

**TURTLE ROCK WOMEN'S CLUB
BYLAWS**

*****Amended and Restated as of March 2021*****

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. The Membership Year will begin on June 1st and ends May 31st.

Annual dues are collected April 1st to May 31st for renewing members, including former residents who wish to maintain their affiliation. These dues cover the upcoming membership year.

The Executive Board shall recommend and approve by a simple majority any changes to the annual membership dues. The amount will take effect the following membership year.

Dues for members who join between January and May carry over to the next membership year.

Article IV – Meetings

Regular meetings are held each month.

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

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| 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 income 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>Develops an annual budget for board approval.</p> <p>Presents financial report at the Executive Board meetings and available at the regular monthly meetings.</p> |
| Secretary | <p>Keeps minutes of Executive Board meetings, issues periodic newsletters 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 January to propose a slate of officers for the upcoming membership year. The committee typically includes:

- One member of the board
- Two members from the general membership

Slate of Nominees

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

Note: Nominees must be members of TRWC for one year.

Election

The election is conducted in April and members complete the ballots. Incoming officers are installed in May for the upcoming membership year.

Article VIII – Terms of Service for the Executive Board

The term of service for the Executive Board is one year. President, 1st VP, and 2nd VP are eligible to serve a maximum of 2 consecutive terms in that office. The nominating committee has the discretion to ask a current board member holding office other than President, 1st VP and 2nd VP to remain in that position for more than 2 consecutive terms.

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.
- Members and special interest groups must receive prior approval from the Executive Board to spend and be reimbursed for expenditures.
- There must be 2 year's operating expenses in the treasury at the end of the membership year.
- The Executive Board shall determine any gratuities given to speakers.
- TRWC operating funds shall not be used for charitable or political donations, unless it is for a speaker gratuity.

Article X – Committees

The Executive Board may appoint committees as needed, such as the following:

- Bylaws
- Nominating
- Programs
- Communication
- Monthly Luncheon
- Library

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 appoints a 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 by the majority of respondents, the Bylaws are changed and the history record updated.

Document History

Approved April 14, 2004

Amended April 9, 2008

Amended April 6, 2011

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