

## **2023 GFWC Woman's Club of New Tampa, Inc. BYLAWS**

### **ARTICLE I Name**

The name of this club shall be the GFWC Woman's Club of New Tampa, Inc.

### **ARTICLE II Object**

The object of this club shall be civic, charitable, and educational. This club shall promote the community service tradition of the General Federation of Women's Clubs (GFWC) and the GFWC Florida Federation of Women's Clubs (GFWC Florida) to which it belongs.

### **ARTICLE III Membership**

#### **Section 1. Admission**

Membership shall be open to all women at least eighteen (18) years of age who reside or want to participate in the New Tampa area of Florida. The application shall be made to the Vice President of Membership. Upon payment of the first year dues and a majority vote of the Executive Board, they shall become members.

#### **Section 2. Dues**

- A. Annual dues shall be paid to the Treasurer by May 31st of each year.
- B. The annual dues shall be Seventy-five (\$75) Dollars, including applicable GFWC and GFWC Florida per capita dues.
- C. Non-payment of dues by June 30th shall cause a member to be placed on probation. Follow-up from the Vice President of Membership will occur. If dues are not received by July 15, the member shall be dropped from the membership record.

#### **Section 3. Participation**

Each member shall select and be an active participant in club projects. Member/Project Selection Forms shall be used to help prepare for the next administration's budget and project planning.

### **ARTICLE IV Officers**

#### **Section 1. Officers**

The officers of this Club shall be the President, Vice President of Membership, Vice President of Programs & Projects, Vice President of Communications & Community

Relations, and Treasurer. The officers have voting privileges at Executive Board meetings. The Parliamentary Advisor does not vote at Executive Board Meetings.

## **Section 2. Eligibility**

A member must be in good standing with the club to be eligible for office. To hold the office of President, the member should have previously been elected to an officer position.

## **Section 3. Elections**

- A. The Nominating Committee shall consist of an odd number of members elected by the membership. The Chairman is chosen by the committee members or the membership.
- B. The Nominating Committee shall ascertain the willingness of a member to serve for each office and that the candidates are members in good standing.
- C. A member of the Nominating Committee may not be a candidate for office.
- D. A President can never be a member of the nominating committee.
- E. At the time of the presentation of the slate of officers, nominations may be made from the floor with the nominee's consent. If there is more than one (1) candidate for an office, the election shall be held by written ballot. If only one candidate is nominated for each office, the election may be made by voice vote.

## **Section 4. Term**

The elected officers shall serve for a term of one year or until their successors are elected. The term shall begin at the close of the May Installation meeting. No member shall hold the same office for more than two (2) consecutive years.

## **Section 5. Duties**

**A. The President.** The President shall have the following duties:

- 1. Shall preside at all Club meetings and appoint all chairmen and the Parliamentary Advisor.
- 2. Shall be a member of the Executive Board and ex-officio member of all committees except the nominating committee.
- 3. Serve as Chairman of the Executive Board.
- 4. Serve on the Finance Committee and help prepare the club budgets. Sign checks if necessary.
- 5. Exercise general supervision over all affairs and activities of the Club.
- 6. Prepare agendas for general and board meetings.
- 7. Coordinate with the Treasurer to ensure payment of D & O Liability

insurance policy is kept up to date, ensure through SunBiz.com that our Corporate filing is paid before April 1 of each year, file previous year's 990-N (e-Postcard) submitted by September 1 of each year, and file any other legal documents necessary to maintain 501(c)3 status.

8. Coordinate with the Treasurer to ensure payment of all administrative fees.
9. In a Co-President situation, the acting presidents must mutually agree and submit in writing to the Board what duties each will be responsible for throughout the term.
10. Coordinate the submittal of GFWC Florida or GFWC Awards, as necessary.
11. Review the minutes of all club meetings, Executive Board meetings, and any special meetings before being dispersed to the membership.
12. Responsible for completing the Club's End of Year Statistical Forms and Award Entries to be presented to GFWC Florida by the deadline(s) with assistance from project and program leaders, Reporting Committee, and other Executive Officers.

**B. The Vice President of Membership.** The Vice President of Membership shall have the following duties:

1. Maintain records of dues-paying members and updates new member contact information in the club directory when appropriate.
2. Assist in retaining and recruiting members by following up with members and/or prospective members who have not paid dues by July 15 before being dropped from the membership record.
3. Create and distribute the Orientation Packet with information that provides a baseline knowledge of what GFWC does and how our club plays a part in the overall GFWC organization.
4. Work with the Vice President of Programs & Projects to coordinate monthly general meetings and/or projects.
5. Coordinate the club's membership retention and recruitment efforts.
6. Responsible for completing the Club's End of Year Statistical Forms and Award Entries to be presented to GFWC Florida by the deadline(s) with assistance from project and program leaders, Reporting Committee, and other Executive Officers.
7. Review the minutes of all club meetings, Executive Board meetings, and any special meetings before being dispersed to the membership.

**C. The Vice President of Programs & Projects.** The Vice President of Programs & Projects shall have the following Duties:

1. Construct a club calendar of programs and projects with the Executive Board's approval.
2. Submit Volunteer Event Opportunities to the newsletter editor for each monthly newsletter.

3. Coordinate the Evites to meetings/club events and projects with the VP of Communications and Community Relations.
4. Assist in collecting club reports within two weeks of an event and submit them to the Reporting Chairman as they are collected.
5. Work with other team members to coordinate the Club's community service projects as outlined by the Club members, GFWC Florida, and GFWC.
6. Responsible for completing the Club's End of Year Statistical Forms in Membership to be presented to GFWC Florida by the deadline(s) with assistance from project and program leaders, Reporting Committee, and other Executive Officers.
7. Review the minutes of all club meetings, Executive Board meetings, and any special meetings before being dispersed to the membership.

**D. The Vice President of Communications & Community Relations.** The Vice President of Communications & Community Relations shall have the following duties:

1. Record and/or assign a member to record the minutes for all Club Meetings, Executive Board Meetings, and any Special Meetings.
2. Prepare for the Officers a copy of the meeting minutes within ten days after said meeting and keep a copy for historical and/or auditing purposes.
3. Take attendance at each Club meeting and submit attendance sheets to reporting chairman each year by November 1.
4. Send the General meeting minutes recap within one week of the general meeting to ensure those not in attendance can sign up for projects and are kept current.
5. Work with the assigned club members to ensure the completion of the monthly newsletter, press releases, club photography, encourage routine articles in GFWC/GFWC Florida newsletters, and ensure updates are made to the club's Facebook, Instagram, and website on time.
6. Submit the contact information of the incoming officers of the club by May 1 of each year to the GFWC Florida Corresponding Secretary and GFWC Florida Headquarters Secretary.
7. Responsible for completing the Club's End of Year Statistical Forms and Award Entries to be presented to GFWC Florida by the deadline(s) with assistance from project and program leaders, Reporting Committee, and other Executive Officers.

**E. The Treasurer.** The Treasurer shall perform the following duties:

1. Works with other Officers as the Chairman of the Finance Committee to create a club budget to be approved at the August General Meeting.
2. Pay bills by check or electronic means.
3. Submit a summary of monthly club expenditures/income and banking balance

- to be included in the monthly newsletter.
4. Maintain a spreadsheet of expenses and income by categories that match annual reporting requirements.
  5. Make timely payments of all club expenses, including annual insurance, postal box fee, and website fees.
  6. Submit Treasurer's records for auditing by July 31st of each year to the Audit Committee and submit the report to the membership at the next general meeting.
  7. Coordinate with the President to ensure payment of D & O Liability insurance policy is kept up to date, ensure through SunBiz.com that our Corporate filing is paid before April 1 of each year, file previous year's 990-N (e-Postcard) submitted by September 1 of each year, and file any other legal documents necessary to maintain 501(c)3 status.
  8. Confirm payment of GFWC and GFWC Florida dues per date included in the GFWC Florida Bylaws.
  9. Collect all monies of the Club, keeping an accurate record.
  10. Work with the assigned club members to have successful fundraising event(s) for club administrative funds and projects/programs.
  11. Assist the other officers and Reporting Committee in compiling the club statistical reports by providing, among other items, the club/member contributions, in-kind and club costs for projects and/or programs.
  12. Review the minutes of all club meetings, Executive Board meetings, and any special meetings before being dispersed to the membership.

**F. The Parliamentary Advisor.** The Parliamentary Advisor shall have the following duties:

1. Advise the Club on questions of parliamentary procedure.
2. Advise the presiding officer, Executive Committee, and the Board on matters concerning the parliamentary procedure and attend meetings of the Executive Board without a vote.
3. Accept all votes by Proxy, mail, or email, transport them to the appropriate general meeting, and communicate the results to the Club.

## **Section 6. Vacancies**

Any vacancy, other than the President, which occurs in any elected office, shall be filled at the next General Meeting by nomination from the floor with a majority vote. All vacancies in appointed positions shall be filled by appointment by the President. The vacancy of the President will be filled by the Vice President of Membership or until a Special election can be called to fill the vacancy.

## **ARTICLE V Meetings**

### **Section 1. Regular Meetings**

The club shall meet monthly from August through May on the 3rd Wednesday at 1:00 pm, not to exceed two hours inclusive of hands-on project and/or speaker unless otherwise announced by the Executive Board prior to the meeting.

### **Section 2. Special Meetings**

Special Meetings may be called by the President or by written request of three or more active members, provided all members have been notified. These meetings can be by electronic means or conference phone calls.

### **Section 3. Quorum**

A Quorum shall be 25% of the total membership, which must be present at the meeting for a vote to be called.

## **ARTICLE VI Executive Board**

### **Section 1. Definition**

The Executive Board shall consist of all duly elected officers of the club and the parliamentary advisor. The chairmen of Standing Committees and any project or program leaders are encouraged to attend to present calendar/budgetary information when necessary.

### **Section 2. Duties**

The Executive Board shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the club. It shall be the duty of the Executive Board to:

1. Hold meetings at least once a month before the regular meetings.
2. Attend business matters between club meetings and approve unbudgeted expenses of not more than \$250.
3. Accept the application of new members presented by the VP of Membership before presenting at regular or special meetings.
4. Prepare recommendations to be considered by the members at the next meeting.

### **Section 3. Quorum**

A quorum for the business transactions shall be a majority of the members of the Executive Board.

## ARTICLE VII Committees

### Section 1. In General

The work of the Club shall be carried on through the members of the club. Club projects and programs shall correspond with those of the GFWC Florida and General Federation of Women's Clubs where possible.

### Section 2. Standing Committees

#### A. The Standing Committees shall be as follows:

1. **Bylaws Committee** will review club bylaws and standing rules every three years to propose changes and/or amendments for approval by the membership.
2. **Finance Committee** shall prepare a club budget to be approved by the Membership at the August Regular Meeting.
3. Reporting Chairman/Committee, under the direction of the Executive Board, shall collect necessary material to complete GFWC Florida Statistical Forms and Award Entries due Feb 1 of each year.
4. The President may appoint other standing committees necessary for the organization's work.

#### B. The appointment of club members to support Officers shall be as follows:

1. Membership support team works with the Vice President of Membership to promote membership growth and retention.
2. Programs and Projects support team works with the Vice President of Programs and Projects to promote our community service work, organize the Club Calendar, and assist with project budgets.
3. Ways & Means support team works with the Treasurer to promote fundraising opportunities for the Club members and community projects.
4. Community and Public Relations support team works with the Vice President of Communications and Public Relations to promote the projects and/or programs for each GFWC Community Service Program area using club communication tools, social media, and local newspapers. The GFWC Community Service Programs are Arts & Culture, Civic Engagement & Outreach, Education & Libraries, Health & Wellness, and Environment.

### **Section 3. Special Committees**

The President may appoint special committees to carry out the organization's work.

### **ARTICLE VIII Parliamentary Authority**

The current edition of Robert's Rules of Order Newly Revised shall govern the club's proceedings in all cases to which they apply and are not inconsistent with the bylaws or standing rules.

### **ARTICLE IX Amendments**

The bylaws may be amended at any regular or special meetings by a two-thirds vote of those present and voting, provided the proposed amendments have been presented at the previous regular meeting or sent to the membership by letter or electronic transmission two weeks before the meeting at which they will be considered.

### **ARTICLE X Dissolution**

The object and purpose of the organization are entirely charitable; no part of its earnings shall be inured for the use or benefit of an individual. In the event this organization should be dissolved for any reason, any remaining assets shall be distributed to GFWC Florida Federation of Women's Clubs, to which this Club belongs, as long as the Federation remains within the scope of IRS Section 501(c)(3), or any amendments thereto.

Approved: February 2015, May 2016, March 2017, March 2018, March 2019, April 2020, March 2023.