

Riverview Woman's Club

By-Laws

Article I – Name

This body is incorporated as a non-profit organization known as the Riverview Woman's Club.

Article II – Objectives

The objectives of this organization shall be to:

- Promote friendships among its members
- Promote the businesses of its members
- Provide college scholarships for students who live in Riverview
- Support education of children
- Community outreach

Article III – Membership

Any woman who desires membership in the organization, upon payment of her dues, shall be accepted as member.

Article IV – Meeting

1. The woman's club shall hold regular monthly meetings on the 3rd Wednesday of each month during the school calendar, from September through May at 12 noon at a designated place.
2. The woman's club shall hold special fund raising events monthly on the 2nd Wednesday of the month to accommodate the working professional who may be unable to attend the noon meetings.
3. The woman's club shall hold Executive Board meetings as deemed necessary by the President for event planning, creating a budget or targeted issues.

Article V – Officers

1. Officers elected by members shall be a President, a Vice President, a Secretary and a Treasurer.
2. The Executive Board shall consist of elected officers plus the immediate past president and committee chairs. The Executive Board is authorized to take action when decisions must be made on matters arising between regular monthly membership meetings.
3. A member may not be nominated to serve in the same elected office position for more than two consecutive years.
4. Members in good standing, dues current and regularly attends meetings, are eligible for any office or committee chair position.

Article VI – Elections

A Nominating Committee appointed by the President in January shall consist of the immediate past president who shall serve as chairperson, one other elected officer and one member from the general membership. To be eligible for the office of President, the nominee must have served at least one year on the Executive Board.

The Nominating Committee shall propose a slate of candidates to the membership no later than the March meeting. Election of officers shall be held at the April meeting. At that time nominations may also be made from the floor with the prior consent of the nominees. Installation of elected officers shall take place at the May meeting.

When vacancies of installed officers arise from any cause during the club year, candidates to fill such vacancies for the remainder of the office term shall be proposed to the Executive Board by the most recently appointed Nominating Committee. The Executive Board has authority to approve such nominees.

Article VII – Duties of Officers

President – The President shall preside at all membership and Executive Board meetings. She shall countersign all checks drawn on the funds of the club. She shall supervise plans for extending social and civic projects and strive to promote harmony and efficiency in the work of the club. She shall appoint a parliamentarian and the chairperson of all standing and special committees.

Vice President – The Vice President shall determine the location of the luncheon and schedule the speakers for each meeting. In the absence or disability of the President shall perform the duties of the President.

Secretary – The Secretary shall keep the meeting notes of all club meetings and shall keep a record of attendance. She will also conduct correspondence of the club as requested by the Executive Board. She shall be empowered to countersign checks in the absence of the President.

Treasurer – The Treasurer shall receive, deposit and disburse all funds. She shall write and countersign all checks. She collects dues and sends an email reminder when renewal fees are due. She shall assist in creating the budget. She shall post transactions to the budget and report all transactions at the Executive Board meetings and membership meetings.

Committee Chairpersons, such as Special Event Chairperson, shall appoint their respective committee members.

Article VIII – Dues

The fiscal year shall be from June 1 through May 31.

The annual dues of the woman's club as determined by membership vote, shall be paid by May 31st of each year. New members joining from October through May shall be pro-rated and must be in good standing.

Article IX – Voting

One-third of the membership shall constitute a quorum for the transaction of business at regular membership meetings. Approval shall be by majority vote of members present.

Executive Board members present shall constitute a quorum for the transaction of business at regular Executive Board meeting. Approval shall be by a majority vote of committee members present.

Article XI – By Law Amendments

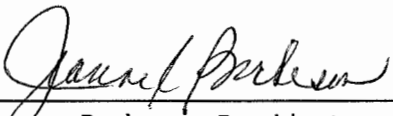
Any changes, additions, or deletions to the woman's club by-laws shall be submitted to the Executive Board in writing. If approved, the proposed changes recommended shall be presented to the members at any regular meeting (mailed to absentees) and voted on at the following meeting.

Article XI – Dissolution

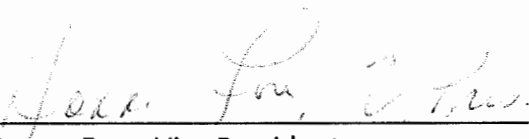
Voluntary dissolution of the Riverview Woman's Club may be accomplished in the following manner.

1. The majority of the woman's club executive board will vote to recommend to the members to dissolve the club.
2. Upon approval by the membership, the executive board will create a plan for the process that includes payment of all debts and distribution of all assets. The club will continue to exist during the dissolution process but will conduct no business except that necessary to complete the process.
3. Upon completion of the requirements, the appropriate filing will be made with the State of Florida, including the following information:
 - A. The proper name of the organization is Riverview Woman's Club
 - B. Date of filing the club's Articles of Incorporation is March 23, 2012

Adopted March 23, 2012 after presenting to membership



Jeanne Burkeson, President



Donna Fore, Vice President