

**LAKWOOD RANCH WOMEN'S CLUB, INC.  
BYLAWS**

**Article I - Name**

The organization shall be called Lakewood Ranch Women's Club, Inc., and shall be hereafter referred to as the Club in this document.

**Article II – Purpose**

The purpose of this organization is to create friendship and support among members of the Lakewood Ranch community by presenting programs serving the interest of women today, by contributing to civic responsibilities and charitable causes, and by fostering growth and friendship among our members. We are a not-for-profit service club founded to improve the quality of life in our community.

This corporation is organized exclusively for social, community service, and charitable purposes within the meaning of Section 501(c) (7) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

The fiscal year of the Club shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

**Article III – Membership**

- Section 1      Membership in this Club shall consist of women residents or women business owners of Lakewood Ranch
- Section 2      Residents who express a sincere interest in the purpose for which the Club is organized and who show a willingness to share in the work of the Club are eligible for membership.
- Section 3      A member shall be removed from the roll in the event that:
- a. The member fails to pay dues.
  - b. The member voluntarily withdraws from the Club.

**Article IV – Dues**

- Section 1      Annual dues shall be set by a majority vote of the members present at a meeting at which a quorum is present. Dues shall be due in January.
- Section 2      Dues not paid by the March meeting shall be considered delinquent.
- Section 3      Those members who are delinquent will be given verbal or written notice, as set forth in the Club Policies and Procedures, that their names will be removed from the roster if annual dues have not been paid by the date specified by the Membership Chair.

## **Article V – Meetings**

- Section 1 The Club shall hold regular monthly meetings  
Section 2 Meetings shall consist of business, social and program meetings.  
Section 3 Our annual business meeting will be held in January.

## **Article VI – Officers**

- Section 1 The officers of the Club are the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.  
Section 2 They shall be nominated and elected as set forth in Section 9 of the Club Policies and Procedures.  
Section 3 The new officers will take office on January 1.

## **Article VII – Qualifications and Terms of Office**

- Section 1 The President shall serve a one-year term.  
Section 2 The Vice President shall serve a one-year term as Vice President and shall then succeed the President and serve a one-year term as President.  
Section 3 The Recording Secretary, Corresponding Secretary and Treasurer shall serve two-year terms.  
Section 4 In order to qualify for nomination, candidates must be members in good standing and have demonstrated a record of service to the Club.

## **Article VIII – Board of Directors**

- Section 1 The Board of Directors shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The Past President will serve as an ex-officio member in advisory capacity only.  
Section 2 The Board shall be responsible for planning and implementing the Club's activities, for managing the Club's business affairs, community service projects, and for recommending policies and procedures and bylaw changes to the membership.  
Section 3 Meetings of the Board will be called by the President, as set forth in the Club's Policies and Procedures, and may include chairs of the Club committees.  
Section 4 The Board shall appoint committees as provided for in Article XIV.  
Section 5 Three Board members will constitute a quorum and a majority vote of members present will be required to pass a motion.  
Section 6 Vacancies will be filled in accordance with Section 10 of the Policies and Procedures.  
Section 7 Any Director of the Board may be removed by a majority vote of the Board whenever in its judgment the best interest of the Club would be served.  
Section 8 All Board Members shall follow the Treasurer's policies and procedures

regarding payment of costs and deposits of revenues.

### **Article IX – Duties of the President**

The President shall:

- a. Call and chair meetings of the Board and set the agenda.
- b. Chair regular Club meetings and preside at special events.
- c. Oversee and approve all club communications.
- d. Approve and/or execute contracts or agreements on behalf of the Club.
- e. Monitor the Club mailbox.

### **Article X – Duties of the Vice President**

The Vice President shall:

- a. Assist the President in carrying out her responsibilities as needed.
- b. Take over the responsibilities of the President in her absence.
- c. Oversee the Program Committee.
- d. Execute contracts or agreements on behalf of the Club.

### **Article XI – Duties of the Recording Secretary**

The Recording Secretary shall:

- a. Record and maintain minutes of the Board meetings and distribute to the Board members in a timely fashion.
- b. Record minutes of any and all general meetings; distribute draft minutes to the voting board members for revisions; and make minutes available to members.
- c. Safeguard all event reports and records.

### **Article XII – Duties of the Corresponding Secretary**

The Corresponding Secretary shall:

- a. Handle all correspondence as directed by the Board that may include thank you notes, get well cards, and formal letters including event correspondence.
- b. Prepare event flyers.
- c. Send email blasts as directed by the President.
- d. Order flowers/gifts as directed by the Board.

### **Article XIII – Duties of the Treasurer**

The Treasurer shall:

- a. Keep an accurate record of all funds, collected dues, and pay all bills authorized by the Board.
- b. Give financial reports as requested at business meetings.
- c. Provide financial information to all Board members at each board meeting. .
- d. Prepare state and federal forms.
- e. Prepare an annual budget at the beginning of each fiscal year based on the Program and other standing committee input, for the approval of the Board. Additional unbudgeted expenses can be approved by the President or Treasurer
- f. By the end of the first quarter, the Treasurer will have the prior year's financial accounts examined. The Club will assume any expense incurred. A report of the examination will be presented to the Board upon completion.

### **Article XIV – Committees**

- Section 1 The standing committees are: Program, Hospitality, Membership, Publicity and Philanthropy.
- Section 2 The committee members will consist of members in good standing that have volunteered to serve.
- Section 3 The committee chairs will be appointed by the Board for one year and may be appointed for successive terms.
- Section 4 Committee Chair will attend Board meetings or Event meetings as needed.

### **Article XV – Committee Responsibilities**

- Section 1 The Program Committee shall:
- a. Prepare annually the calendar of events for the year which is distributed at the January annual business meeting.
  - b. Schedule guest speakers or programs of interest for each monthly meeting.
  - c. Provide gift for speaker or fee, if necessary.
  - d. The Board shall appoint the new Program Chairman no later than October of the current year in order to give the new chair time to prepare the schedule of events for the coming year. The Standing Chair will continue to supervise the current year's events and act as consultant to the incoming Chair.

- Section 2 The Hospitality Committee shall:
- a. Coordinate refreshments for our general meetings.
  - b. Arrange for Greeters at each general meeting.
  - c. Maintain the key for the Town Hall kitchen cabinet where club's supplies are kept.
  - d. Chair may attend Program Committee meetings as requested.
  - e. Obtain and maintain budget for the year. Submit expense receipts to Treasurer for reimbursement.
- Section 3 The Membership Committee shall:
- a. Be responsible for encouragement of new members, membership renewal, and collection of club dues.
  - b. Maintain up-to-date roster.
  - c. Update Club directory and distribute to members.
  - d. Maintain up-to-date contact list in email account.
  - e. Organize New Member event(s).
  - f. Prepare and maintain member badges.
  - g. Distribute Club Bylaws and Policies & Procedures.
- Section 4 The Publicity Committee shall:
- a. Be responsible for all publicity of the Club, including maintenance of the Club website, Club publicity in publications.
  - b. Photograph Events
- Section 5 The Philanthropy Committee shall:  
Be responsible for reviewing potential charitable recipients and working with the current year's charities.

### **Article XVI – Amendment of Bylaws**

- Section 1 The Bylaws shall only be amended by an affirmative simple majority vote of members voting via email provided that 20% of the club's then current members in good standing vote on the bylaw amendment(s). The Recording Secretary shall send to all members in good standing notice and copies of any proposed amendments to the bylaws. Email votes will be accepted as valid for proposed bylaw amendments if received by the Recording Secretary prior to 8 pm within the 2 week period after the Recording Secretary sent notice and copies of proposed bylaw changes to the members in good standing. A record of the e-mail vote will be retained and verified for membership by the Recording Secretary. If the proposed amendments receive the necessary simple majority vote, the proposed bylaw changes will be accepted and adopted immediately.

### **Article XVII – Policies and Procedures**

The Board will review the Club Policies and Procedures annually and recommend changes to the members. The changes will take effect upon a simple majority vote by the members in good standing at the meeting provided a quorum is present.

### **Article XVIII – Quorum**

Twenty percent (20%) of the Club membership will constitute a quorum for either a regular or special meeting of the Club. A simple majority of the quorum will be sufficient to pass proposed measures.

### **Article XIX – Club Projects**

All projects will be presented to the Board for review and approval. Requests for approval will include projected revenues and expenses.

### **Article XX – Liability**

As a condition of membership, members agree to hold the Club harmless in the event they suffer injury or damage on Club business or at a Club function.

**SCHEDULE I**

**Annual State Filings**

<b>Agency</b>	<b>Name of Form</b>	<b>Club Number</b>	<b>Due Date</b>	<b>Late Fee Penalty</b>
State of Florida Division of Corporations	Not-For-Profit Corporation Annual Report	N98000003767	May	\$400.00
Florida Department of Agriculture & Consumer Services	Solicitation of Contributions Annual Registration	CH9189	April (Department will send out renewal package approximately 60 days prior to expiration date)	\$25 per month
IRS	990EZ	65/0846226	April 15	