



BY- LAWS - 2021

ARTICLE 1: Name: The name of the organization is Pine Lakes Women's Club.

ARTICLE 2: Purpose: To bring together all Pine Lakes women to enjoy social, charitable, and cultural activities.

ARTICLE 3: Membership:

Section 1: All female residents and renters are eligible to join.

Section 2: The club president will appoint a member to register all new members and maintain a current membership list.

ARTICLE 4: Fees, Dues, and Fiscal Year

Section 1: A one-time initiation fee of \$5 will be assessed upon joining.

Section 2: Annual dues of \$2 is payable April 1.

Section 3: The fiscal year shall be April 1 to March 31.

ARTICLE 5: Meetings

Section 1: General membership meetings shall be held the first Thursday of each month, September through April, in the clubhouse at 7 pm

Section 2: A quorum shall consist of 50 members, including at least three elected officers. The membership sign-in list shall determine whether or not a quorum is present.

ARTICLE 6: Officers, election, and installation

Section 1: Officers shall be president, vice-president or co-vice-president, recording secretary, corresponding secretary, and treasurer.

Section 2: Each officer shall be elected for one year, and no president shall serve in that position for more than three consecutive years. All other officers shall serve for no more than two consecutive years.

Section 3: Election of officers shall be held at the March meeting with installation of officers and immediate assumption of duties at the April meeting.

A. The chairwoman of the nominating committee will present a slate of officers' candidates.

B. Additional nominations may be made from the floor.

C. Voting shall be done by written ballot unless only one candidate exists for a specific office. In such cases, voting may be done by voice or acclamation.



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ARTICLE 7: Duties of Officers, per bylaws and Robert's Rules of Order

Section 1: President: Shall preside at all meetings, perform the duties as stated in the Bylaws and as directed by the Executive Board and be an *ex officio* member of all committees except the Nominating Committee.

Section 2: Vice-President/Co-Vice-President: Shall perform the duties of the president in her absence or inability to perform her duties; be in charge of programs for meetings, and perform other duties as designated by the president.

Section 3: Recording Secretary: Shall record minutes of the meeting of the Executive Board and regular membership meetings and perform other duties as delegated by the president.

Section 4: Corresponding Secretary: Shall be in charge of all correspondence and remembrances and perform other duties as delegated by the president.

Section 5: Treasurer: Shall receive and deposit into the treasury all income from club events including ticket sales, donations, fifty-fifty, initiation fees, and membership dues. Shall make appropriate disbursements and give a full report at each membership meeting.

Section 6: Immediate Past President: Shall serve in an advisory capacity and may not vote at executive meetings.

ARTICLE 8: Executive Board - duties per these Bylaws and Robert's Rules of Order

Section 1: Shall be composed of the five elected officers.

Section 2: Shall have general supervision of the Club's affairs between regular meetings.

Section 3: Shall determine and present to membership at the March meeting recommendations for donations, including specific dollar amounts, to local charities.

Section 4: Shall have the right to approve up to \$50 distribution without membership approval.

Section 5: Any vacancy on the Board shall be filled from the membership for the remainder of the term by a majority vote of the Board.



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ARTICLE 9: Standing Committees

Section 1: Chairwomen of each committee shall be appointed by the president.

Section 2: Nominating committee

A. Shall consist of the chairwoman plus two members selected from the general membership, per request of club president for a total of three.

B. Duties:

[1] **Determine** a slate of nominees for Club officers and present at the March meeting.

[2] **Distribute**, collect, and count written ballots during the election

Section 3: Fifty-Fifty Committee

A. Shall consist of two members selected from the general membership each year.

B. Duties:

[1] **Sell** tickets at each membership meeting and at Club functions.

[2] **Determine** distribution of prize money and deposit balance with treasurer.

Section 4: Auditing Committee

A. President shall select two members from the general membership.

B. Will oversee auditing of the Club books whenever a new person is elected treasurer.

ARTICLE 10: Donations

Section 1: Donations will be made to local charities as presented by the Executive Board and voted on by the membership of the Club meeting following our last fundraiser of the year. Simple majority rules.

Section 2: At the next regular membership meeting, said proposed amendment(s) shall be fully explained,

Section 3: A simple majority vote is required to adopt the amendment which then becomes effective immediately

ARTICLE 11: Amendments

Section 1: Proposed amendments to these Bylaws may be proposed at any regular membership meeting and must be so recorded in the minutes.



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ARTICLE 12: Emergency

Section 1: Membership

New Memberships will continue so access to the Pine Lakes Women's Club Facebook Page can be granted for information

Current membership dues will be extended until gatherings/meetings resume

Section 2: Meetings

Meetings will resume based on guidelines from ELS

Section 3: Officers

Current board and officers will remain in effect if emergency is during election months; (February – openings/nomination committee created, March - vote, April- installment of new officers); until the next election cycle when meetings have resumed to have a quorum

If any officer cannot fulfill their duties, the current board will select a replacement from the current membership until the next election cycle.

End of Articles

Revised 2/2021

Committee:

Barbara Zgrzepski

Bev Mecurio

Bev Thornton

Bridget Heier

Judy DeLounge