

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 shall be granted to those in the Mint Hill vicinity or those who have resided in Mill Hill and wish to continue their membership.

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

The official club year is June through May of the following calendar year.

Section II

Regular meetings shall be held from September thru May at a place and date designated by the current Executive Board. Social activities may occur June through August, if planned by the Summer Seasonal Team.

Section III

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

Section IV

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

Section V

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

Section VI

The Executive Board and current Seasonal Team Leader may 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.

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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 June of each club year.
- Support and assist in implementation of club goals.

SECTION V

It shall be the duty of the Advisor (Past President) to:

- Ensure year to year continuity by advising and assisting new President.

SECTION VI

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

Article II - Election of Executive Board

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.

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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 of at least \$400.00 shall be carried forward for the forthcoming year

Article IV – Formation of Teams

SECTION I

Beginning in late spring, volunteers of the year-long assignments of Communications, Corresponding Secretary and Webmaster will be sought.

At the April meeting, sign up sheets will be circulated for existing members to join a Seasonal Team for the coming club year.

Teams will be established for each quarter with the following designation:

- Summer – June, July, August (No monthly meetings; other activities as planned by Leadership Team)
- Fall – September, October, November
- Winter – December, January, February
- Spring – March, April, May

SECTION II

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

Article V – Duties of Teams

SECTION I

The following are recognized as year-long assignments. Major expectation of this assignment:

COMMUNICATIONS

Special Notices

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

Newsletter

- Publish the club's activities in a news letter form on a monthly basis

Publicity

- Furnish articles on club activities to local papers

Telephone Tree

- Organize method to personally contact members about upcoming meetings, events and community activities.

CORRESPONDING SECRETARY

- Handle all correspondence for the club, including "Hugs" cards to all in the community.

WEBMASTER

- Maintain WWW.MintHillIWC.COM as a repository of all club activities.

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SECTION II

The following are recognized as partial -year assignments. Major expectation of this assignment:

Scholarship

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

Seasonal Team

The intent of this structure is that fewer members will have to volunteer for year-long assignments. Responsibility for various activities will be shared by more members for shorter period of time. This should encourage involvement for new members and those with family responsibilities

- Appoint a “**Seasonal Team Leader**” who will represent the team on the Executive Board.
- Conduct team planning meetings at a time, place and regularity of their choice.
- The Team in charge for the quarter will decide quarterly activities. A chart is provided of those activities that have occurred in the past. Team has option to continue and/or do something else
 - Ø Greeters
 - § Provide name tags at all meetings; collect and store at close of meeting.
 - § Welcome visitors and new members
 - Ø Social
 - § Arrange for refreshments, setting-up, and cleaning up at meetings
 - § Plan social functions outside regular club meetings
 - Ø Service
 - § Coordinate opportunities for community service
 - Ø Fund Raiser
 - § Recommends and oversees fund raising event(s) for the club.
 - Ø Lunch Bunch
 - § Plan monthly luncheon
 - Ø Personal Enrichment
 - § Plan variety of interesting outings to develop minds, character and knowledge area.
- **Seasonal Team Leader** will review quarter's plan with Executive Officers, advise Communications Coordinator in sufficient time to notify members, and implement.

Article VI – 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 VII - Suspension of By-Laws

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