

THE BISBEE WOMAN'S CLUB

BYLAWS

Adopted January 17, 1958

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

Revised and Adopted May 9, 2024

THE BISBEE WOMAN'S CLUB BYLAWS

ADOPTED May 14, 2026

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 and Location

This organization shall be known as The Bisbee Woman's Club. The principal physical office and place of conducting club business is 7 Ledge Avenue, Bisbee, AZ 85603. The club's mailing address is PO Box 1743, Bisbee, AZ 85603.

ARTICLE II

Object

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

ARTICLE III

Fiscal Year

The club's fiscal year is July 1 through June 30.

ARTICLE IV

Membership

Section 1. The membership consists of two categories:

Active Members: Those members whose dues are current, and who adhere to the member responsibilities as stated in the Standing Rules in the Membership Guide.

Supporting Members: Those members who support the club monetarily and receive club communications but are not eligible to vote.

Section 2. Applicants for membership may be sponsored by a member or request to join independently. All applicants must attend two meetings before joining; dues are payable upon joining on a 12-month pro-rated basis.

Section 3. Member responsibilities are listed in the Membership Guide.

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

ARTICLE V

Dues

Section 1. Dues shall be determined by a majority vote of the active members present at the Annual Meeting held in May.

Section 2. Dues must be paid by the September Business Meeting.

ARTICLE VI

Officers

Section 1. The club officers are president, vice president, recording secretary, technology & information officer, treasurer, and immediate past president. A list of all officer responsibilities are contained in the Membership Guide.

Section 2. All officers shall be elected by ballot or acclamation at the Business Meeting in April (see Article VI, 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. 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

Executive Board

Section 1. The executive board consists of officers and meets a minimum of two times per year, and at the discretion of the president.

Section 2. The executive board manages and controls the property of the club. It has 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 notify the membership of the expense. 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 Business Meeting and must be recorded 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, and to limit board and clubhouse liability. 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 must adopt and monitor procedures to ensure that the 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 6. At the end of the fiscal year, the executive board must review the record of receipts and disbursements.

The club's financial records will undergo an independent audit by a licensed professional annually. This report will be distributed to the membership prior to the September meeting.

Section 7. Except for the president, the executive board comprises the Nominating Committee, with the addition of one active member. The Nominating Committee shall notify the membership of the proposed slate of officers by the end of March. At the April meeting a vote is taken; an election is successful by a majority vote of active members present.

Section 8. At the discretion of the president, with majority approval of the executive board, an officer may be replaced.

Section 9. The executive board shall appoint a replacement if an officer resigns.

ARTICLE VIII

Committees

Section 1. The Bisbee Woman's Club shall have the following standing committees: Clubhouse, Community Grants, Community Service, Finance, Garden, Home Tour & Art Auction, Membership, Programs, Scholarships, and Technology.

Section 2: Committee chairs must be active club members. Committees may include non-members who have appropriate expertise.

Section 3. Special Committees may be created or eliminated as the executive board deems necessary.

Section 4. Committee chairs may be removed by the president.

ARTICLE IX

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 the meeting.

Section 2. Meetings may be attended virtually if requested in advance.

Section 3 There shall be a minimum of three Programs every year. 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 of the date and purpose of said 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 any issues except amending or revising the Bylaws (see Article XI, Section 2).

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

ARTICLE X

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 as outlined in the Membership Guide.

ARTICLE XI

Method of Amending or Revising the Bylaws and the Membership Guide

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. Any modification of the Bylaws requires a two-thirds vote of the active members present, with prior notice given to the membership.

Section 3. The Membership Guide may be revised at the discretion of the executive board.

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

Bylaws Revised and re-issued May 14, 2026