

THE BISBEE WOMAN'S CLUB

BYLAWS

Adopted January 17, 1958

Amended 1973, 1981, 1993, 2002, 2013, 2015

Revised and Adopted May 9, 2024

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MISSION STATEMENT

The Bisbee Woman's Club encourages women to further their education, improve their skills, expand their rights, and apply their abilities to the community's issues through educational scholarships, grants, and programs.

ARTICLE I

Name

This organization shall be known as The Bisbee Woman's Club.

ARTICLE II

Object

This club, designated as a 501(c)(3) not-for-profit corporation, is organized for charitable and educational purposes.

ARTICLE III

Membership

Section 1. The membership consists of three categories:

Active Members: Those members whose dues are current.

Honorary Members: Those members elected by unanimous vote with dues waived.

Lifetime Members: Those members who have held membership for twenty-five years. The Executive Board may waive their dues and duties.

Section 2. Every applicant for membership must be sponsored by a member and attend two meetings before joining; dues are payable upon joining.

Section 3. Member duties are listed in the Yearbook.

Section 4. Any member who is in arrears for dues may be removed from membership by the Executive Board.

Section 5. Women who have been members in good standing in the General Federation of Women's Clubs, or are former members of The Bisbee Woman's Club, are automatically accepted for membership upon the day their name is presented, and dues are paid.

ARTICLE IV

Dues

Section 1. The amount charged for yearly dues shall be determined by a majority vote of the active members present at the Annual Meeting, held in May.

Section 2. Renewal dues must be paid by the September Business Meeting.

Section 3. Members who elect to retain membership in the General Federation of Women's Clubs must pay additional fees as prescribed by the GFWC.

ARTICLE V

Executive Board

Section 1. The Executive Board consists of all Officers and meets a minimum of two times per year.

Section 2. The Executive Board manages and controls the property of the club. They have the authority to spend funds not to exceed five hundred dollars.

Section 3. In the event a proposed expense exceeding the above limit must be paid before the next Business Meeting, the Executive Board must inform the membership of the expense (via telephone, email, or any other means of communication). A majority of active members who respond by the deadline set in the communication must approve the expense. Any action so approved shall have the same effect as though taken at a meeting of the Executive Board and must be recorded by the Recording Secretary in the minutes of the following Business Meeting, reflecting the date and the decision including why the decision was made outside a regular meeting.

Section 4. The Executive Board is authorized to purchase policies to insure the clubhouse and furnishings from loss or damage. All policies are to be made in the name of The Bisbee Woman's Club, a not-for-profit corporation, duly organized and existing in the City of Bisbee, Arizona.

Section 5. The Executive Board may review the record of receipts and disbursements for the club year, together with all vouchers and the annual financial reports of the Treasurer, on an annual basis.

Section 6. The Executive Board must adopt and monitor procedures to ensure that The Bisbee Woman's Club's annual and other financial statements are complete, accurate, and available to the public for inspection, and that all state and federal forms required for a not-for-profit corporation are completed and timely filed.

Section 7. Excepting the President, the Executive Board comprises the Nominating Committee, with the addition of one active member at large. The Nominating Committee conducts the election of Officers. The Treasurer shall distribute ballots to active members, or a vote may be made by acclamation. In the event of a vote, an election is successful by a majority vote of active members present.

Section 8. In case of a prolonged absence of an Executive Board member, the President, with approval of the Executive Board, shall appoint a replacement or a temporary substitute.

ARTICLE VI

Officers

Section 1. The club Officers are President, Vice President, Recording Secretary, Technology & Information Officer, and Treasurer.

Section 2. All officers shall be elected by vote or acclamation at the Business Meeting in April (see Article V, Section 7). They take office at the conclusion of the Annual Meeting in May and hold office for a term of two years.

Section 3. Officers may serve two consecutive terms of two years each. After a minimum of one term out of office, an officer may run again for the same seat.

Section 4. The PRESIDENT presides at all Business Meetings of the club and of the Executive Board. She functions as an ex-officio member of all committees (except the Nominating Committee), with the right to vote.

Section 5. The VICE PRESIDENT performs the duties of the President during her absence, serves as Chair of the Bylaws Committee, ensures that the club's Bylaws are observed and performs other duties assigned by the President.

Section 6. The RECORDING SECRETARY records the minutes of all Business Meetings and Executive Board meetings. The minutes will include a list of all active members and guests present at each meeting. Copies of all minutes will be emailed to the President and the Technology & Information Officer prior to the next Business Meeting.

The Recording Secretary maintains an electronic file of the Yearbook, which contains the Bylaws and the Standing Rules, and all meeting minutes, with any amendments to these documents properly recorded.

Section 7. The TECHNOLOGY & INFORMATION OFFICER creates and transmits member communications of the club, including the minutes of each Business Meeting, which must be sent to active members prior to the next Business meeting. She serves as Chair of the Communications Committee and performs other duties assigned by the President.

Section 8. The TREASURER is responsible for the fiscal management of the club. She collects dues, notifies members of delinquency of dues, and keeps a list of active members. She serves as Chair of the Finance Committee.

- A. The Treasurer pays all club bills, keeps an itemized account of all receipts and disbursements, and renders a financial report to the membership at each Business Meeting.
- B. The Treasurer is responsible for fiscal management of grants and awards to and from The Bisbee Woman's Club.
- C. The Treasurer, with the assistance of the Finance Committee, must submit an organizational budget in April to the Executive Board for review, and to the membership for approval at the Annual Meeting. The budget must be approved by a majority of active members present prior to the next fiscal year.
- D. The Treasurer timely files all required documents with the IRS, Arizona Corporation Commission, and any other entities which require financial information.

Section 9. Upon retiring, all Officers must deliver to their successors all money, accounts, records books, papers and/or other property belonging to the club.

ARTICLE VII

Committees

Section 1. The Bisbee Woman's Club shall have the following standing committees: Art, Chairs & More Auction, Bylaws, Communications, Community Grants, Community Service, Finance, Fundraising, Home Tour, House and Garden, Membership, Nominating, Programs, Scholarships.

Section 2. In March, all committee Chairs must report to the Treasurer an estimate of funding needed for the forthcoming year for inclusion in the budget. The report should summarize activities for the year and include a rationale for funds requested.

Section 3. The Executive Board may create or eliminate special committees as they deem necessary.

Section 4. The President has the authority to appoint and remove committee chairs.

ARTICLE VIII

Meetings

Section 1. Business Meetings are held on the second Thursday of the month, commencing in September, and concluding in May. When a holiday interferes with a Business Meeting, the President is authorized to reschedule or cancel such a meeting.

Section 2. If needed, meetings may be conducted electronically, and must adhere to the Bylaws.

Section 3 There shall be a minimum of three Programs every year, held on the fourth Thursday of the month from September through May. These programs may be open to the public.

Section 4. Special Meetings may be called by the President, or upon written request of three active members. The President shall instruct the Technology & Information Officer to notify the membership no later than seven days prior to the special meeting. No business will be transacted except that for which the special meeting was called.

Section 5. The number of active members present shall constitute a quorum for the transaction of business.

Section 6. A majority of those active members present at the meeting will decide by vote on all issues except amending or revising the Bylaws (see Article X, Section 2).

Section 7. The Annual Meeting is held at the Business Meeting in May.

ARTICLE IX

Parliamentary Authority

The rules contained in Roberts Rules of Order, Revised, shall govern the club in all cases to which they are applicable, and in which they are consistent with the Bylaws of the club, or the Standing Rules outlined in the Yearbook.

ARTICLE X

Method of Amending or Revising the Bylaws and the Yearbook

Section 1. The Bylaws will be reviewed as needed but no less than every two years under the supervision of the Vice President.

Section 2. The Bylaws may be modified by a two-thirds vote of the active members present, with advance notice given to the membership.

Section 3. A copy of the Standing Rules and the Bylaws must be included in the online Yearbook. A printed version shall be available at the clubhouse and to members upon request.

Section 4. The Yearbook may be amended at the discretion of the Executive Board. Amendments shall be passed by a majority of those active members present at a Business Meeting.

Bylaws Revised and re-issued May 9, 2024