

Brookfield Women's Club

Club By-Laws and Standing Rules

Amended March 2023



By-Laws

Article I: Name

This organization shall be known as the Brookfield Women's Club of Illinois (hereon as **"Brookfield Women's Club" or "the Club"**), formally the "Brookfield Woman's Club" until August 2020.

Article II: Mission

The Brookfield Women's Club is devoted to improving area communities with compassion and enthusiasm and supporting area not-for-profit organizations. We maintain a positive, cooperative presence in the community.

Article III: Qualification for Membership

Section 1: Any woman of good character, who is sympathetic with the objectives of this organization and willing to work for their fulfillment, shall be eligible for active membership.

Section 2: The membership of this Club shall be Active or Honorary.

Section 3: Application for membership in the Club shall be given to the Membership Committee.

Section 4: Active members shall pay per capita dues plus \$36.00 payable to the Brookfield Women's Club. Payment is to be given to the Club Treasurer.

Section 5: Honorary membership may be conferred to any individual by a two-thirds vote of the members present and voting at any business meeting upon recommendation of the Executive Board. Honorary membership is the highest distinction that the BWC can bestow and should be conferred only in exceptional cases. The Club grants honorary membership only as a distinction for meritorious service that embodies BWC ideals or for permanent support of the Club's cause. Honorary members are exempt from paying admission fees and dues, may not vote, and may not hold any office in BWC but are entitled to attend any meeting and enjoy other privileges of the Club for one (1) term, in which the Board extends for an additional period.

Section 6: Membership may be terminated by a written resignation and presented to the Executive Board. The Board will notify Club members at the next general meeting, when appropriate.

Section 7: Charges against a member are to be submitted to the Executive Board for investigation. The Board will gather objective evidence from all relevant parties at a special meeting with two thirds vote to disqualify the member. A quorum is met with three (3) of the five (5) members of the Executive Board, one of which must be the President or Vice President.

Article IV: Nominations and Elections

Section 1: Officers shall be elected at the annual October business meeting by Club members who are present at this meeting. Elections will occur by closed ballot, with Board commitments for a one (1) year term or until their successors are elected. Where there is only one candidate for the office, election may be by voice.

Section 2: The Nominating Committee shall consist of two active members who receive in-person nominations at the September business meeting and/or virtually in advance of the election business meeting occurring at the October meeting. No name should be placed in nomination without the consent of the nominee. Those on the committee should be an active member in good standing and familiar with Club goals, policies, procedures, and by-laws.

Section 3: At the October meeting, the Nominating Committee shall report to the Club members the candidates for each office prior to the election.

Section 4: One (1) year active membership in the Club qualifies a member to hold any office.

Section 5: In the event that an Executive Board position has no contenders during an election, it will then be opened to all club members at the following business meeting whether or not they have been with the club for more than 1 year [Article IV Section 4]. A vacancy will be temporarily held by the President and Vice President with support from the Executive Board until the position is formally filled by a club member.

Article V: Executive Board

Section 1: The Executive Board will consist of the elected officers of the Club, and any honorary members chosen to join the Board as advisors. The Executive Board maintains general oversight of the affairs of the Club.

Section 2: No financial obligation shall be incurred without first being submitted to the Executive Board, which shall be recommended to the Club for final disposition.

Section 3: Any member of the Executive Board who absents herself from four (4) business meetings during her elected term without an acceptable excuse shall step down from the Board, and her place filled by vote at the next business meeting. Vacancies shall be filled in the same manner.

Section 4: Throughout the year, the Executive Board shall act on all important issues of the Club through special board meetings.

Section 5: The first order of business for the new Executive Board, shall be to update board information and purchase a Certificate of Good Standing with cyberdriveillinois.com.

Article VI - Meetings

Section 1: Regular business meetings will be held monthly. Meetings during summer months and holidays may be rescheduled as needed. All regular Club meetings are held on the **second Wednesday of the month**.

Section 2: Special meetings may be called by the Executive Board. No other business shall be transacted.

Article VII - Quorum

Section 1: Three (3) active members shall constitute a quorum for all meetings of the Club.

Section 2: Two (2) Board members shall constitute a quorum of the Executive Board, or three (3) Board members if all members of the Board are present at the meeting.

Article IIX - Dues

Section 1: The annual dues are payable according to Article 111, Section 4, by January 31, or membership is terminated. Payment should be made out to the **Brookfield Women's Club** and presented to the Club Treasurer.

Article IX- Standing Committees

Section 1: Each committee shall consist of as many members and volunteers necessary to carry out the work of the committee. Each committee is led by 1-2 Chairs, as appropriate. The term, "committee" may be replaced with any synonymous term such as, "event" or "project".

Section 2: The October meeting will consist of the Board and By-Laws votes, and project management planning for the following calendar year. Recommendations and approvals of projects and running committees, shall be identified, and chosen for the following calendar year.

Section 3: A member can be appointed to the Chair of more than one committee but recommended to take on no more than 2 committees.

Section 4: The By-Laws Committee is the committee responsible for the annual review, revision, and execution of the BWC by-laws and policies. It will consist of three (3) or more active Club members. They will edit and submit to the Club all proposed amendments in October for vote. This may be presented at the January meeting to set

the standard for the new calendar year, as a reassessment for previous members and an introduction to new members. It must remain available and accessible to all active and honorary members.

Article X - Guests

Section 1: Guests are welcome to monthly Club meetings and if presenting, must receive approval of the topic and the timeframe of the presentation by the Board at least 1 week in advance of the scheduled meeting.

Article XI: Officers and Their Duties

Section 1: The officers of the Executive Board include the: President, Vice President, Recording Secretary, Correspondence Secretary, and Treasurer. In the absence of the President, the order of succession will follow the list above. Special business meetings and offline discussions are encouraged to be had by the Board between meetings.

The Executive Board will correspond with the club and the public using official club accounts on all marketing, promotional, and informational material (i.e., using the club email as the point-of-contact on club social media accounts, flyers, website, etc.).

Section 2: The President shall, to the best of her abilities, attend all meetings of the Club and Executive Board [special meetings], and any meetings of the Board of Directors. She will develop the meeting agenda, countersign all checks, and maintain access to banking accounts, fill all vacancies on committees, ensure all committees are maintaining their assigned action items and project milestones, and delegate duties to her successor(s) as needed.

If the President neglects to attend more than 4 Club meetings, she will resign her post, the Vice President will succeed, and an Interim Vice President will be voted on.

Section 3: The Vice President shall support the President and receive delegation of duties. She shall act as the successor in the event the President is unable to attend a meeting.

The Vice President shall maintain order in all business meetings. She is responsible for recommending forthcoming meeting locations in Brookfield and the surrounding area, and alternatives. She is also responsible for planning the calendar year to identify dates of the annual events and ensure the strategic mission of the club is maintained.

Section 4: The Recording Secretary shall keep records of all proceedings of the Club and Executive Board, track attendance, and keep minutes organized. Records will remain easily accessible, electronically on the Club website or other digital storage, or available at monthly meetings for Club member review.

Section 5: The Correspondence Secretary shall conduct all correspondence via email, the Club website, and social media accounts. She shall maintain any correspondence sent from other members and keep files of all correspondence acted upon. She is responsible for maintaining the Club website and social media accounts, with support from a committee as needed.

Section 6: The Treasurer shall receive and deposit all monies raised by committees for specific purposes. She will then deposit the monies to the bank that was designated by the Executive Board. She will keep an accurate account of all receipts and expenditures for the Club.

The Treasurer will review invoices, pay authorized expenses, reconcile the checkbook, prepare financial reports, share reports the information with the Club members on a biannual regular basis, and have records readily accessible.

Members must present the Treasurer with an original or copy of the receipt to be reimbursed for their Club purchases. If the amount of the purchase is more than above \$50.00, the Executive Board must approve the purchase.

The Treasurer will notify the Club members in November for payment of dues. All dues must be made by January 31 to be a member in good standing for the next calendar year. The Treasurer will file applications for membership and make a report to the Executive Board and active Club members at the monthly business meetings or when appropriate.

Section 7: Training from officers leaving to those beginning their term begins at the October business meeting, following elections. Training ends December 31. All officers shall deliver all books, papers, correspondence, passcodes and usernames, letters, etc. to their successors within 1 month prior to installation of the new calendar year/term.

Article XII: Board of Directors

Section 1: The Board of Directors shall consist of the club President, Vice President, and three (3) actively engaged members of the club. A non-club advisor may be chosen to provide objective guidance where requested.

Section 2: The Board of Directors will have general supervision of the affairs of the club and are expected to meet once a year to ensure the club mission continues to be met.

STANDING RULES

Brookfield Women's Club

1. The annual calendar year begins on January 1 and continues until December 31.
2. Members are requested to notify the Corresponding Secretary promptly of any case of illness or other circumstances that may be given attention, as appropriate to the situation.
3. By-laws are to be reviewed annually by the By-Law Committee and may be updated as appropriate.
4. The minimum of \$300.00 shall remain in the Club treasury for continuous work of the Club.
5. These rules may be suspended or amended at any business meeting of the Club by a two-thirds vote.