

# **ENCHANTED LAKE ESTATES WOMEN'S CLUB BYLAWS**

The Enchanted Lakes Estates Women's Club has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributed to, or benefit the officers, members or other individuals. The assets and income shall only be used to promote the organization purpose described below. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The organization is organized exclusively for purposes subsequent to section 501(c) (7) of the Internal Revenue Code.

## **Article I – Name**

The name of the organization shall be Enchanted Lake Estates Women's Club.

## **Article II – Purpose**

The purpose of this organization shall be the enrichment of personal growth, the promotion of a spirit of neighborhood fellowship, and the beautification of Enchanted Lake Estates.

## **Article III – Membership and Dues**

### **Section 1.**

Membership shall be limited to the residents of the Enchanted Lake Estates development. The Club shall not discriminate against any person based on race, color, or religion.

### **Section 2.**

Annual dues shall be recommended by the Executive Committee and approved by the General membership.

## **Article IV – Meetings**

### **Section 1.**

The club meetings shall be from September to April.

### **Section 2.**

General meetings will be held monthly as voted on by the Executive Board.

### **Section 3.**

Executive Board meetings shall be initiated by the President or another Executive Board member.

### **Section 4.**

No children shall be brought to the regular meetings.

**Section 5.**

Door prizes may be awarded at the meetings. You must be a paid member or a guest of a paid member to qualify for the door prize – excluding the September meet and greet meeting.

**Article V – Officers and Committees**

**Section 1.**

The officers of this club shall be elected by the members, and are as follow: President, 1<sup>st</sup> Vice President Membership, 2<sup>nd</sup> Vice President Programs, Secretary, and Treasurer.

**Section 2.**

The officers shall be elected to a one-year term.

**Section 3.**

The officers in conjunction with Standing Committee Chairpersons shall constitute the Executive Board.

**Section 4.**

The Executive Board shall serve as the nominating committee.

**Section 5.**

The Standing Committee chairs shall be appointed by the President with the approval of the Executive Board.

**Section 6.**

The Standing Committees shall be: Auction, Publicity Relations, Historian, Sunshine, and Service Project. These said committees may consist of one of more members, as deemed necessary by the appointed Chairperson.

**Section 7.**

The election of officers shall take place during the spring.

**Section 8.**

The installation of officers will be the last regularly scheduled meeting of the year.

**Section 9.**

If a board position goes unfilled during the year, the executive board along with the committee members will satisfy the duties when needed.

**Article VI – Duties of Elected Officers**

**Section 1. President**

- A. Presides at all meetings including the Executive Board.
- B. Is an ex officio member of all committees.
- C. Appoints:
  - a. Standing Committee Chairpersons.
  - b. An individual to fill any unexpired term of an officer or appointed chairperson.
- D. Approves all bills paid by the Treasurer.

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- E. Acts as a liaison with the Enchanted Lake Estates Homeowners Association.
- F. Presents reports and or recommendations of the Executive Board to the members.
- G. Shall maintain an up to date copy of current Bylaws. May appoint a Bylaw review committee when deemed necessary.
- H. Shall maintain a record of activities to be transferred to the succeeding President.

### **Section 2. 1<sup>st</sup> Vice President Membership**

- A. Performs duties of President in her absence.
- B. Maintains a current membership roster.
- C. Maintains attendance records and notifies President and any pertinent officers of any changes.
- D. Purchases door prizes and hostess gifts for each appropriate meeting.
- E. Shall maintain a record of activities to be transferred to the succeeding VP.

### **Section 3. 2<sup>nd</sup> Vice President Programs**

- A. Performs duties of the President in the event the 1<sup>st</sup> VP is also unavailable.
- B. Makes all arrangements for the monthly programs, including speaker, meeting place and special equipment.
- C. Coordinates appropriate refreshments.
- D. Responsible for the sending of thank you notes to guest speakers as appropriate.
- E. Shall maintain a record of activities to be transferred to the succeeding VP.

### **Section 4. Secretary**

- A. Records minutes from all Executive Board and General membership meetings.
- B. Provides Executive Board with a copy of all meeting minutes.
- C. Reports minutes at General and Executive Board meetings.
- D. Maintains a record of activities to be transferred to the succeeding Secretary.

### **Section 5. Treasurer**

- A. Assists in establishing a budget for the club.
- B. Receives all funds of the club.
- C. Maintains an accurate record of receipts and disbursements.
- D. Disburses funds as authorized by the general membership. The Executive Board may approve expenditures in accordance with the approved budget and those not more than \$200 (with general membership notification at their next meeting).
- E. Presents a report of income, disbursements and the current balance at each Executive Board and General meeting.
- F. Keeps a current record of paid members.
- G. Maintains a tally of auction items and final bids.
- H. Shall maintain a record of activities to be transferred to the succeeding Treasurer.

## **Article VII – Duties of Standing Committees**

### **Section 1. Auction**

- A. Recruits members to work as holiday auction committee.
- B. Conducts committee planning meetings.
- C. Creates auction letter to be distributed to local businesses.
- D. Develops letter to ELE neighborhood soliciting auction items.
- E. Oversees the silent and live auctions, as well as the raffle drawings.
- F. Send Thank You notes to all donors.
- G. Shall maintain a record of activities to be transferred to the succeeding Auction Chairperson.

### **Section 2. Historian**

- A. Responsible for documenting events.
- B. Organizes scrapbook.
- C. Attends all functions, or finds suitable replacement to document the event.
- D. Shall maintain a record of activities to be transferred to the succeeding Historian Chairperson.
- E. Shall collaborate with Publicity on social media.

### **Section 3. Publicity**

- A. Oversees production and distribution of flyers/mailings/posters for all events associated with the club.
- B. Appoints a committee responsible: for contacting all members in advance of each meeting/program as a reminder; help solicit members to bring refreshments if needed; and to recruit new members interested in serving on the Executive Board the following year.
- C. Shall maintain a record of activities to be transferred to the succeeding Publicity Chairperson.
- D. Collaborate with Historian to promote meetings through the use of social media.

### **Section 4. Sunshine**

- A. Handles all correspondence pertaining to neighborhood “Sunshine” needs: births, deaths, illnesses, and misc.
- B. Buys flowers for members and their immediate family as necessary.

### **Section 5. Service Project**

- A. Shall find a worthy cause that needs assistance rather it be monetary, product, labor, or donations of any kind.

## **Article VIII – Amendments**

The Bylaws may be amended at any regular meeting by a 2/3 vote of the members present, provided proposed amendment has been presented at the previous meeting.

## **Article IX – Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern this club in all cases in which they are applicable and in which they are not consistent with these Bylaws.