

# MINT HILL WOMEN'S CLUB

## Constitution

### ***Article I – Name***

The name of this organization shall be "Mint Hill Women's Club".

### ***Article II - Objective***

The purpose of this club is:

- Service to the community, through volunteering and fund raising. Proceeds returned in support of the area.
- Social gatherings to enrich old friendships and foster new ones
- Self- improvement through guest speakers at monthly meetings and trips that appeal to a wide variety of interests.

### ***Article III - Membership***

Membership in this club is open to those Mint Hill or surrounding communities, who are interested in the well-being of Mint Hill.

### ***Article IV – Executive Board***

The officers of the club shall be President, Vice-President, Secretary, and Treasurer. They shall be elected for a term of one year. The past President is invited to be an Advisor to the new Executive Board.

### ***Article V - Meeting***

#### **Section I**

Regular meeting shall be held from September thru May at a place and date designated by the current Executive Board.

#### **Section II**

The installation of officers shall be held in May, with the new officers assuming office at that meeting.

#### **Section III**

Special meeting may be called by the President, or on application of two-thirds of the members; the President shall call such meeting.

#### **Section IV**

Two thirds of the members present shall constitute a quorum for the transaction of business at a monthly club meeting.

#### **Section V**

The Executive Board and Committee Chairs shall meet before the regular meeting every month, at a time and date so designated by the Executive Board.

### ***Article VI - Amendments***

This Constitution & By-laws may be amended at any meeting of the organization by two-thirds of the members present, providing that the amendment has been submitted at the previous meeting or emailed/regular mail to members 14 days prior.

# MINT HILL WOMEN'S CLUB

## By-Laws

### *Article I – Duties of Executive Board*

#### **SECTION I**

It shall be the duty of the **President** to:

- Establish the direction of the club and lead implementation.
- Preside at all meetings.
- Ensure financial solvency.
- Foster communications and.
- Perform all the duties usually pertaining to this office.

#### **SECTION II**

It shall be the duty of the **Vice-President** to:

- Arrange monthly club meeting programs.
- Support and assist in implementation of club goals.
- Perform all the duties of the President, in the absence or disability of the President.

#### **SECTION III**

It shall be the duty of the **Secretary** to:

- Take the minutes at all board and regular club meetings.
- Publish minutes and provide to webmaster to publish on website.
- Verbally convey at next meeting.
- Support and assist in implementation of club goals.

#### **SECTION IV**

It shall be the duty of the **Treasurer** to:

- Receive and disburse all funds of the club in a timely manner to ensure financial solvency.
- Report monthly on financial status.
- Publish club year end financial report in August of each club year.
- Provide books to a member so designated by the president (preferably one who has held the office of Treasurer), for annual audit between June – August of each club year.
- Support and assist in implementation of club goals.

#### **SECTION V**

The **President**, **Vice-President**, **Secretary**, **Treasurer**, and **Past President** shall constitute the Executive Board.

### *Article II - Election of Officers*

#### **SECTION I**

All officers shall be elected at the April meeting and shall assume office at the close of the May meeting.

#### **SECTION II**

It would be advisable that no member shall hold the same office more than twice in succession.

#### **SECTION III**

Should an officer resign during the club year, the President shall appoint a member of the club to assume the office.

# MINT HILL WOMEN'S CLUB

## *Article III – Dues and funds*

### **SECTION I**

The annual dues shall be set by the current Executive Board and Committee Chairs.

### **SECTION II**

Members must pay dues by their second meeting or be removed from club distribution lists.

### **SECTION III**

At the end of the fiscal year, a minimum balance shall be carried forward for the forthcoming year sufficient to cover known expenses.

## *Article IV - Committees*

### **SECTION I**

At the February meeting, the President shall appoint a Nominating Committee to present a slate of candidates for the Executive Board and Committee Chairs for election to serve for the following year.

### **SECTION II**

The President shall be empowered to appoint such special committees as she deems necessary at any time.

## *Article V – Duties of Committee Chairs*

The following are recognized as Standing Committees. It shall be the duty of the Committee Chairs to:

### **COMMUNICATION**

- Inform members through email or phone of meetings and other necessary information

### **CORRESPONDING SECRETARY**

- Handle all correspondence for the club

### **GREETERS**

- Provide name tags at all meetings.
- Mentor new members
- Collect membership forms and dues; provides to treasurer

### **NEWSLETTER**

- Publish the club's activities in a news letter form on a monthly basis
- Publish directory of current membership

### **PERSONAL ENRICHMENT**

- Plan variety of interesting outings to develop minds, character and knowledge.

# MINT HILL WOMEN'S CLUB

## PUBLICITY

- Furnish articles on club activities to local papers
- Distributing signs as appropriate, announcing club meetings

## SERVICE

- Coordinates opportunities for community service

### **Scholarship – Sub group of service**

- Distributes applications in January for selecting Scholarship recipient(s) by April.

## SOCIAL

- Arranges for refreshments, setting-up, and cleaning up at meetings
- Plans social functions outside regular club meetings

### **Lunch Bunch– Sub group of social**

- Plans monthly luncheon

## WAYS AND MEANS

Recommends and oversees all fund raising events for the club.

### **AUCTION**

- Coordinate the activities of the annual auction

### **Mint Hill Madness**

- Coordinate the activities of the Mint Hill Madness

## WEBMASTER

- Maintain [WWW.MintHillWC.COM](http://WWW.MintHillWC.COM) as a repository of all club activities.

## ***Article VII – Mailing Lists and Endorsements***

- The club roster either printed or email will not be used to solicit business.
- Any endorsement by the club of a “for profit” activity will require a portion of that profit be provided to the club for service projects.

## ***Article VI - Suspension of By-Laws***

The By-Laws may be suspended in case of emergency by unanimous vote of all those present at a meeting.