

**PINE LAKES WOMEN'S CLUB
BYLAWS 2025**

ARTICLE 1 Name. The name of this organization is Pine Lakes Women's Club.

ARTICLE 2 Purpose. To bring together all Pine Lakes women to enjoy social, charitable, and community activities.

ARTICLE 3 Membership

Section 1. All female residents and renters are eligible to join.

Section 2. A one-time initiation fee of \$5 will be assessed upon joining.

ARTICLE 4 Fiscal Year. The fiscal year shall be September 1 - August 31.

ARTICLE 5 Meetings

Section 1. General membership meetings shall be held in the clubhouse the first Thursday of each month from September through April.

Section 2. A quorum shall consist of 20 members including at least three Executive Board members. Quorum shall be determined by the meeting sign-in sheet.

ARTICLE 6 Officers and Duties

Section 1. Officers. Officers shall be President, Vice President, Recording Secretary, Membership Secretary, and Treasurer.

Section 2. Terms

- A. President shall be elected to a three year term with a term limit of two consecutive terms.
- B. All other officers shall be elected for two years.

Section 3. Duties

- A. President: Shall preside at all meetings, perform the duties as stated in the bylaws and as directed by the Executive Board, and serve as an ex officio member of all committees except the Nominating Committee.
- B. Vice-President: Shall perform the duties of the President in her absence or inability to perform her duties, be in charge of programs for meetings, and perform other duties as delegated by the President.
- C. Recording Secretary: Shall record minutes of meetings of the Executive Board and of membership meetings and perform other duties as delegated by the President.

- D. **Membership Secretary:** Shall maintain records of membership, collect initiation fees and deposit with the Treasurer, and perform other duties as delegated by the President.
- E. **Treasurer:** Shall receive, record, and deposit into the treasury all income from club events and initiation fees, make disbursements and maintain detailed records of such, and perform other duties as delegated by the President.
- F. **Immediate Past President:** May serve in an advisory capacity.

ARTICLE 7 Election and Installation of Officers

Section 1. Election of officers shall be held at the February meeting.

Section 2. Nominating Committee will present a slate of officer candidates at the January meeting.

Section 3. Any absentee voting must use a ballot provided by the Nominating Committee and must occur following the presentation of the slate of officer candidates but prior to the February meeting. Any absentee ballot with a write-in candidate shall be disqualified.

Section 4. Additional nominations may be made from the floor at the February meeting and may be written in on the ballot provided by the Nominating Committee at that meeting.

Section 5. Voting at the February meeting shall be done by written ballot provided by the Nominating Committee unless only one candidate exists for any specific office or offices. In such circumstance, voting may be done for that specific office by voice or acclamation.

Section 6. Installation of officers and assumption of duties shall occur at the April meeting.

ARTICLE 8 Executive Board

Section 1. Shall be composed of the five elected officers.

Section 2. Shall administer the club's affairs.

Section 3. Shall present to membership at the March meeting determinations for donations to local charities and/or community projects.

Section 4. Shall have the right to approve up to \$1000 distribution for club events and activities.

Section 5. Shall fill any vacancy on the Executive Board from the membership for the remainder of that officer's term.

ARTICLE 9 Standing Committees

Section 1. Standing committee chairwomen and members shall be appointed by the President.

Section 2. Nominating Committee

A. Shall consist of the chairwoman plus at least one member.

B. Duties

1. Determine a slate of nominees for club officers and present at the January meeting.
2. Prepare absentee ballots, provide to members as requested, and maintain records of distribution. Tally votes in the sole presence of the three committee members just prior to distribution of written ballots at February meeting.
3. Prepare written ballots and conduct distribution and collection of ballots during election. Tally written ballots from election in the sole presence of the three committee members.
4. Report combined tally of written ballots and absentee ballots to the President and present all ballots to the President.
5. Announce election results and retain ballots for 12 months.

Section 3. "Split the Pot" Committee

A. Shall consist of the chairwoman plus at least one member.

B. Duties

1. Sell tickets at each club meeting and at club functions as determined by the President.
2. Determine distribution of prize money and deposit balance with Treasurer.

Section 4. Sunshine Committee

A. Shall consist of the chairwoman plus at least one member.

B. Duties: Send greeting cards to members and perform other acts of kindness as determined by the committee.

Section 5. Charitable Giving Committee

A. Shall consist of the chairwoman plus at least one member.

B. Duties

1. Research suggested charities for acceptability and report all findings to the membership.
2. Prepare ballot for membership vote and tally results.
3. Determine selected charities and present to membership.

ARTICLE 10 Donations

Section 1. Members may suggest local charities and/or community projects in writing to the Charitable Giving Committee from September through the January meeting.

Section 2. The Charitable Giving Committee shall research all suggested charities/projects before presenting to membership for a vote.

Section 3. The Executive Board shall determine dollar amounts and present final determinations to membership at the April meeting.

ARTICLE 11. Amendments

Section 1. Proposed amendments to these bylaws may be proposed by the Executive Board at any club meeting.

Section 2. Any proposed amendment shall be fully explained and discussed when presented.

Section 3. Membership shall vote on the proposed amendment at the next club meeting and if approved by simple majority shall become effective immediately.

ARTICLE 12. Community Emergency

Section 1. New members shall continue to be accepted during said emergency.

Section 2. Current Executive Board will remain in effect until the next election cycle.

END OF ARTICLES