

**BYLAWS OF THE MONTICELLO WOMEN OF TODAY**

ARTICLE I – NAME

The name of this corporation shall be the Monticello Women of Today.

ARTICLE II - PURPOSE, MISSION STATEMENT AND CREEDS

- Section 1. To promote civic, educational, social, and recreational activities for the members of this corporation.
- Section 2. To provide an opportunity for leadership training and development.
- Section 3. To instill a spirit of patriotism in chapter members.
- Section 4. The mission of this corporation is to help women improve their own lives and the lives of the people in the communities around them. This organization shall be a place in which all members are actively encouraged to become involved and hold positions of leadership. This organization shall provide opportunities for members:
- A. To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
  - B. To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
  - C. To develop friendships and to find personal support within the organization.
- Section 5. Minnesota Women of Today Creed: 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 fellowship extended to millions of women everywhere. May we leave this world a better place because we lived and served within it.
- Section 6. United States Women of Today Creed: We, the United States Women of Today, are dedicated to serving our community 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, Minnesota Women of Today, and the District 5 Women of Today regarding the dues, support of projects whenever possible, and compliance with the bylaws and policies.
- Section 2. The location of the registered office of this organization is 206 East 7th Street, P.O. Box 1202, Monticello, Minnesota 55362.
- Section 3. A member in good standing is any person at least 18 years of age when her/his dues are paid, and she/he shall have full voting privileges pertaining to chapter, district, or state business.
- Section 4. Any member may resign from this corporation. At such time, she/he shall be required to turn over all records belonging to this organization to the local chapter President.
- Section 5. The objectives of this corporation are purely civic, educational, recreational, and social. It is not organized for religious, political, or private purposes and shall not function for profit or for personal gain of any of its members.

#### ARTICLE IV - FISCAL YEAR AND DUES

- Section 1. The fiscal year shall begin June 1 and end May 31 of each year.
- Section 2. State and National dues must be paid by all the individual members of this corporation. Fifty dollars (\$50.00) must be paid to the Minnesota Women of Today per member. Forty-five (\$45.00) are for State dues and five (\$5.00) are for National dues. These dues shall be payable in each member's respective anniversary trimester.
- Section 3. A member transferring within the state will not pay their dues until their next dues renewal date. A member transferring in from out-of-state shall be treated as a new member regarding dues.
- Section 4. Members up for renewal must be notified by the Membership Vice President by the beginning of each anniversary trimester. Dues shall be paid to the Membership Vice President, who shall submit to the chapter Treasurer.
- Section 5. The Treasurer shall remit renewals to the Chapter Service Center after she/he has received payment in full from the renewing member. Dues may be paid in monthly installments, the full payment being due by the member's anniversary trimester due date. Any member whose dues are not paid by the end of their anniversary trimester shall no longer be a member.

#### ARTICLE V - FINANCE AND MANDATORY LIABILITY INSURANCE

- Section 1. The official bank of this corporation shall be the CorTrust Bank of Monticello. Monticello Women of Today shall maintain a checking and a savings account. The incoming Secretary shall amend the bank signatures after May 31 of each year, consisting of the President, Treasurer, Programming Vice President(s), and/or State Delegate.
- Section 2. The President and the Treasurer shall be required to co-sign all checks; however, in the absence of the President or Treasurer, a Programming Vice President or State Delegate may co-sign. No check shall be signed by the Treasurer unless it is completely filled out.
- Section 3. The Budget Committee shall be made up of the incoming Board of Directors, outgoing President, and the outgoing Treasurer (Budget Committee chair). The proposed budget shall be presented for approval no later than the June meeting.
- Section 4. The Audit Committee shall be comprised of the incoming Treasurer (Audit Committee Chair), one outgoing board member and one general member. The outgoing Treasurer shall provide the records and be available to assist as needed but is not a member of the committee. In the instance of the Treasurer holding the position for two terms, another incoming board member will act as Audit Committee Chair. They shall audit the books after the close of the fiscal year and shall present their report no later than the September meeting.
- Section 5. The Board of Directors shall be able to authorize disbursements of fifty (\$50.00) or less. All disbursements more than fifty dollars (\$50.00) shall be made only upon the authorization of the general membership. All disbursements authorized by the Board of Directors shall be reported at the following general meeting.
- Section 6. Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the state organization.
- Section 7. At any function where cash is used, two members attending the event shall count the money and

must complete a Receipt Memo. Funds shall be given to the chapter Treasurer to be deposited within two weeks of a project/event. For Coins for a Cause and Christmas Bingo deposits, two members will jointly take the monies to the bank for counting and depositing. After banking hours monies are to be deposited into the bank night depository. The committee chairs shall be responsible for providing the deposit slip to the treasurer within two weeks of the event.

Section 8. Any expense incurred by any member for projects must be reported to project chair within 30 days. Check Requisition forms for reimbursement of project expenses must be turned in to Treasurer within 60 days of project completion. Expenses not related to a specific project can be submitted directly to the Treasurer within 60 days for reimbursement along with a Check Requisition form. This does not include chapter coupons which must be turned in by Annual Convention of the same fiscal year.

## ARTICLE VI - OFFICERS AND DUTIES

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

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

A. President:

1. Shall preside at all general membership, Board of Directors, and any special meetings of this corporation and perform all duties pertaining to this office.
2. Shall be an ex-officio member of all committees, except the nominating committee.
3. Shall not be a voting member, except in the case of breaking a tie.
4. Shall see that the Success System and all District, State and National Awards get submitted on time.
5. Shall attend new member orientations coordinated by the Membership Vice-President.
6. Shall submit monthly reports to the District Director and State President.

B. Programming Vice President(s):

1. Shall preside at the general membership, Board of Directors, and any special meetings in the absence of the President and Past President/Parliamentarian.
2. Shall oversee the Programming areas including trimester programming reports. May recognize an Outstanding Local Program Manager of the Trimester.
3. Shall perform such duties as assigned by the President.
4. Shall assist the President with the year-end awards.
5. Chapter Information Packets (CIP's) will be available online beginning the weekend of MNJOTS, Fall Convention, & Winter Convention. The Programming Vice President(s) shall notify all local program areas to review CIP's and prepare a written report for the next general meeting.
6. May sign checks in the absence of the President or Treasurer.
7. Shall serve as chair of a chapter committee for any MNWT Outstanding Awards nominations.

C. Membership Vice President(s):

1. Shall initiate activities that encourage new member adds and activation, promote member retention, and help plan orientations.
2. Members up for renewal must be notified by the Membership Vice President by the beginning of each anniversary trimester
3. Shall coordinate with Chapter Treasurer to send the dues along with a renewal form to the Minnesota Women of Today Chapter Service Center for each member by the state deadline
4. Each month shall submit new members and name/address changes to the Chapter Service Center (on an Add & Change form).

5. Shall oversee the ordering of the name badges. (see Policy I #2 for guidelines)
6. Shall coordinate and facilitate new member orientations to include the President & State Delegate.
7. Be in charge of The Big Sis/Little Sis program (optional).
8. Shall introduce new members through chapter communications.
9. Shall assist in keeping an up-to-date membership roster.

D. Secretary:

1. Shall keep minutes of all proceedings at all general membership meetings and may keep minutes at all Board of Directors, and any other special meetings, as necessary.
2. The incoming secretary shall amend the bank signatures after May 31 of each year, consisting of the President, Treasurer, Programming Vice President(s), and/or State Delegate.
3. Shall coordinate Year End gift for the President, not to exceed fifty dollars (\$50.00). A scrapbook commemorating the President's year is a suggested gift.
4. Shall record all motions by using motion slips.
5. Shall inform the general membership of any motions made at the prior board meeting.
6. Shall distribute minutes to membership prior to following board meeting.
7. Shall perform other duties as the office shall require.

E. Treasurer

1. Shall keep the books of the corporation, disburse funds upon authorization and report monthly on the financial condition of the corporation.
2. Shall file Sales Tax, liability insurance, annual state registration, and 990 forms when they are due.
3. Each month shall coordinate with the Membership Vice President(s) to remit dues along with Add & Change form for new members to the Chapter Service Center
4. Each trimester shall coordinate with the Membership Vice President to send the dues along with a renewal form to the Minnesota Women of Today Chapter Service Center for each paid member (that has paid in full) by the state deadline.
5. Shall serve as chairman of the Budget Committee and Audit Committee (for previous year). If the treasurer serves a 2<sup>nd</sup> term, another incoming board member shall be appointed as Audit Committee Chair.
6. Shall require the submission of a completed Check Requisition Form to include the budget line with receipts attached prior to making reimbursements within two weeks.
7. Shall require the submission of a completed Receipt Memo with two signatures, with the exception of Coins for a Cause Well and Christmas Bingo for any deposit and shall deposit monies in the official bank of the chapter.

F. State Delegate:

1. Shall represent the chapter as the head of the voting delegation at all District and State meetings.
2. Voting delegates shall be selected from the members in good standing attending the meeting.
3. Chapter Information Packets (CIP's) will be available online beginning the weekend of MNJOTS, Fall Convention, & Winter Convention. The PVP shall notify all local program areas to review CIP's and prepare a written report for the next general meeting.
4. Shall attend to all District, State, and National correspondence.
5. Shall endeavor to bring a large delegation to state, area, and district meetings and shall make room arrangements for the chapter members attending.
6. Shall oversee registrations for LOTS, district meeting, area meeting, and conventions
7. Shall see that news articles concerning the local chapter are submitted to the District and State Newslet for publication.
8. Shall complete and send in the State Delegate's Trimester Report to the District Director.
9. Shall promote visitations to other chapters and attendance at District, State and National

meetings.

10. Shall be responsible for seeing that the State President's quilt square/scrapbook page and the District Director's gift (Christmas and Year End) has been prepared and delivered.

G. Past President/Parliamentarian:

1. Shall preside at the general membership, Board of Directors, and any special meetings in the absence of the President.
2. Shall act as an advisor to the Board of Directors.
3. Shall advise the President and work with her/him in selecting the proper procedure to transact business.
4. Shall be in charge of revising Bylaws and Policies and shall present to the general membership minimum of 30 days prior to the September meeting to be voted on at that time.
5. Shall serve as the chair of the Nominating Committee.
6. Shall submit Chapter Officer Sheet to the Chapter Service Center in March.
7. Shall be in charge of the Past Presidents Club

H. Outgoing Past President/Parliamentarian:

1. Shall email the Past Presidents Club instruction sheet to the incoming Past President/Parliamentarian.

ARTICLE VII - MEETINGS AND QUORUM

- Section 1. The general membership meeting shall be held on the first Thursday of each month unless changed by the majority of the chapter.
- Section 2. The March general membership meeting shall be known as the Annual Meeting and shall be for the purpose of electing officers and any other business.
- Section 3. One-third (1/3) of the membership in good standing, including three (3) members of the Board of Directors, shall constitute a quorum for the transaction of business. The Past President/Parliamentarian or designee shall establish the quorum at meetings.
- Section 4. Special meetings may be called by the President or a majority of the members, provided a three (3) day notice is given.
- Section 5. A majority of the Board of Directors shall constitute a quorum at the Board of Directors meetings.
- Section 6. All members present in good standing shall have voting privileges. Absentee and proxy votes shall not be accepted.
- Section 7. In matters where an order of business needs to be conducted prior to a membership meeting, an email vote may be acceptable with the following criteria:
- A. All motions must be started through the President, who will initiate the email discussion.
  - B. If motion includes a budget, shall not exceed an expenditure of fifty dollars (\$50).
  - C. At least one-third of the membership needs to respond to the vote.
  - D. All votes must be cast after the President calls for a vote.
  - E. The President has the discretion to end discussion and call for a vote or a Special Meeting.
  - F. The President shall tally voting results and send to the membership.
  - G. The Secretary will report voting results at the meeting following the vote, to be included in the official minutes.

## ARTICLE VIII - BOARD OF DIRECTORS

- Section 1. This Board shall be composed of the elected officers of the corporation and the immediate Past President/Parliamentarian.
- Section 2. The Board of Directors shall meet monthly or at any additional time deemed advisable by the President or a majority of the members of the Board.
- Section 3. Shall designate a board member to manage the chapter email account and distribute such emails to the appropriate member or chapter membership.
- Section 4. The Board of Directors shall be authorized to act on all matters relative to the policies of the corporation, its welfare and membership, and may direct activities for the general good of the corporation.
- Section 5. The Board of Directors shall report at the following general meeting any changes made that will affect the membership. The general membership can overrule any decision made by the Board of Directors by a simple majority vote.
- Section 6. Any Board member who misses three (3) consecutive Board of Directors' meetings without a legitimate reason may be dropped from the Board and another member appointed to the position by the Board.
- Section 7. Any Board member not fulfilling assigned duties may be asked to resign by a majority vote of the Board of Directors.

## ARTICLE IX - ELECTION OF OFFICERS

- Section 1. The Nominating Committee shall be composed of three (3) members, with the immediate Past President/Parliamentarian serving as chair. At the November general meeting two (2) members shall be appointed to this committee from the membership.
- Section 2. The Nominating Committee shall present its slate of candidates at the February general meeting.
- Section 3. The Nominating Committee shall conduct the election at the Annual Meeting (March), with paper ballot for a contested position. The candidate receiving the majority number of votes shall be declared elected. In case of a tie, nominees are each allowed a 2-minute speech. Ballots will be passed again for a revote.
- Section 4. Vacancies in any elected office shall be filled within 30–60 days by majority vote of the Board of Directors for the unexpired term of that office. In the case of a vacancy in the office of president, Past President/Parliamentarian shall take over until the election of a new president.
- Section 5. The officers of this corporation are elected for a term of one (1) year. They are not eligible for election to the same office until a one (1) year period has elapsed, except that an appointed officer shall be eligible to run for the same office the following year. The treasurer position shall be exempt with a maximum term of two (2) years. Outgoing treasurer may serve an additional year as advisor to the incoming treasurer.

## ARTICLE X - DISSOLUTION OF THE MONTICELLO WOMEN OF TODAY

- Section 1. In the event the membership desires to dissolve this 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.

Section 2. This corporation may be dissolved at the special meeting called for that purpose upon the affirmative vote by ballot of two-thirds (2/3) of the membership provided a quorum is present.

Section 3. Upon dissolution of the chapter, all debts owed to the Minnesota Women of Today shall be paid. All remaining assets shall be given to organizations that qualify exempt under Section 501(c)(3) of the Internal Revenue Code as organized for charitable, educational, or scientific purposes.

Section 4. 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 Minnesota Women of Today.

#### ARTICLE XI - AMENDMENTS AND SUSPENSION OF THESE BYLAWS

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 amendments have been submitted via email and/or in person to all members in good standing at least thirty (30) days prior to voting on the proposal.

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 a meeting.

#### ARTICLE XII - AUTHORITY

Section 1. Robert's Rules of Order, Newly Revised shall govern the corporation except when in conflict with these Bylaws.

Section 2. The Minnesota Women of Today Bylaws and Policies shall have final authority over the Monticello Women of Today.

**Approved 8/4/2022**