

Guide for Members

Standing Rules

By-Laws

2016-2017<sup>1</sup>

[www.hjwc.us](http://www.hjwc.us)

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<sup>1</sup> Revised February 2017

## Guide for Members

1. General Club Meetings are held on the second Tuesday of each month, September through May, at the Community House in Hinsdale. Social portion begins at 7:00 p.m. Business/Program begins promptly at 7:30 p.m.
2. Board Meetings are held on the fourth Tuesday of the month at members' homes or other venue at 7:00 p.m., and are open to all members.
3. Members may invite guests to General Meetings. The Second Vice-President/Membership Chairman must be informed by the Club member if a guest is to be present. If possible, a prospective new member should be introduced to at least three Board members.
4. A new member application shall be given to the Second Vice-President/Membership, with dues money attached.
5. If possible, incoming Chairmen shall have been members of the Club for six months.
6. Attendance – the courtesy of a phone call or email to her Committee Chairmen is expected if a member is unable to attend a General or Committee meeting or Club function to which she has made a commitment. A member who misses two consecutive General or Committee meetings without extraordinary reasons, shall be called to the attention of the Second Vice-President/Membership.
7. Club properties may not be lent or rented except by permissions of the Board of Directors.
8. The Club shall not be responsible for articles lost or left on the premises.
9. No sale of tickets or soliciting of funds is permitted in the meeting room unless authorized by the Board of Directors.
10. No member should use the Hinsdale Junior Woman's Club name as an endorsement of said or as a suggestion of endorsement for personal or business gain. Any member who uses the HJWC name without express consent of the President and the Executive Board may be subject to dismissal from the Club as determined by the Executive Board. The purpose of this statement is to present one voice to the Community, one which has been decided and voted upon by a majority of the club members.
11. HJWC Charitable Foundation By-Laws are held by the Treasurer and are available upon request.
12. The Hinsdale Junior Woman's Club membership list and email list are for the use of the Hinsdale Junior Woman's Club members only and are to be used solely for the purpose of club business.
13. No personal business shall be conducted by a Hinsdale Junior Woman's Club member at a General or a Board Meeting without prior consent of the Executive Board.
14. An Officer, Chairman or Member may be requested to resign for cause. The term "cause" shall include, but is not limited to, disorderly conduct at Club events or meetings, conduct endangering the good order, welfare or character of the Club; violations of the Guide for Members Standing Rules or By-Laws.

### **Standing Rules**

1. To maintain good standing, a member must attend at least four General Meetings and 50% of her Committee meetings. The meeting where members vote for the incoming Philanthropy is one of the four meetings that must be attended. Upon failure of any member to meet the Club membership requirement, the Second Vice-President/Membership Chairman shall present that member's name to the Board. The Board shall vote on the forfeiture of membership. A letter of termination will be sent by the Second Vice-President/Membership.
2. Each Committee member shall participate in at least one hands-on volunteer service project for the Club year and each member will be required to support the HJWC Outreach Committee as directed by the HJWC Outreach Chairs and approved by the Executive Board.
3. Each member will be required to serve on at least one Committee (executive Board being considered a Committee), as well as be required to participate in the all-club benefit as determined by the Benefit Committee Managing Chair and approved by the President. Each member will purchase an event ticket and be responsible for a donation as directed by the Benefit Committee Managing Chair and approved by the Executive Board. Members' raffle and Auction commitments will be determined each year by a recommendation from the Benefit Committee Managing Chair and approved by the Board of Directors.
4. Each new member will be required to attend new member meetings as directed by the New Member Advisors and approved by the Executive Board. Participation in a new member service project is voluntary.
5. Active and new members shall pay dues of \$60. Associate members shall pay dues of \$40. Non-Resident members shall pay dues of \$25. There shall be an additional one-time new member fee of \$25. After the October general meeting, a penalty of \$10 per month shall be added to the unpaid dues for the current club year.
6. There shall be at least one meeting during the Club year for initiation of new members.
7. The Club Budget will be approved by the Board of Directors by the September Board Meeting. Funds that are approved in the budget can be disbursed by the Treasurer upon submission of a receipt from the Committee Chairperson or Officer in charge of each budget. Each chairperson/officer is expected to spend funds only within her own budget, unless specific approval is obtained from the Treasurer and President to utilize funds from other budget categories. If funds in excess of the total approved budget amount are desired, they must be approved, in advance, by the Board of Directors.
8. Standing rules are those rules that relate to the details of administration. They may be adopted or suspended by a majority vote, and may be amended or repealed by a two-thirds vote without notice or by a majority vote if previous notice is given.
9. Any fundraiser or solicitation effort by a Hinsdale Junior Woman's Club Committee member must receive prior approval from the Hinsdale Junior Woman's Club President and the Benefit Managing Chair.
10. No more than three "shopping nights" shall be conducted in any given Club year.

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## **By-Laws**

### **ARTICLE I – NAME**

The name of this organization will be the Hinsdale Junior Woman's Club, Inc.

### **ARTICLE II – OBJECT**

Hinsdale Junior Woman's Club is a community service organization that strives to enrich our community, the lives of our members and their families. HJWC's mission is to offer members a network of resources and opportunities; and serve as a leader of volunteer and philanthropic service. This organization shall be charitable under the Internal Revenue Code 501c4.

### **ARTICLE III – MEMBERSHIP AND DUES**

**Section 1:** Qualifications for membership in the Club shall be good character, the desire to promote the interest of the Club and its various affiliations, and residence in the Hinsdale area or within the boundaries of the 5<sup>th</sup> Junior District Greater Federation of Woman's Clubs (GFWC)

**Section 2:** Membership in the Club shall constitute a pledge to conform to the By-Laws and Standing Rules, respect the rulings and actively support the undertakings of the Club.

**Section 3:** Members shall be of five classifications: Active, New, Associate, Non-Resident, and Honorary.

- A. Active Members shall conduct the work of the Club. They shall be entitled to all the privileges of the Club and pay annual active dues.
- B. New Members shall conduct the work of the Club and pay a New Member fee and annual Active dues.
- C. Associate Members shall be women who have been members for three (3) full years, September through May of each Club year, including the first year of membership prior to initiation and wish to participate on a voluntary and voting basis, but whose only obligation is annual Associate dues. Those Active Members wishing to change their Membership status from Active to Associate may do so no sooner than the April following their 3<sup>rd</sup> complete year as a Member or under special circumstances may become an Associate upon approval by the Second Vice-President/Membership and the President.
- D. Members residing outside the 5<sup>th</sup> Junior District unable to attend meetings may continue membership by paying Non-Resident dues.
- E. An Honorary Membership may be bestowed by the Board for a period of one year and carries the same status as an Active or Associate Member. The outgoing Club President will automatically receive Honorary Membership the year following her presidential term of office. This non0dues payment membership is subject to annual review by the Board.

**Section 4:** HJWC will consider each board of director as official members of GFWC and report those individuals and pay their associated dues.

**Section 5:** There are two methods of application for membership.

- A. Application for membership shall be made to the Second Vice-President/Membership upon a Club application form. This application, which must be accompanied by the non-refundable New Member fee and Active dues for the coming year, is then presented to the Board of Directors. The deadline for new member applications will be a date determined by the Second Vice-President/Membership and the President. The Board will act upon the application after the applicant has fulfilled the following requirements prior to the January Meeting:
  - a. Attended two General Meetings and two Committee meetings
  - b. Attended the Orientation meeting
  - c. Fulfilled New Member requirements. The applicant will be referred to as a New Member until Initiation.
- B. A Letter of introduction from the Membership Chairman or President of a Federated Club in which the applicant is a member in good standing, may take the place of a regular application and waives the necessity of paying the initiation fee. In the case of a waiting list for membership, this applicant is automatically accepted into membership.

**Section 6:** The following policies will be observed regarding payment of dues, resignation and reinstatement.

- A. Annual dues must be paid by the October general meeting. Required Benefit ticket purchase to be paid with dues.
- B. After the October general meeting, a penalty of \$10 a month shall be added to the unpaid dues for the current club year.
- C. The deadline on dues (with penalty) shall be the May General Meeting and a delinquent Member shall be dropped for non-payment of dues as of the August Board Meeting.
- D. A written notice of resignation must be received by the Second Vice-President/Membership from a Member by the August Board meeting or the Member shall be considered delinquent and forfeits her membership.
- E. A former Member in good standing who has resigned by a letter to the Board of Directors, or an associate, can be reinstated as an Active Member upon payment of current dues and availability of a place on a committee.
- F. A Member with extraordinary reason for forfeiting membership may address a letter to the Board of Directors on payment of current dues and available of a place on a committee.
- G. Procedures as set forth in Robert Rules of Order, Revised and the New Primer in Parliamentary procedure shall be followed in such cases where it is felt there is due cause for requesting the resignation of any Officer, Chairman, or Member.

#### **ARTICLE IV – MEETINGS AND QUORUMS**

**Section 1:** The Board of Directors shall select the most suitable time for the regular monthly meeting at the beginning of the Club year. The first General Meeting of the year shall be held by September 30<sup>th</sup> and the last in May.



**Section 2:** The Annual Meeting of the Club shall be held at the regular May General Meeting unless otherwise designated by the Board of Directors and approved by the Club at a prior General Meeting.

**Section 3:** Special meetings of the Club may be called by the President or by the majority of the Board of Directors. Notice of such meetings shall be made to each member of the Club not less than two days before the meetings, stating the purpose for which the meeting was called.

**Section 4:** The Board of Directors shall convene upon the call of the President.

**Section 5:** The following quorums will be observed:

- A. One-fourth of the Active membership shall constitute a quorum for the transaction of business at a regular or special meeting of the Club.
- B. One-third of the members of the Board of Directors shall constitute a quorum of the Board.

## **ARTICLE V – OFFICERS**

**Section 1:** The Officers of the Club shall be: a President, a First Vice-President/President Elect, Second Vice-President/Membership, a Secretary, a Treasurer, an Assistant Treasurer/Treasurer-Elect, and a Nominating Chair.

- A. The President shall be responsible for appointing Committee Chairmen. She may omit appointing one or more of the Chairmen or she may appoint one or more additional Committee Chairmen, depending on the current club size.
- B. The President shall be responsible for appointing a delegate to the local school and Village Caucus as vacancies occur.
- C. All Officers shall attend all Executive, Board, General, By-Laws and special meetings, and are encouraged to attend New Member meetings.
- D. All officers shall also serve on the Board of Directors for the Hinsdale Junior Woman's Club Foundation

**Section 2:** It shall be the duty of the President to:

- A. Preside at General Meetings of the Club and at meetings of the Board of Directors.
- B. Have supervision of all business.
- C. Approve all documents ordered by the Committee except the Nominating Committee.
- D. Attend District Meetings and District Junior Board Meetings as a delegate.
- E. Advise all Committees on the duties of their office.
- F. Send out all Board communications.
- G. Serve on Nominating Committee in a non-voting advisory role.
- H. Keep club calendar and disperse to Secretary to encompass all internal communication.
- I. Serve as Public Relations contact for the Club; designate appropriate spokespersons.

**Section 3:** It shall be the duties of the First Vice-President/President-Elect, then the Second Vice-President/Membership to perform all the duties of the President if that officer is absent or unable to act.

**Section 4:** It shall be the duties of the first Vice-President/President-Elect to:

- A. Assist the President in her day-to-day duties in the Club.
- B. Serve as Future Planning Committee Chairman.
- C. Serve as President the following year.
- D. First VP manages all internal communications via Constant Contact, including weekly email "highlights" updates.

**Section 5:** It shall be the duty of the Second Vice-President/Membership to:

- A. Assist in a full orientation of all New Members in August, that is attended by Executive Board and the New Member Advisors and their committee.
- B. Serve as Membership Chairman and purchase name badges for all New Members and bring the name tags for members and guests to all General Meetings.
- C. Be responsible for stimulating interest among outsiders in the work and advantages of the Club and objective of maintaining a strong membership base. She shall also keep a database of the membership of the Club.
- D. Be responsible for activity and interest questionnaires, which are completed by the general membership. Assign each New Member and/or Active Member to a committee, after consulting with the President, and notify the Member of her committee assignments.
- E. Maintain the attendance records for the Club and notify all terminated members by letter within one week of their termination by the Board of Directors.
- F. Provide a list of qualified candidate to the Nominating Chairman when requested.
- G. Creates evite distribution list at beginning of year.

**Section 6:** It shall be the duty of the Secretary to:

- A. Keep the minutes of all General Meetings and of the Board of Directors meetings which she shall present for approval at the next similar meeting.
- B. Conduct the correspondence of the Club except Committee business.
- C. Attend Future-Planning Committee meetings and maintain an accurate record of the By-Laws.
- D. Keep Club stationery.
- E. Manage eNews and maintains website.

**Section 7:** It shall be the duty of the Treasurer to:

- A. Prepare the budget for the fiscal year for review by the Executive Board and approval of the Board of Directors by the September Board Meeting.
- B. Disburse all funds. Receive all funds paid into the Club, deposit and/or invest same, as the Board of Directors shall direct.
- C. Keep as accurate account of all receipts and expenditures of the Club which shall be open to inspection by the Board at all times.

- D. Make a report to the Board and to the General Club at their monthly meetings.
- E. Close her books by May 31<sup>st</sup> to be submitted for audit and tax return preparation.
- F. Be responsible for keeping the files of all the Club legal documents and making them available to Club members.
- G. Have responsibility to hire appropriate tax and/or auditor advisors and manage the tax and/or audit process in order to insure timely filings.
- H. Recommend and maintain appropriate insurance coverage for the Club and its officers upon Board approval.
- I. Collect Club mail from the P.O. Box and distribute to appropriate chairmen or member. The Assistant Treasurer will have a back-up key and check mail when the Treasurer is unable to do so.

**Section 8:** It shall be the duty of the Assistant Treasurer/Treasurer-Elect to:

- A. Assist the Treasurer in the aforementioned.
- B. Shall serve as Treasurer the following year.

**Section 9:** It shall be the duty of the Nominating Committee Chairman to:

- A. Be an active member of the Club for a minimum of three years and shall have served on the Board of Directors.
- B. Follow the President's instructions on her duties as chairman.
- C. Be responsible for communicating with all candidates that expressed an interest in an office and were not slated by the Nominating Committee.
- D. Secure at least 3 recommendations for each member accepting of a nomination and provide each member accepting of a nomination the acceptance form to be completed.
- E. Request a list from the Second Vice-President/Membership of all eligible members that can serve on the Nominating Committee so that the list can be published in the October eNews.
- F. Present the slate at the February General Meeting.

**Section 10:** Any executive officer may appoint assistants, committees and/or staff to aid them in their responsibilities, with prior approval of the Board.

**Section 11:** After the annual April meeting, retiring Officers and Committee Chairs shall pass to their successors all books, papers, and computer files pertaining to their respective offices no later than the Leadership Training Seminar.

**Section 12:** If a vacancy occurs and three-quarters of the term of office has been served, the Board of Directors shall appoint a qualified Club member to fill the vacancy. If less than three-quarters of the term of office has been served, a special election shall be held. In the event of a vacancy in the Presidency, the First Vice-President/President-Elect shall fill the position of President. A special election shall be held for a new First Vice-President/President-Elect.

## **ARTICLE VI – NOMINATIONS**

**Section 1:** The Nominating Committee shall be:

- A. Active members of the Club in good standing for a minimum of two years, excluding Officers, with the intention of remaining in the Club the following year. The outgoing President shall serve on the Nominating Committee in a non-voting advisory role. Associate Members are not eligible.
- B. Elected by the membership at the second General Meeting.

**Section 2:** If the total Active Membership of the Club is 50 or above, six members plus necessary alternates shall be elected to the Nominating Committee with representation of no more than two members from any one committee; if the total Active Members is less than 50, four shall be elected with no more than one member to be represented from any one committee.

**Section 3:** The Nominating Committee shall:

- A. Actively seek recommendations of qualified candidates from the General Membership.
- B. Review, discuss and vote on candidates during one or more meetings to be determined by the Nominating Chair. Prior to the slate being prepared, there shall be a strong majority vote and full acceptance by the Nominating Committee on the selected candidates for each position. All members of the committee must agree on the slate before it is presented to the general membership for ratification.
- C. Announce this slate at the February General Meeting.
- D. Submit a brief statement of each slated candidate's background and qualifications to be published in the March eNews.
- E. Present the slate to the General Membership for voting at the March General Meeting.

## **ARTICLE VII – ELECTIONS**

**Section 1:** The slate shall be ratified at the March General Meeting. A majority vote of the Active Members present shall be required for election to any office.

**Section 2:** Newly elected officers shall be installed and take possession of their offices at the May Annual Meeting.

**Section 3:** The President, First Vice-President/President-Elect, Second Vice-President/Membership, Secretary, Treasurer, Assistant Treasurer/Treasurer-Elect, and the Nominating Committee Chairman shall be elected to serve one year.

**Section 4:** The following criteria for eligibility and limitations shall be observed:

- A. Candidates for any office must be Active Members in good standing when their name is presented for nomination.
- B. All candidates for office, except the office of Assistant Treasurer, shall have served on the Board of Directors.
- C. No member shall serve more than two consecutive years in the same office.

## **ARTICLE VIII – BOARD OF DIRECTORS**

**Section 1:** The following responsibilities and obligations rest with the Board of Directors:

- A. The Board of Directors shall:
  - 1. Have full control and management of the affairs and funds of the Club.
  - 2. Have responsibility to approve the Club Budget and any requested changes to the budget throughout the year.
  - 3. Have responsibility to approve any requested changes to the membership requirements throughout the year.
- B. Shall submit recommendations for action to the General Membership where policy of the Club is involved.
- C. Each Board Member shall list duties and recommendations in a detailed report for her successor no later than the first summer Board Meeting and provide all reports that are requested by the President.
- D. Authority to fill vacancies:
  - 1. Elective Officers (see Article V, Section 12)
  - 2. Appointive Officers. Elective Officers shall have the power to fill vacancies occurring in any chairmanship.
- E. The Board of Directors shall have the right to present to the General Membership for vote any major fund raising project of expenditure.
- F. One or both Committee Chairmen must attend all Board, General, and special meetings.

**Section 2:** The composition and duties of the Board of Directors are as follows:

- A. Seven Officers (see Article V).
- B. Committee Chairmen:
  - 1. Associate Liaison Chairmen keep Associate Members informed of all Club activities to keep Associate Members connected with each other and the Club.
  - 2. Benefit committee chairmen manage and oversee aspects of the club fundraising efforts to raise money for the Club's philanthropies.
  - 3. Community Affairs Chairmen keep the Club informed of key community events and support local community activities, with a special focus on safety-related causes.
  - 4. Education Chairmen shall keep the Club's members current in education issues, notify Club members of local educational opportunities and support local schools, libraries and children. Manage Club Scholarship process and determining worthy and deserving recipient.
  - 5. Fine Arts Chairmen shall promote activities in the areas of art, literature, drama, music.
  - 6. The Future Planning Committee (FPC)
    - a. The express purpose of the Future Planning Committee is to guide the direction of the club-at large. The committee will address issues pertaining to the direction of the club and propose guidelines and make recommendations on current and future issues to the Executive Board. Upon approval by the Executive Board, Future Planning will propose issues to the Board of Directors who can accept or decline the Future

Planning Committee's suggestion by vote. Future Planning Committee, in conjunction with the Second Vice-President/Membership, will review the current club membership and make a recommendation to the Executive Board as to the size of the incoming new member class and the timing of application deadlines.

- b. The committee is comprised of twelve members. Four of the seats are automatically filled by the Club President, First Vice-President/Elect, Secretary, and the Treasurer. The outgoing President may participate on the Future Planning Committee as an Advisor for a 1-year term. Attendance is optional.
  - c. The eight remaining members are selected from the General Membership based upon their club participation and interest expressed in the future of the club. These eight members must serve on another committee. Consideration is placed on a member's experience outside of the club that could be meaningful in drawing fresh topics.
  - d. When committee assignments are being made for the following fiscal year, the chairman of the FPC will suggest and the seated Club President will select four new members to the committee who will serve a two-year term. All four of the new appointees must have served on the Board of Directors. The seated Club President, with advice from the chairman of the FPC will fill any mid-year vacancies. The committee, once convened, will select a vice chairman for the committee (from the four new members) who will assume the chairmanship of the committee the following year.
7. Health Chairman shall be responsible for projects concerning health related issues.
  8. HJWC Outreach Chairmen shall support HCS Family Services, a service which provides services to local area families in need.
  9. Home Life Chairmen are responsible for projects concerning consumer education and family issues. Also organizes the annual HJWC Halloween Party for members and their children.
  10. International Affairs Chairmen shall educate members on current affairs and raise funds to aid in the international empowerment of women.
  11. New Member Advisors develop the New Member Program which provides a structured opportunity for all new member to learn about the Club.
  12. Philanthropy Chairmen research and select a list of possible philanthropic projects and recipients and present them to the Board. In addition, the Philanthropy chairmen act as as the liaison between the Club and the chosen philanthropies. Philanthropy chairmen also act as liaison to any other local organization of interest to the club.
  13. Program Chairmen shall be responsible for making all arrangements for the location, general needs, and with the help of the Board of Directors, all

programs for Club meetings. Online forum/inner club network will be set up and maintained by the Program Committee. Members can opt in or out.

14. Legacy Chairmen shall be responsible for managing and overseeing all aspects of Club fundraising efforts beyond Benefit to raise money for Club charitable foundation, and provide input towards deciding recipients/projects.
15. Social Chairmen shall be responsible for events that foster and build relationships within the Club and its membership.

#### **ARTICLE IX – COMMITTEES**

**Section 1:** Committee Chairmen and their committees plan and implement the work of their various duties based on the annual needs and objectives of the Club.

**Section 2:** All Committee Chairmen are required to keep an outline of the yearly committee activities with copies going to the President and succeeding Chairmen. This outline shall be submitted no later than the August Board Meeting. Detailed reports of all projects shall be kept by Chairmen for files.

**Section 3:** The Assistant Chairman or a member from each committee shall attend Board meetings in the absence of the Chairman. Chairman and Assistant Chairman shall have voting privileges.

**Section 4:** All Committee Chairmen are required to keep attendance records of all committee meetings and submit this report to the Second Vice-President/Membership at the next General Meeting.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules contained in Robert Rules of Order, Revised and the New Parliamentary Procedure shall govern in all cases wherein they do not conflict with the rules of the organization.

#### **ARTICLE XI – AMENDMENTS**

The By-Laws may be amended by two-thirds of the votes cast by the quorum of active members (one fourth of the active membership) at any regular meeting of the Club after five days' notice, or by presenting the proposed revisions at one regular meeting and a two-thirds vote cast by the quorum of active members at the following regular or special meeting.

#### **ARTICLE XII – DISSOLUTION**

In the event of the dissolution of the Club, the following procedures should be used.

- A. Written prior notice shall go to all Club Members.
- B. Voting shall be held at a General Meeting of the Club, or at a special meeting held for that purpose. A two-thirds vote of all Club Members shall be required for passage.
- C. Total assets shall be liquidated. After payment of just debts, these funds shall be allocated to a volunteer organization (or organizations) qualified under 501c4 of the Internal Revenue Code. These organizations shall be determined by vote of the current Club members in accordance with governmental regulations. No portion of such funds may be distributed to individual members or to any group of individuals.

- D. The CHARTER shall be returned intact to GFWC Illinois Headquarters along with funds raised in the name of the Federation. All Club materials shall be dispersed at the discretion of the Executive Board.