

**BYLAWS**  
**Croatan Women's Club**  
**ARTICLE I – NAME & PURPOSE**

The name of the organization shall be the **Croatan Women's Club** (may also be referred to as the Club or CWC.) The purpose of the Club is to bring the women of Croatan together in a social environment.

**ARTICLE II – MEMBERSHIP**

Membership is open to all women RESIDENTS of the Croatan Subdivision. Members who have moved from Croatan, may become Associate members, by paying the same annual dues amount as Croatan residents. Associate members may retain all privileges except voting and holding elective office.

**ARTICLE III - OBJECTIVES**

1. To provide an opportunity for women residents of Croatan to meet in order to enhance community relations.
2. To provide a forum for various women's issues.
3. To support local charitable organizations with excess account funds after all bills are paid.
4. To support the members in times of need.

**ARTICLE IV - MEMBER RESPONSIBILITIES**

1. Attend meetings/activities.
2. When available, hold office or serve on at least one committee, standing or ad hoc.
3. Assist the president when requested.
4. Pay dues annually, as set each year at the annual meeting.
5. Host monthly meetings of the Club when possible.

**ARTICLE V - FISCAL YEAR**

The fiscal year of the Club shall be *August 1<sup>st</sup> to July 31<sup>st</sup>*. Monthly meetings will be held September through June. (*Amended 10-18-21*)

**ARTICLE VI - BOARD OF DIRECTORS AND OFFICERS**

The Club shall be governed by a Board of Directors consisting of six (6) Officers. The Officers shall be President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary and Programs Chair. The immediate past president shall be an advisor to the Board.

**Section 1.**      Duties of the Officers shall be:

1. **PRESIDENT** – The President shall preside over all meetings of the membership and the board and shall be an ex-officio, non-voting member of all committees. The President is excluded from the Nominating Committee. In coordination with the Recording Secretary, prepare an agenda for each meeting of the Board of Directors.
2. **VICE-PRESIDENT** – The Vice-President shall preside in the absence of the President and shall assume the duties and exercise the power of the President. The Vice-President shall chair the Membership Committee and act as liaison with the monthly hostess.
3. **RECORDING SECRETARY** – The Recording Secretary shall:
  - A. Take minutes of all Membership and Board meetings, providing the board with a draft for review within 5 days, and posting the approved copy on the Women’s Club page of the CCL web site.
  - B. Minutes shall at a minimum include determination of a quorum, short description of discussion items, motions made and voting results for each motion.
  - C. Coordinate with the CCL web site editor for posting of Women’s Club approved material.
4. **CORRESPONDING SECRETARY** – The Corresponding Secretary shall conduct correspondence as may be required by the President or the Club. Post notice of meetings on Next Door and/or the CCL community email by or on the 1<sup>st</sup> of each month.
5. **TREASURER** – The Treasurer shall receive all money and deposit all funds of the Club in a Board approved bank.
  - A. Keep accurate records of all receipts and disbursements, give receipts in writing and pay all bills specified in the budget or approved by the Board.
  - B. Maintain a current membership list to include address, e-mail address and telephone number, reporting on membership at each Club and Board meeting with a complete written report at the Annual Meeting.
  - C. Make the books available at the September meeting for any member to view, and provide same to the Board for audit at the end of the fiscal year.
  - D. At least 30 days prior to the beginning of the fiscal year, with the assistance of the Board, prepare a draft budget for review, discussion and approval by the Board.
  - E. The budget shall retain the amount of four hundred dollars (\$400) in the treasury each year for startup costs.
6. **PROGRAMS CHAIR** – The Programs Chair will plan all programs for the monthly meetings.

**Section 2.**      General duties of the Board of Directors

1. Manage the affairs of the Club in accordance with its’ bylaws.
2. Act upon all correspondence and communication.
3. Suggest Club sponsored activities, fees and charges.
4. Make recommendations concerning matters requiring vote of all members at a regularly scheduled meeting.
5. Act professionally at all times in the best interests of the Club.
6. Be knowledgeable in the use of a computer, e.g., sending and receiving email messages and the downloading/uploading of documents and reports.

## ARTICLE VII – NOMINATIONS, ELECTIONS & TERMS

### **Section 1.**     Nominations to the Board of Directors

The Board shall appoint a Nominating Committee of three (3) members at the February meeting, whose responsibility will be to contact members determining those who would like to serve on the Board of Directors, to include incumbent officers who have not exceeded a successive two (2) year term. Incumbent members of the Board who have served a two-year term may be nominated to serve in another Board position. Nominations may be made from the floor with the prior consent of the nominee, at the annual meeting in May.

### **Section 2.**     Term of Office

Officers shall be elected to one year terms and may not serve in the same office for more than two (2) consecutive terms. Officers may be re-elected after being out of office for a period of one year.

*Officers could serve an additional term if the club experienced a “non-year” or “irregular meeting year” where meetings were prohibited by public health officials and/or the presiding government official; and the membership approves the additional term of the Officers.  
(Amended 10-18-21)*

### **Section 3.**     Elections

Elections shall be held at the annual meeting in May, at which time the slate of nominees will be presented for vote. A quorum of twelve (12) members must be present in order to hold elections. All members shall be entitled to cast one vote for each open position on the Board of Directors and voting will be by ballot. Election of a Board member shall be by majority vote of those present. The Recording Secretary will tally and announce the votes.

### **Section 4.**     Vacancies

Vacancies on the Board of Directors shall be filled by a vote of a majority of the remaining directors at a special meeting of the Board, promptly after the occurrence of the vacancy. The appointee shall serve the remainder of the one (1) year term and may be nominated and elected by the membership for a successive term.

### **Section 5.**     Removal

1. Unless there are mitigating circumstances known to the Board, any member of the Board of Directors who misses four (4) or more consecutive regularly scheduled meetings and/or board meetings shall be considered for removal and the membership shall be advised.
2. Any member of the Board of Directors unable to perform the duties of Article VI, Section 1 and Section 2, may be recommended for removal. The member will be advised in writing, stating cause, and given opportunity to speak before the Board, after which time the Board by majority vote may recommend removal to the Membership.

## ARTICLE VIII – MEETINGS

**Section 1.**     Annual Meeting.

The annual meeting shall be held in May, at which time the members shall vote for open positions on the Board of Directors and any other issue presented to them by the Board. Twelve (12) members shall constitute a quorum for business to be conducted.

**Section 2.**     Monthly Meetings

Meetings shall be held on the second or third Monday of each month at 7:00pm, except the months of July and August, *to avoid conflicts with holidays and CCL meetings. The Board will set the meeting dates prior to the start of each Club year.* Meetings may consist of a social, a program and a short business meeting. A volunteer hostess for each meeting and the program will be published on the Womens Club page of the CCL web site. Twelve (12) members shall constitute a quorum for any business to be conducted that would require a vote of the membership.

*(Amended 10-18-21)*

**Section 3.**     Board of Director Meetings

The Board of Directors shall meet on call of the president or at request of three (3) board members. Four (4) members shall constitute a quorum to conduct business or vote.

**Section 4.**     Notice of Meetings

The Corresponding Secretary shall furnish notice of all meetings. Notice of meetings of the Board of Directors shall be given by email to each member. Notice of regularly scheduled meetings shall be provided by posting on Next Door and/or the Community email.

**Section 5.**     Parliamentary Authority

All meetings shall be conducted according to Robert's Rules of Order Revised, and shall be referred to in all cases not covered by these Bylaws.

**Section 6.**     Non-Croatan Meeting Host

*A Croatan nonresident woman who will hold a meeting(s) of forty (40) or more club members held at her home adjacent to Croatan (within .5 miles) during a business year, will be allowed to attend club meetings in that year as a modified member without voting rights.*

*(Amended 10-18-21)*

**ARTICLE IX – STANDING COMMITTEES**

Standing Committees are appointed by the Board of Directors at the first meeting of the Board following the annual meeting. Committees report to the Board of Directors, are non-voting and make recommendations to the Board.

The standing committees shall be:

1.     Programs
2.     Mermaid Mafia

## **ARTICLE X – AMENDMENTS TO BYLAWS**

These Bylaws may be amended at any monthly meeting by a two-thirds vote of those present having been furnished at least seven (7) days' notice, and provided a quorum of twelve (12) is present.

*Board Approved – August 2018*  
*Membership Approved – September 17, 2018*  
*Amended – October 18, 2021*  
*Amended – March 10, 2022*