will be presented in writing at the March General Meeting. This will be voted on at the April General Meeting for inclusion in the next club year's directory.

#### **Article VII. Privacy**

**Section 01.** The Club will not knowingly disseminate personal information to persons or organizations seeking mailing lists. It is expected that members will respect the privacy of their fellow members.

**Section 02.** All internet communications (email) using the Fairfield Women directory database should be of official business such as Club sponsored activities or issues, endorsed and organized by the Board and Subcommittees. Group emails may also be used to share personal concerns (i.e. sickness, family crisis) of the membership through the email coordinator for distribution. To respect privacy, this must be initiated with permission of the person(s) involved.

#### **Article VIII. Order**

**Section 01.** The rules of parliamentary practice comprised in *Roberts Rules of Order, Revised*, shall govern the proceedings of this Club, subject to the special rules which have been or may be adopted.