

Revised 4/2014

SAMPLE BYLAWS

The following are sample copies of bylaws as recommended by the Minnesota Women of Today. In setting your chapter's bylaws and policies or in making revisions, use these as your guide. (ITEMS IN PARENTHESES AND IN CAPITAL LETTERS ARE NOTATIONS AND SHOULD NOT BE INCLUDED WHEN TYPING.) Keep in mind that the articles that are printed in red must be stated therein. Make adjustments to suit your chapter on any of the other provisions, but make sure that they are not contrary to the bylaws and policies of the Minnesota Women of Today. All chapters need a workable set of bylaws and policies for good chapter management and as tools for governing. If you have any questions or concerns in setting up or revising your chapter's bylaws and policies, contact your State Parliamentarian or Chapter Management Vice President.

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Revision Date \_\_\_\_\_

BYLAWS OF THE \_\_\_\_\_ WOMEN OF TODAY

**ARTICLE I. NAME**

Section 1. The name of the corporation shall be the \_\_\_\_\_ Women of Today.

**ARTICLE II. PURPOSE, MISSION STATEMENT AND CREEDS**

Section 1. The purpose of the corporation shall be to encourage, foster, and support the growth and establishment of the Women of Today chapters in Minnesota and throughout the United States.

Section 2. The mission of this corporation is to help women improve their own lives and the lives of the people in the communities around them. This organization shall be a place in which young women are actively encouraged to become involved and hold positions of leadership. This organization shall provide opportunities for members to:

- A. Contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
- B. Develop and foster skills and talents related to becoming successful individuals, interacting well with other people and becoming capable leaders.
- C. Develop friendships and find personal support within the organization.

Section 3. Minnesota Women Of Today Creed: We, The Women Of Today, are Service, Growth and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.

- Section 4. United States Women Of Today Creed: We, The United States Women Of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents, and stand united by our friendship and belief in the future.

### ARTICLE III. MEMBERSHIP

- Section 1. This organization is a member of the Minnesota Women of Today in regard to the payment of dues, support of projects whenever possible, and compliance with bylaws and policies.
- Section 2. This organization is a member of the United States Women of Today in regard to the payment of dues, support of projects whenever possible, and compliance with bylaws and policies.
- Section 3. This organization is a member of the District \_\_\_\_\_ Women of Today in regard to the payment of dues, support of projects whenever possible, and compliance with bylaws and policies when not in conflict with those of the Minnesota Women of Today.
- Section 4. The objectives of the corporation are purely civic, educational, social and recreational. It is not organized for religious, political, or private purposes and shall not function for profit or for personal gain to any of its members.
- Section 5. A member in good standing is any person at least 18 years of age when his/her dues are paid.
- Section 6. Honorary membership may be extended to any person by two-thirds (2/3) vote of the members present and voting at any general membership meeting.
- Section 7. Any member wishing to resign from the corporation must give written notice to the president.

### ARTICLE IV. FISCAL YEAR AND DUES

- Section 1. The fiscal year shall begin May 1 and end April 30 of each year.
- Section 2. Members shall pay annual dues of \$ \_\_\_\_\_, which shall be due in each member's respective anniversary trimester.
- A. \$5.00 to the United States Women of Today
  - B. \$40.00 to the Minnesota Women of Today
  - C. \$ \_\_\_\_\_ to the \_\_\_\_\_ Women of Today (INCLUDE THIS STATEMENT ONLY IF THERE ARE LOCAL DUES.)
- Section 3. A member who transfers within the State of Minnesota shall not have to pay any dues until her next dues date; a transfer in from out of state shall be regarded as a new member in regards to dues.
- Section 4. Any member whose dues are not paid by his/her anniversary quarter shall lose all voting privileges.
- Section 5. Honorary members will not be required to pay any dues. Honorary members are non-voting members and may not hold office or chair any standing committees.

### ARTICLE V. FINANCE

- Section 1. The official bank of this corporation shall be \_\_\_\_\_.
- Section 2. The President and the Treasurer shall be required to co-sign the checks. The \_\_\_\_\_ (WHICHEVER OFFICER THE CHAPTER DECIDES) will sign checks in absence of either the President or Treasurer. (TWO OFFICERS MUST SIGN EACH CHECK.)

- Section 3. The budget committee shall be made up of the President, Treasurer, Past President and Past Treasurer. A proposed budget shall be presented at the June general membership meeting.
- Section 4. The Board of Directors shall have the authority to authorize disbursements of \$25.00 or less. (THE DOLLAR AMOUNT SHOULD BE DETERMINED BY YOUR CHAPTER.) All disbursements in excess shall be made only upon authorization of the general membership.
- Section 5. **Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the state organization.**

ARTICLE VI. OFFICERS AND DUTIES

- Section 1. The officers of this corporation shall be President, Programming Vice President, Membership Vice President, Secretary, Treasurer, State Delegate, Past President and Parliamentarian. (SOME CHAPTERS HAVE THE PAST PRESIDENT SERVE AS PARLIAMENTARIAN.)
- Section 2. The duties of the officers shall be as follows:
  - A. President
    - 1. Shall preside at all general, special, and board meetings of this corporation, and perform all the duties pertaining to her office.
    - 2. Shall be an ex-officio member of all committees, except the Nominating committee.
  - B. Programming Vice President
    - 1. Shall preside at the membership, board of directors, and special meetings in the absence of the President.
    - 2. Shall immediately succeed to the office of President in event of a vacancy in that position.
    - 3. Shall oversee Local Program Managers.
    - 4. Shall aid the State Delegate in completing his/her trimester report.

(NOTE: SOME CHAPTERS HAVE INTERNAL AND EXTERNAL VICE PRESIDENTS. IN SUCH A CASE, THE DUTIES OF B.1 AND B.2 FALL FIRST ON THE INTERNAL VICE PRESIDENT AND THEN TO THE EXTERNAL VICE PRESIDENT. **YOU MUST HAVE AN ORDER OF SUCCESSION IN CASE YOUR PRESIDENT CANNOT COMPLETE THEIR TERM.**)

- C. Membership Vice President
  - 1. Shall initiate activities that encourage new member adds and activation, promote member retention, and help plan orientations.
  - 2. Shall coordinate and facilitate new member orientations and include the President.
  - 3. Shall assist in keeping an up-to-date membership roster.
  - 4. Shall notify members due for renewal.
- C. Secretary
  - 1. Shall keep minutes of all proceedings and record the same; prepare correspondence and perform such other duties as the office requires.
- D. Treasurer
  - 1. Shall issue notice of dues payable and be responsible for the collection thereof.

2. Shall keep the books of the corporation, disburse funds upon authorization, and regularly (or monthly) report on the financial condition of the corporation.
  3. Shall file all Sales Tax forms and Income Tax forms before they are due.
  4. Each trimester shall send the state and national dues to the Minnesota Women of Today Chapter Service Center.
  5. Monthly shall submit new members, along with any address changes and transfers, to the Chapter Service Center.
  6. Upon completion of a project, shall aid in filling out the correct transmittal form and sending copies to the State Treasurer and appropriate State Program Managers.
  7. Shall serve as Chairman of the Budget Committee.
- E. State Delegate
1. Shall represent the chapter as the voting delegate at all District and State meetings.
  2. If additional votes are allotted the chapter, voting delegates shall be selected from the chapter members attending.
  3. Shall promote attendance of the general membership at all district and state meetings, at the Area meeting, and in visitations to other chapters.
  4. Shall attend to all district and State correspondence.
  5. Shall see that news articles concerning the local chapter are submitted to the NEWSLET for publication. Each trimester shall thoroughly complete and promptly send in the State Delegate's Report to the District Director.
- F. Past President
1. Shall act as an advisor to the Board of Directors.
  2. Shall serve as chairwoman of the Nominations committee.
  3. Shall serve on the Budget committee.
- G. Parliamentarian
1. Shall advise the President and work with him/her in selecting the proper procedure to transact business.
  2. Shall serve as chairwoman of the Bylaws and Policy Review committee.
  3. Shall be responsible for sending in the chapter's bylaws and policies to the State Parliamentarian and District Director and keeping them updated on revisions made during the course of the year.
  4. Shall have a copy of the bylaws and polices with them at all meetings.

(IF THE PAST PRESIDENT IS ALSO THE PARLIAMENTARIAN, LIST THE POSITION AS "PAST PRESIDENT/PARLIAMENTARIAN" WITH ALL THE DUTIES UNDER THE SINGLE TITLE.)

#### ARTICLE VI. BOARD OF DIRECTORS

- Section 1. This Board shall be composed of the officers of this corporation.
- Section 2. The Board of Directors shall meet monthly or at any time deemed advisable by the president or a majority of the members of the board.

- Section 3. The Board of Directors shall be authorized to act on all matters relative to the policies of the corporation, its welfare and membership, and may direct activities for the general good of the corporation.
- Section 4. A majority of the Board of Directors shall constitute a quorum at the Board of Directors meetings.
- Section 5. The general membership can overrule any decision of the Board of Directors.
- Section 6. Any board member who misses three (3) consecutive board meetings without a legitimate reason may be dropped from the board and a new member appointed to their position by the board.
- Section 7. Any board member not fulfilling their duties may be suspended by a vote of the Board of Directors. The officer in question shall receive written notice from the Board of Directors and shall have ten (10) days to show just cause why they should not be suspended from their term of office.

ARTICLE VIII. ELECTION OF OFFICERS

- Section 1. The Nominating committee shall be composed of three (3) members, with immediate Past President serving as chairperson. Two months before the election meeting, two members shall be appointed to this committee from the membership.
- Section 2. The Nominating committee shall present its report one month prior to the election meeting with at least one nominee for each office.
- Section 3. The Nominating committee shall conduct the election at the \_\_\_\_\_ meeting by secret ballot. Absentee and proxy votes will not be accepted. The candidate receiving the majority number of votes shall be declared elected. (SOME CHAPTERS ELECT THE NEW BOARD AT THEIR APRIL MEETING AND INSTALL THEM AT THEIR MAY MEETING. THIS IS STRICTLY UP TO YOUR CHAPTER.)
- Section 4. Vacancies in any elected office shall be filled by majority vote of the Board of Directors for the unexpired term of the office: except, however, the Programming (or Internal) Vice President shall succeed to the President in the case of vacancy in the office of President.
- Section 5. The officers of this corporation are elected for a term of one year. They are not eligible for election to the same office until a one year period has elapsed. (An appointed officer shall be eligible to run for the same office the following year.)

ARTICLE IX. MEETING AND QUORUM

- Section 1. The regular membership meeting shall be held the \_\_\_\_\_ of each month.
- Section 2. One-third (1/3) of the membership in good standing, including three members of the Board of Directors, shall constitute a quorum for the transaction of business.
- Section 3. Special meetings may be called by the President or a majority of the members, provide a five (5) day notice is given.

ARTICLE X. DISSOLUTION OF THE \_\_\_\_\_ WOMEN OF TODAY

- Section 1. **In the event the membership desires to dissolve the corporation, a special meeting shall be called to vote on dissolution of the chapter with a written**

- notice sent to all members, the State President, and the District Director ninety ( 90) days prior to the special meeting.
- Section 2. This corporation may be dissolved at the special meeting called for that purpose upon the affirmative vote of two-thirds (2/3) of the general membership provided a quorum is present.
- Section 3. Upon dissolution of the chapter, any remaining assets, after the payment of existing debts including money owed to the Minnesota Women of Today, are to be given to organizations organized exclusively for charitable, educational or scientific purposes as shall, at the time, qualify as exempt under Section 501 (C) (3) of the Internal Revenue Code.
- Section 4. Dissolution will not be final until the proper papers have been completed and received by the Chapter Service Center and all required records turned over to the District Director.

#### ARTICLE XI. AMENDMENTS AND SUSPENSION OF THESE BYLAWS

- Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting provided a quorum is present; provided the amendment has been submitted in writing and read to the membership at a regular meeting at least thirty (30) days prior to voting on the proposal, or the proposal has been mailed to each voting member at least ten (10) days prior to the meeting where action will be taken.
- Section 2. Such proposed amendments may be revised at the meeting before being acted upon, without further notice being given to the membership.
- Section 3. These bylaws may be suspended by a two-third (2/3) vote of those present at a meeting provided a quorum is present.

#### ARTICLE XII. FINAL AUTHORITY

- Section 1. Robert's Rules of Order, Newly Revised shall govern the corporation except when in conflict with these bylaws.
- Section 2. The Minnesota Women of Today bylaws and policies shall have the final authority over the \_\_\_\_\_ Women of Today.