

# FOREST CREEK WOMAN'S CLUB CONSTITUTION

## ARTICLE I: NAME

The name of this organization shall be the **Forest Creek Woman's Club**.

## ARTICLE II: PURPOSE

The purpose of this club shall be to create new friendships and to provide social opportunities for the members and their families.

## ARTICLE III: OFFICERS

This club shall have as officers a president, a first vice president for membership, a second vice president for programs, a third vice president for communications, a fourth vice president for technology, a recording secretary, and a treasurer, who shall be elected; and a parliamentarian, who shall be appointed, and have the duties as described in the bylaws of this club.

## ARTICLE IV: DUES

The dues of this club will be determined by the board of directors as deemed appropriate.

## ARTICLE V: MEETING PLACE

Regular membership meetings of this club will be held at such time and place as may be determined by the board of directors.

## ARTICLE VI: BYLAWS

The membership may adopt or amend bylaws not inconsistent with this constitution, for the government of this organization.

## ARTICLE VII: AMENDMENTS

This constitution may be amended by a two-thirds vote of the membership present. Only for purposes of amendment to this constitution, a quorum is twenty percent of the members present in good standing.

March 6, 2007 (Revised)

# FOREST CREEK WOMAN'S CLUB BYLAWS

## ARTICLE I: NAME

The name of this club shall be the **Forest Creek Woman's Club**.

## ARTICLE II: MEMBERSHIP

**Section 1. Qualifications:** Qualification for membership in the Forest Creek Woman's Club shall consist of residence within the Forest Creek Estates, as described by the San Simeon Properties, Phases I, II, & III, of the City of Plano, Texas. A prospective member may attend two meetings or functions before dues are payable.

**Section 2. Classes of Membership:** There will be four classes of membership: Active, Nonresident, Charter and Associate.

- A. Active Membership shall be accorded to those who meet the residential qualification and who are members in good standing and who:

1. Have completed a membership application which contains information for the club records only.
  2. Have paid current dues and have no outstanding unpaid fees owed the club.
- B. Nonresident Membership shall be accorded for the remainder of the current fiscal year.
- C. Charter Membership Status will be given to the original members who joined the club during the club's first year of operation (1986-1987).
- D. Associate Membership shall be given to someone who was a past member of FCWC who has moved out of the neighborhood.

**Section 3. Renewal of Membership:**

- A. Membership is renewed yearly by the payment of annual dues in accordance with Article III.
- B. Membership terminated through nonpayment of dues from a previous membership shall be renewed with current year's dues when received by the Board no later than the September monthly meeting. Reinstatement will be effective upon notification of Board approval.
- C. Membership terminated through nonpayment of indebtedness to the club, other than annual dues, shall be renewed only with Board approval and payment of member's indebtedness to the club.
- D. Membership terminated through misuse of membership lists and directory may be renewed only with Board approval.
- E. Membership terminated through promotion of individual or groups of individuals' financial gains may be renewed only with Board approval.
- F. Membership terminated through promotion of individual or groups of individuals' political or religious beliefs may be renewed only with Board approval.
- G. Membership shall be terminated for the above reasons after one warning by the Board of Directors. The First Vice President for Membership shall notify in writing any member whose membership has been so terminated.

**Section 4. Associate Membership:**

- A. Associate Member will be eligible to:
  1. Attend general meetings
  2. Participate in activity groups
  3. Participate in special events
  4. Receive a monthly newsletter
  5. Receive and be listed in the membership directory
  6. Host activity events with activity group approval
  7. Host entire membership events with Executive Board approval
- B. Provisions/Exceptions:
  1. May not hold the position of President or Treasurer.
  2. May vote in club affairs.
  3. Must wait until October 1st to join activity groups to allow regular members to join groups first.
  4. Will be required to pay full membership dues.

**ARTICLE III: DUES AND FEES**

**Section 1. Annual Dues:** All dues shall be established by the Board of Directors, based upon budget requirements. The annual budget shall be presented to the general membership in September by neighborhood publication or by some other means, and shall be approved by the general membership at the September meeting.

- A. The annual dues of Active Members shall be determined by the Board of Directors. New member dues received after October 1 will be determined by the Board of Directors. Failure to pay dues and fees, after one reminder, removes the name from membership.
- B. Active Members converting to Nonresident status shall not be required to pay additional dues for the new status for the remainder of the current fiscal year, nor

shall they be entitled to a refund due to their change in status. After the current fiscal year, if a former member wishes to continue receiving the newsletter and directory, she shall pay a fee as determined by the Board of Directors.

- C. The full amount of annual dues shall be due and payable by any person becoming a member between June 1 and May 31<sup>st</sup> after attending two meetings or functions for new members.

**Section 2. Notice:**

- A. Notice of an annual dues change by the Board will be published in the newsletter with an explanation.
- B. Notice of delinquent dues will be mailed by the First Vice President for Membership prior to the decision of the Board of Directors.

**Section 3. Fiscal Year:** The fiscal year of the club shall begin June 1 and go through May 31.

**Section 4. Nonpayment of Indebtedness:** Any member shall forfeit membership for nonpayment of her indebtedness to the club, other than annual dues, by the affirmative vote of the majority of the Board of Directors present at the General Board meeting, provided notice in writing has been given the member, stating the grounds for the proposed forfeiture of membership.

## **ARTICLE IV: MEETINGS**

**Section 1. Club Year:** The club year shall begin on June 1 and go through May 31.

**Section 2. General Meetings:**

- A. Unless otherwise designated by the club or by the Board of Directors, general meetings shall be held at the decision of the Board.
- B. The General Meetings shall be determined by the Board.
- C. The election of officers shall take place at the general meeting in April.
- D. The general meeting in May shall be known as the Annual Meeting, at which time an annual report shall be presented to the membership by the outgoing President.
- E. Incoming officers shall be installed at the Annual Meeting.

**Section 3. Special Meetings:** Special meetings may be called by 1) the President; 2) by the Board of Directors; and 3) upon written request of ten percent (10%) of the club's membership to the corresponding secretary, who in turn will send out proper notice. At least five (5) days' notice shall be given, and the purpose of the meeting shall be stated in the notice or the call except in cases of emergency.

**Section 4. Quorum:** Five percent (5%) of the membership of the club, or ten percent (10%) of the membership present in good standing, whichever number is less, shall constitute a quorum.

## **ARTICLE V: OFFICERS**

**Section 1. Officers:** The officers of the club shall be a President, a First Vice President, a Second Vice President, a Third Vice President, a Fourth Vice President, a Recording Secretary, and a Treasurer.

**Section 2. Nominating Committee:**

- A. A nominating committee consisting of seven (7) members shall be elected in January. The committee shall consist of three members elected by the Board of Directors from its members. The remaining four members shall be elected 1) from the Board recommendations, or 2) from floor nominations from the active membership in good standing at the general meeting of the club in January. Nominations will be welcomed from the floor, and a plurality vote shall elect.
- B. Members of the nominating committee shall have been club members for at least one year.

- C. This committee shall nominate one candidate for each elected office to be filled at the April meeting. In addition, the nominating committee shall nominate one chairperson for each appointed position subject to approval of the newly nominated President. The committee shall report at the general March meeting of the club, at which time further nominations may be made from the floor. No nominations shall be permitted at the April meeting. After a review of the job descriptions, the consent of the nominees to serve shall be secured.
- D. The nominating committee shall elect its own chairperson.
- E. The Parliamentarian shall call the first meeting of the nominating committee to give instructions in procedure. After that, her duties are that of a non-voting advisor.
- F. The nominee for the office of President shall have served on the Board of Directors for one year.

**Section 3. Elections:**

- A. The officers shall be elected at the general meeting in April. Elections shall be by ballot except when there is only one nominee for each office. Then, vote may be by acclamation.
- B. The Recording Secretary, the nominating committee chairperson, and the Parliamentarian shall be responsible for providing the ballots, counting the ballots, and announcing the results. A plurality vote shall elect.
- C. Any Active Member currently in good standing is entitled to vote.

**Section 4. Term of Office:**

- A. All elected board positions will be for a term of one (1) year. Their term of office shall begin at the end of the May general meeting. No member shall hold more than one office at a time. Members holding an elective office shall be eligible to serve two consecutive terms in the same board position if selected by the nominating committee. If she is able, the treasurer shall serve for two years in order to effectively manage the club's finances.
- B. Any active member who has been sworn in as an officer or Board Member for the current club year and who moves out of the neighborhood during her term shall be eligible to keep her position, if she so chooses, to the end of the club year.

**Section 5. Vacancies:**

- A. In the event the office of President becomes vacant, descending order is used to fill the position (i.e., First Vice President, Second Vice President, and Third Vice President) or a current Board member in good standing approved by the Board of Directors.
- B. Vacancies in any elected office other than President shall be filled by appointment by the Board of Directors for the unexpired term.
- C. A vacancy in an appointed office will be filled by presidential appointment.
- D. In filling vacancies for unexpired terms, an officer is considered to have served a full term if the office is taken prior to November 1. An officer is eligible to serve again in the same position if the tenure is six months or less.

**ARTICLE VI: DUTIES OF OFFICERS**

**Section 1. The President:** The President shall preside at all meetings of the club and the Board of Directors. With approval of the Board of Directors, she shall appoint coordinators for events as needed. She acts as chairperson of the Board of Directors and shall call special meetings of said bodies as needed. She shall be an ex-officio member of all committees except the nominating committee and shall receive due notice of all such committee meetings. She will approve all club expenditures up to \$100.00, but must have Board approval for payment on behalf of the club for those expenditures over \$100.00 which are not specifically included in the budget.

**Section 2. The First Vice President:** The First Vice President shall preside in the absence of the President. She shall serve as aide to the President and shall be thoroughly familiar with the

bylaws of the club. She shall be head of the Membership Standing Committee and shall attend her respective coordinating committee meetings. She shall keep current the membership roll and be responsible for the written membership application plus the dispensing of the said material to the proper chairpersons and heads of committees.

**Section 3. The Second Vice President:** The Second Vice President shall preside in the absence of the President and the First Vice President, and shall be thoroughly familiar with the bylaws of the club. She shall head the Program Standing Committee, shall attend her respective coordinating committee meetings and be responsible for providing general meeting programs.

**Section 4. The Third Vice President:** The Third Vice President shall preside in the absence of the President and the first two Vice Presidents, and shall be thoroughly familiar with the bylaws of the club. She shall be responsible for the club's communications and shall be head of the Communications Standing Committee and shall attend her respective coordinating committee meetings. She shall publicize the club's activities and news through the methods of communication.

**Section 5. The Fourth Vice President:** The Fourth Vice President shall preside in the absence of the President and the first three Vice Presidents, and shall be thoroughly familiar with the bylaws of the club. She shall be responsible for ensuring that the club takes advantage of computing and network technologies. She shall head the Technology Standing Committee and shall attend her respective coordinating committee meetings.

**Section 6. The Recording Secretary:** The Recording Secretary shall keep accurate minutes of all meetings of the club and Board of Directors. She shall report to the club all recommendations of the Board of Directors. She shall add all amendments to the bylaws and make necessary changes in the standing rules. She shall keep a current list of all motions approved by the Board of Directors to be passed on to succeeding Boards.

**Section 7. The Treasurer:** The Treasurer shall collect dues, shall receive all monies paid into the club, and shall deposit them in such bank(s) as directed by the Board of Directors. She shall present an accurate account of all monies at each general meeting and each Board of Directors meeting and shall keep an accurate record of club expenditures. All bills that are duly approved and all contracts and financial encumbrances for the club shall be her responsibility. Her accounts shall be audited yearly by representative(s) selected by the Board of Directors, and she shall keep an inventory of the club properties. She shall provide for the newsletter a complete record of all monthly expenditures.

**Section 8. The Parliamentarian:** The Immediate Past President shall serve as Parliamentarian. In the event she is unable to serve, a current member in good standing approved by the Board of Directors shall serve. The Parliamentarian shall be well-versed in parliamentary law, according to the current Robert's Rules of Order and its correct practice, and shall advise the presiding officer, the Board of Directors, or any of the club on points of parliamentary procedure, when so requested or directed. She shall, also, call the first meeting of the Nominating Committee to give instructions in procedure and serve as a non-voting advisor for this committee.

**Section 9. Other Responsibilities of Officers:**

- A. Each officer shall maintain and update her respective duties notebook and be prepared to turn it over at the changeover meeting in May.
- B. Each officer shall submit an annual report to the president and incoming officer prior to leaving office and shall train the individual elected or appointed to succeed.
- C. These officers shall perform all duties prescribed by these bylaws and by the parliamentary authority adopted by the club.

## ARTICLE VII: BOARD OF DIRECTORS

**Section 1. Members:** The Board of Directors shall consist of twenty (20) members: the elected officers of the club, the Parliamentarian, the Service Project Chairperson, the Liaison to FCHOA, and the following coordinators: Membership Activity Coordinator, Hospitality Coordinator, Special Program Coordinator, Publicity Chairperson, Newsletter Assistant, Block Captain Coordinator, Corresponding Secretary, Advertising Coordinator, Sunshine Chairperson, Web Master, and Photographer. Each position is to be held by one (1) member only. If any Board position requires assistance then the Board member shall form a committee.

### Section 2. Meetings:

- A. General meetings shall be held at the discretion of the current Board of Directors.
- B. Special meetings of the Board may be called by the President or shall be called upon written request of three members of the Board. Except in cases of emergency, at least three (3) days' oral notice shall be given, and the purpose of the meetings shall be stated in the call.
- C. The eight Executive Board Positions which include **President, Vice-Presidents (4), Secretary, Treasurer, and Parliamentarian** will be required to attend all regular Board meetings for the time necessary for the completion of business. All others positions shall have the **option** to attend board meetings and general meetings or give her report to the Vice-President of her team to report.

**Section 3. Quorum:** A majority of the membership of the Board of Directors shall constitute a quorum.

### Section 4. Duties and Authority:

- A. No member shall serve on the Board of Directors in the same elected or appointed position for more than two (2) terms consecutively. In the event a position cannot be filled, with Board approval the term may be extended for an additional year.
- B. No member shall serve on the Board of Directors for more than four (4) consecutive terms except the Immediate Past President, who may serve as Parliamentarian.
- C. The Board of Directors shall have general supervision of all affairs and funds of the club.
- D. A joint meeting of the incoming and outgoing Board of Directors shall be held no later than May at which time all materials must be exchanged. All receipts must be submitted to the Treasurer within 30 days of receipt. The final Treasurer Report will be due June 30<sup>th</sup>.
- E. The responsibilities of the newly elected Board of Directors shall begin June 1.

## ARTICLE VIII: STANDING COMMITTEES OF THE BOARD OF DIRECTORS

**Section 1. Standing Committees:** The following shall constitute the standing committees of the club: Program, Membership, Communications and Publications, and Technology. These members will be proposed by the nominating committee and annually appointed by the President unless otherwise prescribed in these bylaws. They shall be called coordinators.

### Section 2. Organization of Standing Committees:

- A. Membership: The First Vice President shall serve as the head of this standing committee, which consists of the Membership Activity Coordinator. They are responsible for all membership activities.
- B. Program: The Second Vice President shall serve as head of this committee, which shall consist of the Program Coordinator, the Hospitality Coordinator, Special Programs Coordinator, and the Publicity Chairperson. They plan the club programs and refreshments for the year as outlined in their job descriptions.
- C. Communications and Publications: The Third Vice President shall serve as head of this committee and will be responsible for the newsletter. She will have a Newsletter

Assistant, Block Captain Coordinator, Advertising Coordinator, and Sunshine Chairperson. They will be responsible for the all communications with club members as outlined in their job descriptions.

**Section 3. Additional Standing Committees:** Such other committees, standing or special, shall be established by the President and the Board of Directors as deemed necessary to carry on the work of the club.

**Section 4. Responsibilities of Standing Committee Coordinators:**

- A. Shall select the committee membership from the active membership, using the aid of volunteer names and names from the interest sheets, and shall notify the selected members of committee meetings.
- B. Shall be expected to attend meetings of the Board of Directors as well as general and special meetings of the club.
- C. At the beginning of the club year, shall allow members to prescribe the rules of procedure and planning and shall present the rules to the Board of Directors.
- D. Shall notify the President in advance of all committee meetings.
- E. Shall provide the Board of Directors with a monthly committee report.
- F. Shall submit a report of the committee's activities in April to the respective vice president to be included in her written annual report.

**ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules or order the club may adopt.

**ARTICLE X: AMENDMENT OF BYLAWS**

These bylaws may be amended at any general meeting of the club by a two-thirds vote of the membership present who are qualified to vote, provided that the notice of the amendment has been submitted by the Board of Directors in writing at the previous meeting and has been published.

April 2010 (Revised)