

TURTLE ROCK WOMEN'S CLUB

BYLAWS

Article I – Name

The name of the organization is the **Turtle Rock Women's Club** (TRWC).

Article II – Purpose

The purpose of the organization is to provide opportunities for the women of Turtle Rock to meet and socialize.

Article III – Membership

All women of Turtle Rock are eligible for membership.

Annual dues of \$15 are due by January 15 for renewing members, including former residents who wish to maintain their affiliation.

Dues for members who join in the last quarter carry over to the next year.

Article IV – Meetings

Regular meetings are held each month, usually on the first Wednesday.

Article V – Executive Board

The Executive Board includes the following officers elected by the membership:

- President
- First Vice President
- Second Vice President
- Treasurer
- Secretary
- Membership Officer

Article VI – Duties of Executive Board

President	<p>Serves as the Chief Executive Officer of TRWC and as an <i>ex officio</i> member of all TRWC committees.</p> <p>In the absence of the Treasurer, signs checks on behalf of TRWC.</p>
First Vice President	<p>Presides at meetings when the President is absent.</p> <p>If the office of President becomes vacant, assumes the role for the remainder of the unexpired term and is eligible for election as President for the following TRWC year.</p>
Second Vice President	<p>Presides in the absence of the President and First Vice President.</p>
Treasurer	<p>Receives and records all dues and fees collected on behalf of TRWC.</p> <p>Sets up and maintains TRWC's bank account, keeps accurate records of the finances, obtains receipts, and disburses funds as directed by the Executive Board.</p> <p>Presents financial reports at the Executive Board meetings and the regular monthly meetings.</p>
Secretary	<p>Keeps minutes of Executive Board meetings and handles correspondence at the direction of the Executive Board.</p>
Membership Officer	<p>Maintains membership records.</p> <p>Compiles a Membership Roster for the private and sole use of the membership.</p>

Article VII – Election of Executive Board

The Executive Board is elected through the following process.

Nominating Committee

A nominating committee is formed in September to propose a slate of officers for the upcoming year. The committee typically includes:

- The President
- The Vice President
- Three members from the general membership

Note: A President or First Vice President who intends to run for an additional term recuses herself from this Committee, and another Board Member is chosen to replace her.

Slate of Nominees

A slate of Nominees for each Executive Board vacancy is prepared and presented to the membership in October. Additional nominations are accepted from the floor.

Note: Nominees must be members of TRWC for one year and have access to email to be eligible.

Election

The election is conducted in October.

Members complete ballots and give them to the chair of the Nominating Committee.

Note: Ballots are available at the Community Center for those without email.

Article VIII – Terms of Service for the Executive Board

The term of service for the Executive Board is one year. A board member is eligible to serve a maximum of two consecutive terms in any office.

Article IX– Finances

Authorizations and responsibilities:

- The President is authorized to spend up to \$200. Larger expenditures must be approved by a majority of the Executive Board.
- The Treasurer can reimburse members up to \$50 for expenses incurred for approved events (paid receipts required).
- Members must receive prior approval from the Executive Board to spend and be reimbursed for expenditures above \$50.
- The Executive Board determines how money left in the treasury at the end of the year is used.
- The Executive Board and Program Chair determine any gratuities received by speakers.

Article X – Committees

TRWC Membership is required for participation in TRWC-sponsored committees and interest groups that use Turtle Rock facilities.

The Executive Board can appoint chairpersons for committees such as the following:

- Bylaws
- Nominating
- Programs
- Communication (Newsletter, notices, distribution of Roster)
- Monthly Luncheon
- Library
- Special Events
- Interest Groups

Article XI – Amendments to Bylaws

The process for amending the Bylaws is as follows:

- The Executive Board receives a request for a change in the Bylaws and assigns it to the Bylaws Committee for study.
- The Chairperson of the Bylaws Committee reports the committee's recommendations to the Executive Board.
- The Executive Board brings the proposed amendment to the Membership for a vote.
- If approved, the Bylaws are changed and the history record updated.

Document History

Approved April 14, 2004

Amended April 9, 2008

Amended April 6, 2011