

By-Laws
Lake Country Women's Club

Article I – Name

The name of this organization shall be Lake Country Women's Club.

Article II – Object

The object of this organization shall be the betterment of the local community through service, charity and cultural opportunities.

- A. This club shall contribute and participate in programs and projects on a voluntary basis.
- B. This organization shall be nonpolitical.

Article III – Membership

- A. Any woman resident of the Lake Country area who is interested in the objectives of the organization shall be eligible for active membership upon her 19th birthday.
- B. Members shall upon payment of dues, designate the committee on which they will serve.
- C. Prospective members shall attend no more than two consecutive meetings without formally joining the organization and paying current dues.
- D. A member is expected to participate actively in club activities throughout the calendar year.

Article IV – Dues and Business Concerns

Section 1 – Dues

- A. Dues of \$40.00 are to be paid at the start of the fiscal year.

Section 2 – Fiscal Year

- A. The fiscal year of the club shall be from September 1 to August 31.

Section 3 – Budget

- A. The budget for the fiscal year shall be created by Executive Board and approved by vote at the 1st regular business meeting of the fiscal year.

- B. Committee Chairpersons are authorized to disperse monies allocated to them as directed by their committee. Dispersed funds shall be reported at regular business meetings.
- C. The Executive Board must approve any increase in budget.

Section 4 – Privacy Policy

- A. All members of the LCWC are prohibited from sharing any proprietary information (names, addresses or phone numbers) with any person or organization outside the LCWC. Proprietary information may include, but not be exclusive of, club member directories, artist's names, donor or business lists or lists of event attendees. All members of the LCWC are prohibited from using proprietary information for personal or business pursuits unless those pursuits are directly related to LCWC affairs.

Article V – Meetings

Section 1 – Regular

- A. General meetings will be held the 3rd Tuesday of the month, unless otherwise noted, at 7:30 PM preceded by a social time at 7:00 PM.
- B. There shall be a minimum of seven meetings per year.

Section 2 – Annual

- A. The regular meeting in May shall be known as the Annual Meeting. Installation of incoming officers shall be held at that time.

Section 3 – Quorum

- A. Two-thirds majority of those voting at any regular meeting constitutes a quorum and shall carry all main motions and elections.

Article VI – Officers and Duties

Section 1 – Designation

- A. The officers of the club may be President(s), President Elect, Vice President, Recording Secretary,

Corresponding Secretary, and Treasurer. These officers shall constitute the Executive Board.

Section 2 – Duties

- A. The President(s) shall preside at all general meetings of the club and the Executive Board. She shall have general supervision over the interest of the club.
- B. The President-Elect, Co-President, or Vice President shall perform the duties of the President in her absence.
- C. The Recording Secretary shall keep a record of all proceedings of the general and of the Board meetings, and be the custodian of all club records. She shall read the minutes of the previous meeting at the general meeting and the Executive Board meetings.
- D. The Corresponding Secretary shall conduct correspondence, read letters and answers of the same to the club and send out notices and newsletters to current members.
- E. The Treasurer shall keep the financial records, which shall be audited each new term by an independent auditor, approved by the Executive Board. She receives and disburses funds (by check) and gives itemized report of receipts and disbursements at all business meetings. The Treasurer shall sit on the Executive Board, which will formulate the budget for the ensuing year.

Article VII – Nomination and Election of Officers

Section 1 – Nomination

- A. If volunteers are not forthcoming, a nominating committee shall be formed in March to select a slate of candidates for club offices, with the candidate's consent.
- B. In May, the slate of candidates shall be presented. Additional nominations will then be taken from the floor.
- C. The chair will continue to take nominations for each office from the floor. The chair will ask for a motion to accept the slate of officers as amended. The motion is seconded and stated.

- D. Two members shall tally the vote and announce the results of the election.

Section 2 – Term

- A. The term of the President(s), shall be one year, with the Vice President automatically ascending to the presidency. The terms of the Secretaries and Treasurer shall be two years.
- B. No person shall hold more than one office, chairship or both at the same time unless approved by Executive Board and voted on by the membership at large.

Section 3 – Effective Date

- A. Officers shall assume duties August 1st following their installation at the Annual meeting in May.

Article VIII – Executive Board

Section 1 – Composition

- A. The officers of the organization shall constitute the Executive Board.

Section 2 – Duties

- A. The Executive Board shall meet regularly at the discretion of the President on not less than two days notice.
- B. The Board shall act in an advisory capacity to the President, shall act upon current problems, policies and business of the club.
- C. All contacts entered into on the behalf of the club must be signed by one member of the Executive Board.

Section 3 – Vacancies

- A. Vacancies in any office shall be filled by volunteers and approved by club members.

Section 4 – Quorum

- A. A majority of the Executive Board constitutes a quorum and shall carry any motion.

Article IX – Standing Committees

Section 1 – Designation

- A. There shall be the following standing committees: Art Festival, Education, Community Outreach, Membership, Publicity, Social and Steppin' Out.

Section 2 – Duties

- A. The Art Festival committee shall oversee the activities of the annual Art Fair.
- B. The Education chairperson shall oversee her committee in the selection of scholarships for qualified high school students residing in the Kettle Moraine district. Students attending Kettle Moraine High School but residing in another district, and children of active LCWC members may also apply for the scholarships. Additional scholarship funds may also be disbursed to other Lake Country area high school scholarship foundations at the discretion of the committee. They may also disburse money for educational purposes in the community at large.
- C. The Community Outreach chairperson shall head a committee to provide assistance to needy families, charitable organizations and community projects.
- D. The Membership chairperson shall oversee her committee in coordinating the membership meeting, hosting regular meetings and preparing the annual membership directory.
- E. The Publicity chairperson shall have charge of putting notices in the newspaper of the meetings and club activities and shall keep a file of all press notices, club documents, programs, etc.
- F. The Social chairperson shall head a committee to coordinate special events/entertainment for members and provide refreshments for working meetings.
- G. The Steppin' Out chairperson shall head a committee, which plans, advertises and runs an additional fundraiser as approved by the membership.

Section 3 – Funds

- A. In the event that the club dissolves, all monies after outstanding debts are paid shall be given to the Education committee to disperse for scholarships.

Article X – Special Committees

Section 1 – Designation

- A. The following shall be the special committees formed by a majority vote of the Officers at any time deemed necessary. Committees will only last the duration of their special assignment.
 1. Finance & Nominating
 2. Ad Hoc Committees
 - a. A specific committee assigned to address a specific task deemed necessary by the Executive Board.
 - b. Special Needs committee will distribute any surplus funds on a year-to-year basis.
 1. Composition
 - a. The Special Needs Committee will consist of 4 members at large and 1 Executive Board Member as selected by the Executive Board.
 2. Funds
 - a. Executive Board will review current and future budgetary items, LCWC-sponsored activities and other financial matters to establish the fund amount available for distribution that will then be approved by the membership at large at any regular business meeting.
 - b. Community needs or requests will be considered on a one-time request basis. On-going yearly needs will not be considered.

Article XI – Amendments to the By-laws

Section 1 – Designation

- A. These by-laws may be amended at any regular meeting by a majority vote of the attending members, pending notification, that the by-laws are to be amended.
- B. Notification of amendments of the by-laws shall be published at least once in the newsletter and read at the following meeting.
- C. A final vote may be taken immediately after the reading.

Article XII – Amendments under IRS Section 501(c)

- A. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) 3 the Internal Revenue Code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) 3 of the Internal Revenue Code, (b) by an organization, contributions to which are deductible under section 170(c) 2 of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the

meaning of section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes