

# **BYLAWS OF THE AITKIN WOMEN OF TODAY**

Revised 10/2012

## **ARTICLE I – NAME**

Section 1. The name of this corporation shall be the Aitkin Women of Today.

Section 2. The principle office of this organization will be in Aitkin, Minnesota.

## **ARTICLE II – PURPOSE, MISSION STATEMENT AND CREED**

Section 1. The purpose of this corporation shall be to encourage, foster, and support the growth of the Aitkin Women of Today.

Section 2. The mission of the Aitkin Women of Today is to help women improve their own lives and the lives of people in the community around them. This organization shall be a place in which women are actively encouraged to become involved and hold positions of leadership. The organization shall provide opportunities for all members:

- A. Develop and foster skills and talents to become successful individuals, interacting well with other people, and gain leadership training and development.
- B. To inculcate a spirit of Americanism in chapter members. To contribute to their communities by raising funds for worthy causes and by providing services and education to benefit community members.
- C. To promote civic, educational, social, and recreational activities for the members of the corporation. To develop friendships and to find personal support within the organization.

Section 3. The Creed of the Minnesota Women of Today:

We, the Women of Today, are Service, Growth, and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of friendship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.

Section 4. The Creed of the United States Women of Today:

We, the United States Women of Today, are dedicated to serving our communities and nation, are committed to strengthening our individual talents, and stand united by our friendship and belief in the future.

## **ARTICLE III – MEMBERSHIP**

Section 1. This organization is a member of the United States Women of Today, the Minnesota Women of Today, and the District 4 Women of Today in regards to dues, support of projects whenever possible, and compliance with bylaws and policies.

Section 2. A member in good standing is any person at least 18 years of age when state dues are paid.

Section 3. Honorary member recognition may be extended to any person by two-thirds (2/3) vote of the members present and voting at any general membership meeting. Honorary members may not hold any elected office, be chairman of a standing committee, or vote in an election. Honorary members are not required to pay any dues.

Section 4. Any member may resign from this corporation by giving written or verbal notice to the local President. At that time s/he shall return any records belonging to the Aitkin Women of Today to the local President.

#### ARTICLE IV – FISCAL YEAR AND DUES

Section 1. The fiscal year shall begin June 1st and end May 31st of each year.

Section 2. State dues must be paid on all of the individual members of this corporation.

- A. Dues shall be payable to the Minnesota Woman of Today at the amount determined by the state. A portion is for National dues and the balance for State dues.
- B. The Chapter will pay a late fee as determined by the Minnesota Women of Today Bylaws and Policies if dues are paid later than the 15<sup>th</sup> of the fourth month of the trimester.

Section 3. Transfer members:

- A. In-state transfer; no dues until next dues dated.
- B. Out-state transfer; shall be regarded as a new member in regards to dues.

Section 4. Member Dues

- A. Individual Member Dues are to be paid no later than the 15<sup>th</sup> of the third month of their anniversary trimester, payable to the Aitkin Women of Today and given to the chapter treasurer or sent to the chapter PO Box 245.
- B. Any member whose dues are not paid by the end of their anniversary trimester shall lose voting privileges and their membership be considered expired.

Section 5. District dues shall be paid from chapter funds by the Summer District Meeting, amount determined by the district.

#### ARTICLE V – OFFICERS AND DUTIES

Section 1. The officers of this corporation shall be the President, Programming Vice President (s), Membership Vice President, Secretary, Treasurer, State Delegate, Chairman of the Board, Parliamentarian, and the Directors.

Section 2. The duties of the officers shall be as follows:

- A. President:
  1. Shall preside at all general, special, and board meetings of this corporation and shall perform all duties pertaining to the office.
  2. Shall be ex-officio member of all committees, except the Nomination Committee.
  3. Shall appoint, with the approval of the Board of Directors, a Parliamentarian, Directors and all local chairmen and managers, except the chairman of the Nominating Committee.
- B. Vice Presidents
  1. Programming Vice President (s):
    - a. Shall oversee local program managers in the Internal and External areas.

- b. May be divided into Internal and External Vice Presidents (Internal Vice President oversee Internal Local Program Managers and External Vice President oversees External Local Program Managers) at the recommendation of the Nominating Committee.
    - c. Shall report for unfilled local program manager positions, fill local program manager positions, encourage timely trimester reporting, and encourage Local Program Mangers to hold activities during emphasis months.
  - 2. Membership Vice-President:
    - a. Shall work within the chapter on new member recruitment, orientation, activation, chapter dues renewals (issue notices of dues payable and be responsible for the collection thereof with the Treasurer), hosting membership nights, installing new members, motivating membership and working with the Big Sis/Little Sis program.
    - b. Monthly, new members shall be submitted in an add and change form, along with any address changes and transfers sent to the Chapter Service Center.
- C. Secretary:
  - 1. Shall keep minutes of all board, general and special meetings and record and publish the same. Prepare correspondence and perform such duties, as the office shall require.
- D. Treasurer:
  - 1. Shall keep books of the corporation, disburse funds upon authorization, and regularly report on the financial condition of the corporation, and submit transmittal forms to state organization.
  - 2. Shall file all sales tax forms, 990 postcard and any additional tax forms before they are due.
  - 3. Each trimester s/he shall send the dues for each member to the Minnesota Women of Today Chapter Service Center.
  - 4. Shall serve as chair of the Finance Committee.
- E. State Delegate:
  - 1. Shall attend all local Board meetings, represent the chapter as the voting delegate at all district, area, and state meeting, and shall attend to all registration/meeting information.
  - 2. If additional votes are allotted the chapter, voting delegates shall be selected from members attending the meeting, with the State Delegate heading the voting delegation.
  - 3. Shall see that news articles concerning the local chapter are submitted to the NEWSLET for publication.
- F. Chairman of the Board:
  - 1. Shall act as an advisor to the Board of Directors.
  - 2. May serve as Chair of the Nominating Committee.
  - 3. Shall serve as Historian for the year s/he serves as Past President.
  - 4. Shall serve as Chair of the annual installation banquet, along with the Aitkin Women of Today past presidents serving on the committee.
  - 5. May preside at all general, special and board meetings in the absence of the President.
  - 6. In the event the Chairman of the Board is unable to preside, a past president shall be invited to preside.

G. Parliamentarian:

1. Shall advise the President and work with her in selecting the proper procedure to transact business.
2. S/he shall chair the Bylaw and Policies Review Committee.
3. Shall be appointed by the President.

H. Directors:

1. Shall be appointed by the President. It will be the duty of the Directors to assist the President distributing important information to the local members between meetings by the use of the calling card. The CALLING CARD consists of the membership list and their telephone numbers.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. This Board shall be composed of elected officers of the corporation, the immediate Past President, Parliamentarian and the Directors.

Section 2. The Board of Directors shall meet monthly or at any time deemed advisable by the President or a majority of the members of the Board.

Section 3. The Board of Directors shall be authorized to act on all matters related to the policies of the corporation, it's welfare and membership, and may direct activities for the general good of the corporation.

Section 4. A majority of the Board of Directors shall constitute a quorum at the Board of Directors meetings.

Section 5. The general membership can overrule any decision of the Board of Directors.

ARTICLE VII – FINANCE

Section 1. This corporation shall:

- A. Maintain a checking and/or savings account at a bank to be determined by the Board of Directors.
- B. The President and Treasurer shall be required to sign all checks; however, in the absence of the President, the Internal Vice President may cosign with the Treasurer.
- C. No check shall be signed by any officer unless it is completely filled out.

Section 2 Restricted Account(s)

- A. Maintain a separate checking and/or savings account at a bank to be determined by the Board of Directors.
- B. Disbursements shall be as directed by chapter authorization as set up per restricted account.
- C. Restricted accounts shall be
  1. School Picture Fund (See Policy C. 4. a.)
  2. Safety Town Fund (See Policy C. 4. c.)
- D. Transactions shall be reported through the Treasurer's report.

Section 3. The Board of Directors shall have authority to authorize disbursements of \$50 or less. All disbursements in excess of \$50 shall be made only upon authorization of the general membership.

## ARTICLE VIII – ELECTION OF OFFICERS

- Section 1. The Nominating Committee shall be composed of at least three members (past presidents), with one past president serving as chair.
- Section 2. Prior to the election meeting, the Nominating Committee shall present its report with at least one (1) nominee for each office.
- Section 3. The Nominating Committee shall conduct the election at the Annual Meeting, by secret ballot. Absentee and proxy votes will not be accepted. The candidate receiving the majority of votes shall be declared elected.
- Section 4. Vacancies in any elected office shall be filled by majority vote of the Board of Directors for the non-expired term of that office.
- Section 5. The officers of the corporation are elected for a term of one year. They are not eligible for election of the same office until one year has passed. The Treasurer will be allowed to run for a consecutive term if s/he so desires. (An appointed officer will be eligible to run for the same office the following year.)

## ARTICLE IX - MEETINGS AND QUORUM

- Section 1. The regular membership meeting shall be held on the second Monday of each month, and shall be held at least nine (9) times a year.
- Section 2. The regular meeting in March shall be known as the Annual Meeting and shall be for the purpose of electing officers.
- Section 3. One-fourth (1/4) of the membership in good standing shall constitute a quorum for the transaction of business.
- Section 4. Special meetings may be called by the President upon application of 25% (twenty-five percent) of the membership or a majority of the Board of Directors.

## ARTICLE X – PARLIAMENTARY PROCEDURE

- Section 1. ROBERT’S RULES OF ORDER, NEW REVISED, shall govern the corporation except when in conflict with these bylaws.

## ARTICLE XI - MANDATORY INSURANCE

- Section 1. Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the state organization.

## ARTICLE XII – DISSOLUTION OF AITKIN WOMEN OF TODAY

- Section 1. In the event the membership desires to dissolve the corporation, a special meeting shall be called to vote on dissolution of the chapter with a written notice sent to all members, the State President, and the District Director, ninety (90) days prior to the special meeting. This corporation may be dissolved at the special meeting called for that purpose upon the affirmative vote of two-thirds (2/3) of the general membership provided a quorum is present. Dissolution will not be final until the proper papers

have been completed and received by the Chapter Service Center and all required records turned over to the District Director.

Section 2. Upon dissolution any remaining assets are to be given exclusively for charitable, educational, or scientific purposes and shall at that time qualify as exempt under Section 501(c) (3) of the Internal Revenue Code.

#### ARTICLE XIII – AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, a quorum being present, provided the amendment has been submitted in writing and read to the membership at a regular meeting at least thirty (30) days prior to voting on the proposal, or the proposal has been mailed to each voting member at least ten (10) days prior to the meeting where action will be taken.

Section 2. Such proposed amendments may be revised at the meeting, before being acted upon, without further notice being given to the membership.

Section 3. These bylaws may be suspended by a two-thirds (2/3) vote of those present at the meeting provided a quorum is present.

#### ARTICLE XIV – FINAL AUTHORITY

Section 1. The Minnesota Women of Today Bylaws and Policies shall have final authority over the Aitkin Women of Today

## **POLICIES OF THE AITKIN WOMEN OF TODAY**

Revised 9/2012

### **A. POLICY**

1. This set of policies is presented to assist members in understanding the operations and functions of this organization. They shall remain in effect until amended or repealed by the members of this organization.
2. These policies and bylaws shall be reviewed annually by the Bylaws and Policies Review Committee and the Board of Directors shall from time to time make recommendations for revisions.
3. These policies may be amended at any membership meeting by a majority vote of the membership in attendance, provided a quorum is present. Any action taken by the organization shall be made into a policy when proper.

### **B. OUTSIDE REQUESTS**

1. No officer, director, or member of this corporation shall publicly state any policy, enter into any agreement, or otherwise obligate this corporation except upon authority of the general membership; provided, however, that if a question must be decided prior to the next general membership meeting, it may be decided by the Board of Directors.
2. Participation of outside groups/individuals with the Aitkin Women of Today projects (AWT works in collaboration with groups outside of the chapter. The following policies pertain to AWT projects initiated by the AWT.)
  - a. Vendors (for profit)(Businesses, home-based businesses, individuals such as speakers)
    - 1) Vendors must be approved by the general membership before being allowed to participate in AWT projects.
    - 2) Vendors may be charged a fee for participating in an AWT project based upon recommendation of the project committee.
    - 3) The amount to be charged is to be determined by the project committee and approved by the membership. It may be a set fee and/or a percentage of profit.
    - 4) Vendors participating in an expo or fair as part of an AWT project need not be approved individually, but the fee(s) charged for participation in the expo or fair should be approved by the membership.
  - b. Non-Vendors (for profit) (non-profits, community service groups, groups raising funds for Foundations)
    - 1) Non-Vendors must be approved by the general membership before being allowed to participate in AWT projects.
    - 2) Non-Vendors may or may not be charged a fee for participating in an AWT project based up on recommendation of the project committee.
    - 3) The amount to be charged is to be determined by the project committee and approved by the membership. It may be a set fee or a percentage of profit.
    - 4) The number of non-vendors allowed to participate in an AWT project will be determined by the committee and approved by the membership.
  - c. Community Service (not for profit) (Educational and Informational only)
    - 1) Organizations, individuals and vendors may be allowed to participate in AWT projects upon approval of the membership, providing they are participating in the project for informational and/or educational purposes only.

- 2) The number of organizations, individuals and vendors allowed to participate in an AWT project will be determined by the project committee.
- 3) Vendors participating in an expo, fair or through Safety Town will be approved by the project committee and need not be approved individually by the membership.

## C. FINANCES

### 1. Trainings and Meetings

- a. The attending President, State Delegate and First Timers shall have their registration paid in full, up to \$50.00 for all state and district meetings. One-half (1/2) registration, up \$25.00, shall be paid for all other members attending state conventions. Any additional late fee charges shall be paid by the attending member. In the event the President and State Delegate are unable to attend, an alternate will be chosen by the membership and their registration will be paid in full (up to \$50.00).
- b. Mileage will be paid to state conventions, meetings, and district meetings at 15 cents per mile, round trip per designated car(s). Designated car(s) shall be approved by the President.
- c. Any newly elected officer's or alternate's registration for LOTS (Local Officer Training) shall be paid in full after attending.
- d. State Delegate will coordinate meeting registration for Area and District meetings. Members who RSVP for Area or District meeting, and are unable to attend, will be asked to pay registration fee if cancellation occurs after cancellation deadline and is requested to be paid by district or area.

### 2. Officer Expenses and Project Budgets

- a. \$200 shall be designated for the President to use at her discretion for Presidential monthly awards, incentives, year-end, and etc.
- b. All chapter projects must request a budget.
  1. A suggested budget may be made at the beginning of the year in the yearly budget. All attempts must be made to stick to the budget. Increases in the budget will be allowed; however, they must be voted on by the general membership.
  2. No expenses can be paid without budget approval. Receipts must be presented in a timely manner. (Within 2 (two) weeks of the close of a project.)
- c. Local Program Managers shall have a yearly budget of \$10 and the Public Relations Local Program Manager shall have a yearly budget of \$150.

### 3. Other

- a. Up to 25 percent of net profits from chapter run projects may be used for chapter operating expenses.
- b. Any past State President who is member of the Aitkin Women of Today will have their National dues paid by the chapter.

### 4. Special Funds

- a. A Restricted School Picture Fund
  - 1) Any moneys raised from this project shall be restricted to fund school related activities only. Also see Article VII, Finances, Section 3, C.
    - a) Up to \$100 may be transferred to the general account each year to cover expenses incurred by the chapter.
  - 2) Donations are made as funds are available and as approved by the membership
  - 3) Outstanding Young Adult Scholarship (OYA) —\$500 scholarship is given, OYA guidelines designate disbursement of funds to winner. An additional budget of \$100 will be designated for expenses including the OYA State entry fee.
- b. Sunshine Fund



- 1) The chairperson has a \$50 yearly budget. The Sunshine Drawing held at chapter meetings is to help raise money for this area. All funds shall be deposited into the general account. (For more of the Sunshine Chairperson's duties See E. Gifts 2, 3, & 4)
- c. Safety Town Fund
  - 1) Moneys raised shall be used to run the Safety Town Project. Also see Article VII Finances, Section 2. C.
    - a) Chapter can keep up to \$300 a year to cover expenses (i.e. supplies used from other projects, etc.)

#### D. COMMITTEES

1. The Board of Directors shall determine the standing committees deemed necessary and proper to fulfilling the object and purpose of the chapter.
2. The following are standing committees; Nominating, Finance, Audit, Bylaws and Policies Review, and Installation Banquet.
3. Special committees change yearly according to projects in which the chapter chooses to participate.
4. Each committee (standing and special) shall submit a written report upon completion of its project.

#### E. GIFTS

1. This organization shall contribute to the annual gift for the outgoing State President of \$10.00. The outgoing chapter President shall receive a gift at the installation banquet not to exceed \$30.
2. A card and/or gift shall be sent to a member by the Sunshine Chair whenever they enter the hospital for a serious illness, major surgery, or birth of a baby – not to exceed \$10.
3. A floral arrangement or memorial shall be sent upon the death of a member, spouse, or one of a member's children by the Sunshine Chair – not to exceed \$25 unless chapter board votes (may be by phone) and additional monies come from treasury. A "Light of Love" shall be purchased upon the death of a past president, to be purchased from Riverwood Healthcare Auxiliary for \$5.
4. Member who gets married will receive a card and \$25 in cash organized by the Sunshine Chair.
5. Member moving or leaving the chapter within their year (between anniversary dates) will be given an appropriate card. Member who does not renew membership shall be sent a thank you card for past participation.

#### F. AWARDS

1. The following award shall be given at the end of the year; Outstanding Woman of Today to be voted upon by the general membership. The President of the Aitkin Women of Today is NOT eligible for this award. An amount not to exceed \$25.00.
2. Further awards may be decided on at the close of the year at the discretion of the President within her budget.
3. Members in good standing will receive an award of a charm at our annual installation banquet if they meet the minimum criteria, as follows; Must attend or participate in a minimum of seven (7) meetings and/or projects a year.

#### G. MEETINGS

1. This organization shall present its annual awards at the installation banquet or at the May meeting.
2. This organization shall sponsor ongoing membership orientations.
3. The first meeting of the newly elected officers and board members shall be with the outgoing Board of Directors. This will facilitate the transfer of authorizations and hereby insure the continuity of operation.

4. All official records shall remain the property of the Aitkin Women of Today, but will be made available to the general membership upon request.
5. Women wishing to join the Aitkin Women of Today may do so at any time during the year.
6. The President shall be invited to all committee meetings.

#### H. PROPERTY AND EQUIPMENT

1. Tables
  - a. Tables are available for chapter use only. Any changes in this policy must be through approval of the Board.
3. The Easter Bunny suit will be available for chapter use only. Any changes in this policy must be through approval of the Board.
3. Concession Stand Wagon
  - a. The Concession Stand Wagon is available for chapter use only. Any changes in this policy must be through approval of the Board
  - b. The Concession Stand Wagon may be used at the Relay for Life as long as a member of the Women of Today is present and a part of a walking team with the approval of the general membership.
4. Any other property or equipment (games, Bingo equipment, etc.) will be available for chapter use only. Any changes in this policy must be through approval of the Board.