

# **The Constitution of White Meadow Lake Women's Club ("the Women's Club")**

## **ARTICLE I – NAME**

The name of this organization shall be "The White Meadow Lake Women's Club, Auxiliary of the WHITE MEADOW LAKE PROPERTY OWNERS ASSOCIATION, INC."

## **ARTICLE II – MISSION STATEMENT**

Stimulate use of the physical facilities of the Clubhouse and other WHITE MEADOW LAKE PROPERTY OWNERS ASSOCIATION, INC. (the") property for recreational, cultural, social and other useful purposes within the community.

## **ARTICLE III**

The CONSTITUTION and BY-LAWS of the P.O.A. shall at all time take precedence. No By-Laws or amendments to this Constitution shall at anytime conflict with that of the P.O.A.

## **ARTICLE IV - MEMBERSHIP**

**SECTION 1** All women who are members in good standing of the P.O.A., as defined in the Constitution and By-Laws of the P.O.A., are automatically members of the Women's Club.

**SECTION 2** No dues of any kind shall be charged to membership in this organization.

## **ARTICLE V – OFFICERS AND ELECTIONS**

**SECTION 1** The officers of this organization shall be a President, a Vice President, a Secretary, a Treasurer and the Past President (the "Officer Positions"). These Officers shall constitute the Women's Club Executive Board ("the Executive Board").

**SECTION 2** Candidates for any of the Officer Positions must be active members for at least one year prior to nomination or appointment. An "Active Member" is defined as a member who attends a minimum of seven (7) general meetings in a 12-month period. As an alternative, four (4) hours of volunteering for a Women's Club sponsored event or committee can be substituted for one meeting, for a maximum of eight (8) hours for two meetings, over a 12-month period.

- SECTION 3 Procedures for election:** At the general meeting for the month of May, nominations for the Officer Positions will be taken. There is no limit to the number of nominations for each position. The eligibility of all nominees will be checked at the May meeting. The names of the nominees will be included in the monthly newsletter for the month of June. At the Annual Election, held at the June general meeting, the Secretary shall hand ballots out to the Active Members in attendance for voting. The Past President or her designee and one active members who is not running for an Officer Position shall then tally the votes and announce the winners to the membership with only the names being announced, not the number of votes for each candidate.
- SECTION 4** Installation of the Officers shall take place at a reorganization meeting to be held within ten (10) days of the elections. All Officers assume their duties at the reorganization meeting. The term of office shall be for one (1) year.
- SECTION 5** The Vice President shall fill a vacancy in the office of President. Vacancies existing in any office other than that of President shall be filled by Presidential appointment with the approval of a 2/3 vote of the Active Women's Club Members in attendance, until such time as a special election for the vacant office is feasible. Special elections shall follow the same procedures for election as noted in Article 5, Section 3.
- SECTION 6** The Past President shall serve for the duration of her successor's term, in an advisory capacity, with voting privileges on the Women's Club Executive Board. She shall act as Parliamentarian and also serve as Historian.

## **ARTICLE VI – STANDING COMMITTEES**

### **SECTION 1**

Women's Bowling	Scholarship
Hospitality	Welcome New Homeowners
Special Activities/Seminars	Budget, Policy, Legal & By-Laws
Slimnastics	Children's Parties Pre-K – 3 <sup>rd</sup> Grade
Moms & Tots	Holiday Bazaar
WML Pre-School	Festival Day/Peddlers' Market
Dance & Acrobatics	Arts & Crafts
Karate	Teen Employment Service
Entertainment	Fundraising

All of the above are standing committees and any other that the President, with the consent of the Executive Board, shall deem necessary for the adequate functioning of the organization. The President shall also be granted the authority to dispense with committees not considered necessary for the adequate functioning of this organization with the consent of the Executive Board. Each Committee Chairperson's term will be for one (1) year, commencing in July and ending in June.

**SECTION 2** The Executive Board shall meet at least once a month. The Executive Board meetings shall be held prior to the general Women's Club meetings. Any Officer, who shall be absent from three (3) general meetings during any one year, may be removed from office. For this action to occur, a 2/3 vote of general active membership is necessary, with a ten (10) day notice given to the Officer. Upon such removal, the office shall be deemed vacant; to be filled as provided in these By-Laws for the filling of vacancies.

**SECTION 3** One more than half (1/2) of the Executive Board shall constitute a quorum. No Executive Board vote can be taken unless a quorum is present.

## **ARTICLE VII – DUTIES OF OFFICERS**

**SECTION 1** The President shall preside at all regular meetings. She shall be a member and officer of all committees. She shall appoint all standing committee chairpersons with Executive Board approval. She or her elected delegate shall act as the Liaison Officer between the P.O.A. and the Women's Club and shall represent the Women's Club at all P.O.A. Board meetings. She shall also perform all other duties usually pertaining to the office of President.

**SECTION 2** The Vice President shall act as a coordinator and shall preside at all meetings and make all decisions in the absence of the President. She shall be in charge of collecting and distributing all complete portfolios for transfer at the reorganization meeting. She shall also be responsible for any tasks the President assigns.

**SECTION 3** The Treasurer shall keep full and accurate account of income and disbursements. She shall deposit all moneys to the credit of the organization, in such depositories as may be directed by the Executive Board. The Treasurer shall disburse funds of the organization as authorized by the Executive Board, taking proper vouchers for such disbursements. She shall render a report, as to the financial condition of the organization, whenever requested to do so by the President and/or the Executive Board. The Treasurer shall also maintain and reconcile the Pre-School PTA checkbook. The Treasurer or the President shall sign all checks.

**SECTION 4** The Secretary shall keep an accurate record of all meetings and shall take attendance at all Executive Board and general meetings. She shall handle all correspondence and keeps records of such.

**SECTION 5** The Executive Board shall oversee all programs in an advisory capacity.

## **ARTICLE VIII – MEETINGS**

1. General meetings shall be held on the second (2<sup>nd</sup>) Monday of every month.
2. All issues except those previously stated in this document requiring voting at a general meeting shall pass with a simple majority of those in attendance.
3. Executive Board meetings shall be held within one week prior to the general meeting.
4. Executive Board meetings may be called at the request of any member of the Executive Board.
5. The President may make changes in the regular meeting day of the Executive Board and general membership with the approval of the Executive Board and at least 30 days published notice. If a meeting needs to be postponed due to inclement weather or any other emergency, the new meeting date will require five (5) days posted notice.

## **ARTICLE IX – AMENDMENTS AND BY-LAWS**

Amendments to these By-Laws may be made in the following manner:

1. A member in good standing must submit a proposed amendment in written form. It must then be presented to the Budget and Policy Committee for study. The Committee will then report to the Executive Board.
2. A two thirds (2/3) vote of the Executive Board is necessary for presentation of said amendment to the general membership. A) If said proposed amendment is not acted upon favorably by the Executive Board, then any member may present a petition, signed by 100 members, requesting a vote by the Active Membership. B) A two-thirds (2/3) vote of the Active Membership present at the general election is necessary for the passage of said amendment.
3. Said proposed amendments must be published at least one (1) month in advance of the vote.
4. Proposed amendments may originate with the Budget and Policy Committee by a majority vote of such committee.
5. All changes or amendments of the Constitution must first be presented in writing and be approved by the Board of Directors of the P.O.A. before any change or amendment can become operative.

The CONSTITUTION and BY-LAWS of the P.O.A. and the WOMEN'S CLUB shall at all times take precedence, in that order.

Proposed: August 30, 2004  
Revised: August 30, 2004