

**BYLAWS**  
**Of**  
**THE WOMEN'S CLUB**  
**Of**  
**VAN BUREN POINT**

**(2013 Revision)**

## **NAME**

This organization shall be known as the **WOMEN'S CLUB OF VAN BUREN POINT.**

## **PURPOSE**

Its purpose shall be to provide an opportunity for members to meet in **mutual interest for the development of social and recreational activities in cooperation with the Van Buren Point Association and to implement community projects, especially those pertaining to activities for children and youth.**

## **MEMBERS**

Any woman who is a permanent or seasonal resident, **renter, or relative of such** can become a member of the Women's Club upon payment of the annual dues. The amount of the dues shall be reviewed by the **Board on an annual basis with any increase voted on by the membership at the spring meeting.** All members of the **Women's Club are encouraged to participate and volunteer in the seasonal activities.**

## **BOARD OF DIRECTORS**

The Board of Directors shall consist of **at least seven (7) members and no more than nine (9) members, each elected for a term of three (3) years, with the privilege of one re-election.** The immediate past president shall serve as an ex-officio member of the Board. Board members shall be elected at the Fall meeting each year. Board officers shall include a President, Vice-President (or Co-Presidents), Secretary, and Treasurer. **Officers shall be elected from and by the Board of Directors for a term of one year with the privilege of re-election to the same office.** An unexpired term of a Board member shall be filled by appointment by the President.

## **DUTIES OF THE BOARD OF DIRECTORS**

The President, Vice-President, or Co-Presidents (one or both) shall preside at the meetings of the Club and at all meetings of the Board of Directors. **The responsibilities of choosing a nominating committee and sending out an annual letter to the membership in the Spring by or before April 15<sup>th</sup> are other duties.**

The Secretary shall keep a complete record of each meeting of the Club and of the Board of Directors. **She shall provide the summer calendar of recreational activities to the Van Buren webmaster by April 1st of each year.**

The Treasurer shall be the custodian of all monies of the Club. She shall keep all records of receipts and disbursements; **provide and keep track of all time sheets of part-time employees and provide W2 forms for each at the end of the year;** and shall pay all bills authorized by the Board or by the membership. She shall also collect all annual dues and provide **and present** a written report at all meetings. The Treasurer is authorized to expend up to \$1500 for projects that will provide reimbursement of funds.

Responsibility for the planning and coordinating of activities of the Club shall be shared **equally** by the members of the Board of Directors.

### **NOMINATING COMMITTEE**

For the purpose of securing nominees for the Board of Directors, a nominating committee of three **(3)** members shall be appointed by the President, with the approval of the Board of Directors, at least one month prior to the fall meeting. **The nominating committee shall inform each candidate of the basic responsibilities of office, the term of office, and provide each with a copy of the Bylaws. The committee shall present the slate at the Fall meeting, with the privilege of nominations from the floor, and the election shall take place at that meeting.**

### **MEETINGS**

The Spring meeting for the transaction of business shall be held in the seven day period that includes the 4<sup>th</sup> of July. The Fall meeting to elect members to the Board of Directors shall be held in August, the date to be set by the Board of Directors. Twenty **(20)** members, in addition to any Board of Director's members present, shall constitute a quorum for the transaction of Club business.

### **AMENDMENTS**

These standing rules may be amended at the Spring meeting by a two-thirds vote of the members present, provided that a written notice has been mailed, **posted on the website**, or otherwise presented to the membership, at least one week prior to the meeting.

## **COMMUNITY CENTER**

Religious services shall have priority on Sunday **except when the 4<sup>th</sup> of July falls on a Sunday.**

The Community Center is available for rental for receptions, family reunions, and like events to members of the Van Buren Point Association. **A signed contract with the Women's Club, cleaning and damage deposit, and rental fee are required for each event. The deposit will be returned upon a satisfactory inspection by a member of the Board of Directors.**

Alcohol is not permitted in the Community Center except under the conditions set forth in the rental agreement **or as part of a Women's Club social event** and is not to be sold at any time.

**The Van Buren Point Association shall maintain both the exterior and interior of the Community Center with the Women's Club fundraising to supplement major construction or remodeling projects.**