

CHARTER AND BYLAWS



Established 1919

GFWC Woman's Club of Deerfield Beach, Inc.

Revisions to Bylaws were approved at the September
2021 General Membership Meetings.
Effective September 15, 2021

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CHARTER

The undersigned hereby certify that they have associated themselves for the purpose of reincorporation of the organization that was previously authorized by the membership under the laws of the State of Florida and under the following articles of reincorporation pursuant to the Statutes of the State of Florida in such cases made and provided for the formation of a corporation not for profit.

Mrs. O.H. Butler
Mrs. Charles LaBella
Mrs. J.D. Butler
Mrs. C.B. Scott
Mrs. George Carlton
Mrs. Robert L. Larsh, Sr.
Mrs. Fred Wagoner

ARTICLE I

The name of this corporation shall be the Woman's Club of Deerfield Beach, Inc., and shall be located at Deerfield Beach, Florida.

ARTICLE II

The general nature and object of the corporation shall be for self-culture of its members, for educational and charitable purposes and the improvement of civic conditions.

ARTICLE III

The qualification of members shall be: Each applicant must be in accord with the objectives of the corporation; and the manner of their admission shall be as prescribed by the Bylaws.

Any member may be expelled or suspended for satisfactory reasons by the unanimous vote of the Executive Board, or otherwise, as provided by the Bylaws and when a member resigns or otherwise severs her connection with the corporation or is expelled or suspended from the corporation whatsoever or its property of its affairs or franchise. Nonpayment of dues for one year subjects a member to suspension.

ARTICLE IV

The terms for which this corporation shall exist shall be perpetual. Save and except, that if at any time three-fourths of the voting members thereof at any regular or special meeting called therefore, upon at least sixty days' written notice, deem it advisable for the best interest of the club, having in mind the purpose for which it was established, may dissolve the

club in the manner by Statute in such cases made and provided. Should the Club be dissolved, all property and funds remaining after payment or satisfaction of all claims and demands against it shall be distributed to such exempt educational and/or charitable organization as the Board of Directors shall determine.

ARTICLE V

The business of the corporation shall be conducted by a President, three Vice-Presidents, a Recording Secretary, Financial Secretary, Treasurer, Corresponding Secretary, Auditor Director all of whom shall be elected annually at the annual election held at such time as the Bylaws may prescribe, in each year by a majority vote of the members present voting. These officers together with the Chairmen of Departments who shall be appointed as prescribed by the Bylaws and the immediate Past President shall constitute the Executive Board, which Board shall have the active management and control generally and in details of the business affairs of the corporation. All dues shall be fixed by the Bylaws and no member who is in arrears as to any dues shall be permitted to vote for officers or upon any question or matter.

ARTICLE VI

The Bylaws of this corporation shall be made, altered and rescinded by a majority vote of the members as any regular meeting, after two weeks written notice of such proposed action as been given.

Amendments to the Articles of Incorporation of the Women's Club of Deerfield Beach, Inc., may be proposed and adopted in the following manner: A Charter Revision Committee of not less than five active members shall be appointed by the President.

Said committee shall submit its proposals in writing to the Club. After sixty days written notice of proposed amendments to the membership, same may be approved and adopted by a majority vote of the members present at any regular business meeting.

ARTICLE VII

There is hereby established the Educational Endowment Scholarship Fund of the Woman's Club of Deerfield Beach, Inc.

The purpose of the above named fund shall be to provide financial assistance to deserving students to any approved college or university.

Monies to the credit of this fund cannot be used by the Woman's Club of Deerfield Beach, Inc. at any time for any purpose other than that stated above. The control of the assets of the Educational Endowment Scholarship Fund is provided for by an enlarged Scholarship Committee established in the Bylaws. The committee is empowered to raise funds, invest funds, and accept money, stocks or bonds given to this fund for the purpose for which it is established, all subject to the approval of the Executive Board by a majority vote. Provision for the safe keeping of all assets of the Educational Endowment Scholarship Fund is made in the Bylaws.

The Scholarship Committee is hereby empowered to draw up rules and regulations by which they select and screen applicants.

In the event of the dissolution of the Educational Endowment Scholarship Fund all monies,

investments, stocks, bonds and other assets of this fund after payment of all debts, shall be turned over to an educational and or charitable organization which is tax exempt under the internal Revenue Code of 1954, Section 501 (C)(3) as now in force or afterwards amended.

BYLAWS
Revised September 15, 2021

ARTICLE I – CLUB NAME

The name of the Club shall be GFWC Woman's Club of Deerfield Beach, Inc., Deerfield Beach, Broward County, Florida.

ARTICLE II CLUB PURPOSE

The general nature of the object of this Club shall be Charitable and Civic and to provide benefits and advancements of womankind in directions named and generally to give aid to all worthy projects. This Club shall be nonpartisan, nonpolitical, nonsectarian, and nondiscriminatory.

ARTICLE III MEMBERSHIP

Section I - Classes of Membership:

The membership of the GFWC Woman's Club of Deerfield Beach Inc. shall be of two classes: Active and Life Members. The qualifications of members shall be that each applicant must be in accord with the objectives of the Club and a resident of Deerfield Beach or vicinity.

ACTIVE: Members who have paid their annual dues for the current year, participated in Club meetings and/or at least one activity or function are considered members in good standing.

LIFE MEMBER: Members who desire to endow the Club with a payment of \$1,000.00 or more shall be entitled to all privileges of membership with no future payment of dues.

SPECIAL RECOGNITION: All members who have paid dues for twenty-five (25) years will be honored with a Twenty-five (25) year pin in recognition of their service.

Section II - Membership Committee:

The Financial Secretary may appoint a Membership Committee consisting of three or more members in good standing. The Financial Secretary shall serve as Chairperson of this Committee.

Section III - Method of Presentation:

Each applicant for membership in the GFWC Woman's Club of Deerfield Beach, Inc., shall complete an Application for Membership, and submit same, along with her check for the dues, to the Membership Committee Chairperson.

The Membership Committee Chairperson shall present all applications for membership, to the Executive Board for voting thereon. A majority vote of the Board members shall constitute acceptance of the new member.

Section IV - Membership Dues:

All members (except transfers and Life Members), shall pay the annual dues as shown in Article III, Section I. The annual dues shall be payable on or before May 1st. The Club's fiscal year shall run from May 1st through April 30th of the following year.

Section V - Delinquent Dues:

Any member failing to pay renewal dues by May 1st of the current year shall be delinquent and no delinquent

member shall be eligible to vote on any Club matter. If the delinquent member is an elected officer or committee member, that member will be unable to serve in that office or on any club committee while delinquent. If dues are not paid by April 30 of the following year, the membership may be subject to suspension. Anyone whose membership has been suspended for delinquent dues may be reinstated upon payment of the dues.

Section VI - Resignations:

Any member who desires to resign from the Club shall notify the Membership Committee Chairperson. Reinstatement: Any person who has resigned may be reinstated upon completion of the Reinstatement Request Form, payment of the current dues and approval by the Executive Board.

Section VII - Transfer of Members:

A member of a Federated Woman's Club who is a resident of Deerfield Beach, Florida or vicinity shall be eligible for membership in the GFWC Woman's Club of Deerfield Beach, Inc., by vote of the Executive Board following presentation to the Board of a letter of recommendation signed by the President of her Federated Club and payment of annual dues in accordance with Section IV.

ARTICLE IV ELECTION OF OFFICERS

Section I - Annual Election:

The Annual Election of Officers shall be held every two years beginning in 2022 to coordinate with the Florida state and district elections.

The Annual Election of Officers shall be held on the first Saturday in March.

Election shall be by written ballot. A majority vote of members present at the election meeting shall elect. When there is but one nominee for one or more office, the Recording Secretary is empowered to cast the unanimous ballot.

Section II - Eligibility and Composition of the Nominating Committee:

To be eligible to serve on the Nominating Committee of the GFWC Woman's Club of Deerfield Beach, Inc., a member must have been active and experienced in Club affairs for at least one (1) year, in good standing and must express a willingness to serve.

The Nominating Committee shall be composed of five (5) members, two of whom shall be members of the Executive Board and three from the General Membership. The President shall appoint the Chairperson of this committee, but is not a member of the Nominating committee.

Section III - Nominations:

The Nominating Committee shall meet and prepare a list of one or more names for each office, it having been ascertained that these candidates are members in good standing, are experienced and active in Club affairs, are fit for office and would be willing to serve, if elected.

The Nominating Committee shall present a slate of candidates at the February day and evening meetings. The Financial Secretary shall verify that the candidates

are members in good standing.

Nominees may provide information about themselves at a general meeting prior to the election, if they desire.

A member may be nominated from the floor at this time. She must agree to the requirements of the office as stated in the Bylaws. The Financial Secretary or designee shall confirm that the member is in good standing.

Section IV - Eligibility for Nomination:

No person shall be eligible for nomination for election to the office of President who has not been a member of the Executive Board for one fiscal year. Each officer shall serve her term until her successor is elected and installed.

Section V – Officers:

Officers are to be named: President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Auditor-Director and Director of Evening Meetings.

Section VI – Evening Meetings:

The Evening Meeting Director may appoint additional committee members such as a Vice Director, Secretary and Treasurer.

Section VII - Executive Board:

The President-elect, along with the incoming Officers and the immediate Past President shall constitute the incoming Executive Board.

ARTICLE V DUTIES OF OFFICERS

Section I - Duties of Officers:

The Annual Business meetings shall be held in conjunction with the April general meetings. The officers-elect of the Club shall officially assume the duties of their respective offices in April, and shall prepare the work for the ensuing year and shall serve without compensation. Approved expenditures for all officers may be reimbursed. The retiring officers shall complete the business of the year and shall surrender to their successor essential books, papers and keys pertaining to their office by April 30th.

Section II - President:

The President shall preside at all daytime general meetings of the Club and of the Executive Board and shall call all special meetings. She shall, with the approval of the Executive Board, fill vacancies occurring in offices, appoint all Standing and Special Committees and their Chairpersons and shall appoint Department Chairpersons. She shall present a condensed report of the work of the year (Annual Reports) as submitted from the Executive Board to the membership at the April Annual Business Meeting. She shall be an ex-officio member of all committees except the Nominating Committee. She shall be custodian of the Club Seal, but may not affix the seal (See Section VI), and shall be the official custodian of all records and papers of the Club. In the event of her absence or disability her duties shall devolve upon the Vice-Presidents and other elected officers in their order.

Section III - First Vice-President:

The First Vice-President shall hold herself in readiness to assist the President in any way. Upon resignation, removal or temporary or permanent incapacitation of the President, she shall become President and hold office through the unexpired term or until the cessation of the temporary incapacitation of the former President. The First Vice President shall be Program Chairperson. She shall be the Oversight Committee Chairperson. She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting.

Section IV - Second Vice-President:

The Second Vice-President shall assume the duties of the President upon the absence of the President and First Vice-President. She shall have supervision over the Building Committee and the building rentals. She shall provide a report of all activities of her Departments to the Executive Board at its monthly meeting. She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting.

Section V - Third Vice-President:

The Third Vice-President shall direct the disbursement of all gifts voted by the Executive Board from funds allotted for Philanthropic and Civic causes. She shall be Chairperson of the Education Department and the Scholarship Committee which is established under Article X- Section III Paragraph 2. She shall provide a monthly report of all activities of her Departments to the Executive Board at its monthly meeting. She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business

meeting.

Section VI - Recording Secretary:

The Recording Secretary shall keep a correct record of all daytime general meetings and Executive Board meetings. She shall be prepared to read any record as requested during the General Meeting of the Club. She shall keep a current roll of the officers and be prepared to call the roll when required. She shall affix the Club Seal to deeds, mortgages, documents and official papers of the Club as occasion requires. She must attest the same by writing "Attest" on such instruments and signing her name as Recording Secretary. She may be called upon to cast the unanimous vote for the accepted slate of unopposed officers at the annual election in accordance with Article III, Section V.

Section VII - Corresponding Secretary:

The Corresponding Secretary shall attend to all incoming and outgoing correspondence of the Club and shall orally report same at the monthly Executive Board meetings and the General meetings. She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting. She shall be Chairperson of the Social Committee, which may consist of the General Meeting refreshments and an annual membership tea and Installation of Officers.

Section VIII - Financial Secretary:

The Financial Secretary shall be the Chairperson of the Membership Committee. She shall receive all new membership applications and present them to the Executive Board for approval. She shall receive all dues, send reminders to members in arrears and keep

current a roster of names and addresses of members. She shall present a monthly report to the Executive Board and to the General Meetings. She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting. Financial Secretary or designee shall prepare a Club Yearbook / Membership Directory once per year for distribution to members in good standing.

Section IX – Treasurer:

The Treasurer shall immediately turn over any applications and checks received for dues payment from new applicants to the Financial Secretary. The Treasurer shall not deposit any dues renewal checks without first notifying the Financial Secretary of receipt of same.

She shall present a monthly itemized report of receipts and disbursements and balance on hand to the Executive Board and to the General Meetings. She shall provide the Annual Financial Report of the Club to the President at least two weeks prior to the April Annual Business meeting. She shall serve as Chairperson of the Budget Department to compile the annual operating budget. Prior to the end of the fiscal year, she shall be prepared to submit all books and papers for financial review.

Section X - Auditor-Director:

The Auditor-Director shall review the books of the Treasurer one time during the Club's fiscal year. The Auditor-Director may appoint other members of the Club to work on the financial review. The books of the Treasurer may then be reconciled with financial statements by a qualified non-member approved by the

Executive Board. She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting.

Section XI – Director of Evening Meetings:

The Director of Evening Meetings shall preside over the evening meetings. She shall provide a report of all evening activities to the Executive Board at its monthly meeting. She shall ensure that the minutes of each evening general meeting are provided to the Executive Board. The Recording Secretary shall maintain a copy of the minutes.

She shall provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting.

ARTICLE VI CLUB SEAL

Section I - Seal Description:

The Seal of the Club shall have inscribed thereon the name of the Club, the year of its creation, the word "Florida" and the word "Seal."

Section II -Seal Use:

All deeds, notes, mortgages, contracts and instruments relating to title of the Property of said Club shall be executed as required by law by the President and Recording Secretary, under authority granted by Resolution of the Executive Board duly adopted, and with the consent and approval of the membership.

ARTICLE VII EXECUTIVE BOARD

Section I - Powers of the Executive Board:

The Executive Board shall have the following powers:

to purchase or otherwise acquire lands and properties which the Club has authorized it to acquire at such prices and on such terms and conditions for such consideration as may be determined upon by said Board and approved by the Club; to issue notes, bonds, mortgages and other obligations of the Club under such terms and conditions as said Board may determine and to authorize and direct officers of the Club to execute and deliver the same with the approval of the membership; and generally to do all other acts and things necessary for the proper exercise of the powers hereby given and as otherwise provided in the Charter and Bylaws; to appoint at its discretion, remove, or suspend such managers, officers, agents or employees as they may from time to time deem best; and to determine the duties and fix the salaries or compensation of the employees or agents and to require securities or a bond in such instances and in such amounts as the Board may determine.

Section II - New Business:

Any major expenditure over \$5,000 or change of policy, for the Club must be presented and approved by the Executive Board before recommendation is made to the members in attendance at both General meetings for voting.

Section III - Vacancies:

A vacancy occurring in the Nominating Committee shall be filled by the Chairperson of the Nominating Committee, with approval of the Executive Board. Any vacancies occurring in any office of the Club during a Club year shall be filled by the President, with the approval of the Executive Board, until the next regular election. An emergency meeting of the

Executive Board may be called as provided for in Article XII, Section I.

Section IV - Governing:

In accordance with the Open Style of Governing, all meetings of The Executive Board, and the General Assembly that are not regularly scheduled must be noticed at least 3 days prior to the meeting.

Members of the GFWC Woman's Club of Deerfield Beach in good standing are invited to attend but may not have any input at any Executive Board, Department, or Committee meetings unless they are members of those units or recognized by the President or Chairperson.

ARTICLE VIII QUORUM

Section I Quorum at General Meetings:

Fifteen percent (15%) of the active members of this Club, at least two of whom shall be elected officers, will constitute a quorum at any General or Special meeting of this club. No official action may occur without the presence of a quorum.

Section II Quorum at Executive Board Meetings:

Five (5) Board members shall constitute a quorum at any regular, special or emergency meeting of the Executive Board. No official actions may occur without the presence of a quorum.

ARTICLE IX PRIVILEGES

Section I - Club Meetings:

Guests shall be permitted to attend two (2) General Meetings of the Club, after which they must apply for

membership if they wish further attendance.

ARTICLE X DEPARTMENTS AND COMMITTEES

Section I - Appointments:

The terms of all Department members and Committee Members shall run concurrently with the terms of the incoming President. Members may be re-appointed with no restrictions or limits to the terms. All members are empowered to serve until the new appointees have been appointed and installed.

Section II - Division of Activities:

The work of the Club shall be allocated to the following GFWC Departments: Arts and Culture, Civic Engagement and Outreach, Education and Libraries, Environment, Health and Wellness

The President shall appoint the Chairpersons of these Departments. There may also be Standing Committees as shown in Article X - Section III with additional provision therein for the formation of ad hoc committees.

Section III – Committees and Departments:

The following committees and /or departments may be established, if deemed necessary.

1. Program Committee consisting of the First Vice-President as Chairperson and two members named by the First Vice-President. This Committee shall be responsible for all programs during the Club's fiscal year.
2. Standing Oversight Committee consisting of three (3) or more members, who, with the guidance of the 1st Vice-President as

Chairperson, shall provide an ongoing monthly review of all Departments and Committees, and who shall receive and monitor all monthly reports, in preparation for the Annual Report. The Committee is entrusted to make recommendations to the 1st Vice-President, as to any outstanding filings and or reports for follow through.

3. Standing Scholarship Committee consisting of the Third Vice President as Chairperson and three (3) or more members. All other committee members may be appointed by the Chairperson. This Committee is empowered to draft rules and procedures by which they select and screen applicants for grants-in-aid. In all matters pertaining to the control and management of the assets of E.E.S.F. (Educational Endowment Scholarship Fund) of the GFWC Woman's Club of Deerfield Beach, Inc., this committee will be enlarged by the addition of the President and Treasurer.
4. Membership Committee shall create and update the Application for Membership, create a Membership Packet for distribution to new members, actively participate in membership recruitment and perform such other duties as are prescribed in Article 11 Sections II and III. The Financial Secretary shall be the Membership Committee Chairperson.
5. Audit Committee shall be chaired by the Auditor Director and is empowered to request, for review, any and all books, papers, documents and reports, and none are to be withheld from them.
6. Ad Hoc Committees, (on a temporary basis and

for a specific purpose), with three (3) or more members, may be established by the Executive Board on an as needed basis.

7. Fundraising and Development Department: The President shall appoint the Chairperson. This Department may consist of three (3) or more members all of whom shall be appointed by the Chairperson.
8. Budget Department: The Treasurer shall be the chairperson and Department members shall include: President, Auditor – Director, Second Vice President and Chairperson of the Fundraising and Development Department. This Department shall submit a tentative operating budget for each Club fiscal year to the Executive Board for approval no later than the April meeting, and to the General meetings no later than their May meeting for adoption.

ARTICLE XI FUNDS

Section I - Building Fund

There shall be a Building Fund consisting of any bonds owned by the Club, which are now or have been designated for use as a Building Fund, and any other monies which shall be contributed, appropriated, or designated for such purposes. This fund, unless otherwise designated, may be transferred to the General Fund.

Section II - Education Endowment Scholarship Fund (EESF):

All monies designated for the Educational Endowment Scholarship Fund of the GFWC Woman's Club of

Deerfield Beach, Inc., shall be designated as a line item in the operating account and may not be used for any other purpose. Any stock or bonds received for this Educational Endowment Scholarship Fund of the GFWC Woman's Club of Deerfield Beach, Inc., shall be placed in a safety deposit box in the name of E.E.S.F. of the GFWC Woman's Club of Deerfield Beach, Inc.

Section III - Member Memorial:

In memory of a deceased member, \$25.00 from the General Fund shall be given to the Educational Endowment Scholarship Fund of the GFWC Woman's Club of Deerfield Beach, Inc., in the name of such member. The Corresponding Secretary of the Club shall send a notice of such action to the family of the deceased and shall advise of such action at the next Executive Board Meeting and the General Meeting following.

ARTICLE XII MEETINGS

Section I - Meetings:

1. There shall be one (1) General Daytime Meeting a month except during the summer recess (June, July and August).
2. There shall be one General Evening Meeting every month.
3. The EXECUTIVE BOARD shall meet once a month.
4. SPECIAL MEETINGS of the General Membership may be called at any time by the President, or, in her absence, by any five (5) members of the Executive Board.

5. SPECIAL MEETINGS of the Executive Board may be called by the President, or, in her absence, the 1st Vice-President or succession. Person calling the meeting must confirm Executive Board quorum will be present. Notice must be sent to all Club members 3 days prior to the meeting.
6. EMERGENCY MEETINGS of the Executive Board may be called by the President, or any Board member, and may be held at any time the circumstances warrant, by e-mail or phone notification to the members of the Board. The minutes will be incorporated into those of the next regular meeting of the Executive Board. An emergency is a hazard or urgent issue that may result in harm.
7. The Annual Business Meeting shall be held in April.

Section II - Club Birthday:

May 10th shall be recognized as the birthday of the Club and shall be honored at a regular General Meeting.

Section III - Installation:

- a. The Annual Installation of officers may be held in April. Each incoming officer shall be provided with information regarding her duties, and shall subscribe to the Oath of Office, as follows:

"I, (name of person), do solemnly swear (or affirm) that I will support, protect and defend the Constitution of the United States, the Constitution of the State of Florida and the Constitution of

the Woman's Club of Deerfield Beach. I further affirm that I will, well and faithfully, perform the duties of the office of the Womans Club of Deerfield Beach upon which I am about to enter, so help me God. "

- b. Interim Installation: Officers being appointed to fill a vacancy occurring during the fiscal year, shall subscribe to the above Oath of Office, which may be administered by the Club President or designee.
- c. All Department and Committee Chairpersons and members, shall subscribe to the above Oath of Office.

Section IV – Annual Reports:

All Annual Reports of officers, Departments and Committees shall be given to the President at least two weeks prior to the Annual Business meeting in April.

ARTICLE XIII REVISION

Section I - Revision

Bylaws are to be made, altered or rescinded at both General business meetings at which a quorum is present, by a majority vote of the members present, provided all members have been notified at least two weeks before the voting. Notification may be made through the Newsletter. The effective date of the revisions shall be determined by the Executive Board.

ARTICLE XIV RULES

Section I

Robert's Rules of Order Newly Revised shall be the authority for deciding all points of order and procedure not contained in the Constitution (Charter), Bylaws or Rules.

Section II

A Parliamentarian, as well as an Historian, may be appointed by the Incoming President at the April Annual Business meeting, with the approval of the Incoming Executive Board. Their terms of office shall coincide with that of the President appointing them. They shall assume their duties following the conclusion of the Installation of officers and shall subscribe to the Oath of Office as provided in Article XII - Section III.

Section III

1. Meeting schedules are as follows:
 - a) Executive Board: 7:00 pm 4th Tuesday of each month.
 - b) Daytime General Meeting: 1:00 p.m., 2nd Tuesday of each month, except during the summer recess.
 - c) Evening General Meeting: 7:00 p.m. 3rd Wednesday of each month.
2. The Budget Department Chairperson shall meet with her Department prior to the April Executive Board Meeting and shall compile a proposed operating budget for the ensuing Club year. This budget shall be presented for discussion and approval of the Board no later than the April

meeting and shall be presented to the Club membership for adoption no later than the May general meeting.

3. Each officer of the Club and each Department Chairperson shall keep a written record of the activities and accomplishments during the Club year, and shall pass on to her successor the notebook and all papers with the current record. All committee reports and records shall be filed with the Vice-President in charge of the Department in which she served, or with the Department Chairperson.
4. The Recording Secretary shall send to the President and the Executive Board a copy of the minutes of each Executive Board Meeting (including Emergency and Special Board Meetings) 3 days prior to the next regular Business Meeting, if possible.
5. The registration fee and meals of the Club's voting delegates to District, State and National Conventions may be defrayed from the regularly budgeted club funds with the approval of the Executive Board, if possible.
6. The Chairperson of the Fundraising and Development Department may direct, supervise and coordinate all moneymaking activities of the Club, other than dues, subject to the approval of the Executive Board. She may approve any moneymaking activities contemplated by any Club Department and will be a member of the Budget Department. She shall submit a monthly report of her work to the Executive Board and to the General Meetings.

Section IV

Election Management

1. Members shall be given a ballot only after confirmation that they are a member in good standing by the Financial Secretary or designee.
2. Completed ballots shall be placed in a ballot box or envelope by the person casting the ballot.
3. Ballots shall be counted by the Chairperson of the Nominating Committee or designee and at least one additional member of the Nominating Committee.
4. Results of the election shall be announced by the Chairperson of the Nominating Committee or designee and published in the monthly Newsletter.
5. Ballots shall be held for 60 days and then may be destroyed. Ballots can be inspected by any Club member in good standing.

Section V

Emergencies

In the event of a national, state or other type of event that could potentially put members in danger, such as a hurricane or a pandemic, the President with the consent of the majority of the Executive Board may designate exemption to the by-laws and rules including but not limited to:

1. Elections may be held by mail or electronically
2. Meetings may be cancelled or held remotely
3. Installation of new officers will not be necessary for those elected to take office
4. Decision to deviate from specific by-laws or rules shall be documented.

Section VI

Payment of dues

Dues shall be paid directly to the Financial Secretary or designee.

If payment is made to someone other than the Financial Secretary, person receiving the dues shall notify the Financial Secretary upon receipt and send a copy of the check or receipt for cash.

Section VII

Attending Meetings remotely

A board member may attend a board meeting by telephone or other electronic means (such as Zoom) and will be counted toward obtaining a quorum and may vote. A telephone or computer speaker must be used so that the conversation of those board members attending by telephone may be heard by the board members attending in person.

Section VIII

Agenda for Executive Board Meetings

All Executive Board Members shall provide any specific items to the President at least 5 days prior to the meeting.

An agenda for regular Executive Board Meetings must be prepared by the President and distributed at least 3 days prior to the meeting.

Section IX

Recording of Meetings

Only recording devices approved by the Executive Board may be used during meetings by the Recording Secretary or designee. Once the minutes are approved, the recording shall be deleted.

Section X

Logos and Endorsements

Use of GFWC (National, State, District and Deerfield Beach) Logos and Endorsements must be approved by the Executive Board.

**Revisions to the By-Laws of GFWC Woman's Club of
Deerfield Beach
Effective September 15, 2021**

By-Laws Revision Committee:

Bobbi Jo Bernstein
Eleanore De Boo
Marti McGeary
Mary McKenna
Claire Riccardi

- Changed throughout the by-laws that Committee Chairpersons are appointed by the President and Committee members are appointed by the Chairpersons for consistency
- Replaced Daytime Division and Evening Division with Daytime Meeting and Evening Meeting, as we are one club, one corporation and not two divisions.
- Reworded various sections throughout for clarity - no change to the meaning.
- **Article III Section I:** Classes of Membership changed from 3 to 2. Removed Associate Membership as this is not used and the \$20 dues for an Associate Membership does not cover our costs to GFWC.
Defined member in good standing.
Changed requirement to become a Life member from \$500 to \$1000 as \$500 only covers 8.3 years of our current dues. Changed the words 'endow the Club building fund' to 'endow the Club'.
- **Article III Section III:** removed requirement to include name, address, phone number when presenting applications for membership
- **Article III Section IV:** Removed the words 'new incoming' as all members must pay dues not only new incoming members.
- **Article III Section V:** Added that a delinquent member

- cannot serve on any club committee.
- Article III Section VI: Removed the requirement for a member to be in good standing in order to resign. Modified the requirement for reinstatement to include completion of a reinstatement form.
 - Article IV Section I: Election of Officers is changed to every two years beginning in 2022. Changed from elections are held at the day and evening meetings in March to elections will be held on the first Saturday in March at the Clubhouse. Moved election information from Section V to Section I. Moved information on Nominating Committee from Section I to Section III.
 - Article IV Section II: Added that a member of the Nominating Committee must be a member in good standing. Added that the President is not a member of the Nominating Committee for clarification as this is noted in Section V Article II.
 - Article IV Section III: Added that the Nominating Committee will present a slate of candidates at the February general meetings, the Financial Secretary shall verify the candidates are members in good standing, Nominees may provide information about themselves at a general meeting and a member may be nominated from the floor at the February general meetings.
 - Article IV Section V: Moved information regarding elections to Section I and moved and edited information on slate of candidates to Section III. Changed name of Evening Officer from Director - Evening Division to Director of Evening Meetings.
 - Article IV Section VI: Changed to Evening Meetings not Division and revised to state that the Director may appoint additional Committee Members and added examples.
 - Article V Section I: Removed the words ‘following the Installation ceremony’ to allow for the Installation

Ceremony to be optional or on another date. Changed that approved expenditures for all officers may be reimbursed from will be reimbursed.

- Article V Section III: Removed the requirement for the First Vice President to compile the Club Year Book and added responsibility for preparing the Club Yearbook to the Financial Secretary (Section VIII).
- Article V Sections III - V and VII - XI: Added requirement for officers to provide a report of her year's work to the President at least two weeks prior to the April Annual Business meeting. Removed requirement for each officer to present a report at the April Annual Business Meeting, as the President will present a condensed report of the work of the year.
- Article V Section VIII: Added that the Financial Secretary shall prepare a Club Yearbook / Membership Directory once per year.
- Article V Section IX: Removed requirement for the Treasurer to be bonded as there is no bonding insurance. Removed requirement for retrieving mail from the post office box as there is no post office box. Removed the statement 'for review by the Membership Committee and presentation to the Executive Board' regarding applications for membership received by the Treasurer. Handling of new applications is covered in Article III, Section III. Changed the word audit to financial review.
Treasurer shall be Chairman of the Budget Department not a member of the committee.
- Article V Section X: Changed the word audit to financial review.
- Article V Section XI: Changed from Evening Division to Evening Meeting. Changed to require the Director to provide the minutes of evening general meetings to the Executive Board not just to the Recording Secretary.

Added that the Recording Secretary shall maintain a copy of the minutes.

- Article VI Section II: Removed requirement for documents and Club seal to be in a safety deposit box as we do not have one.
- Article VII Section IV: Added clarification that meetings ‘that are not regularly scheduled’ must be noticed at least 3 days prior to the meeting. Since regularly scheduled meetings are posted in this document, the Annual Yearbook, our website and the Monthly Newsletter it is not necessary to notify again. Added clarification that members attending Executive Board or committee members must be recognized by the President or Chairperson in order to have input at these meetings.
- Article X Section I: Removed the sentence “Specifically, each appointee serves one year during the fiscal year of May 1st through April 30th”.
- Article X Section II: Updated the list of GFWC Departments.
- Article X Section III: Changed Section Title from Committees to Committees and Departments.
- Article X Section III, Item #4: Changed requirement to distribute Membership Packets from those interested in becoming new members to new members.
- Article X Section III, Item #6: Changed Board of Directors to Executive Board
- Article X Section III, Item #8: Changed composition of the Budget Department. Changed requirement to submit a proposed budget to Executive Board by the April meeting not the May meeting.
- Article XII Section I, Item #1: Added the months for summer recess of daytime meetings.
- Article XII Section I, Item #3: Changed from ‘may’ meet to ‘shall’ meet for the Executive Board meetings

- once a month.
- Article XII Section I, Item #5: Added clarification that Special Meetings of the Executive Board may be called by other board members in the absence of the President. Added that Person calling the meeting must confirm that an Executive Board quorum will be present and that a notice must be sent to all member 3 days prior to the meeting.
 - Article XII Section I, Item #6: Added clarification that Emergency Meetings of the Executive Board may be called by any board member. Added definition of an emergency.
 - Article XII Section I, Item #7: Removed the words ‘prior to the installation of new officers.
 - Article XII Section III: Changed ‘shall’ to ‘may’ for the installation of officers and removed ‘following the Annual Business Meeting’ to allow flexibility.
 - Article XII Section IV: Added that Annual Reports shall be given to the President at least two weeks prior to the Annual Business Meeting. Removed the wording ‘preceding the Installation of New Officers and Committee Appointments’.
 - Article XII Section V: Removed this section regarding summer recess as it is noted in Article XII Section I.
 - Article XIII Section I: Changed first sentence from any General business meeting to both general business meetings. Removed the wording ‘in writing’ regarding notification. Removed provision for absentee voting. Reworded that the effective date shall be determined by the Executive Board.
 - Article XIV Section III Item 1a: Removed the words ‘except during the summer recess’ for Executive Board Meetings.
 - Article XIV Section III: Removed Item 2) regarding Installation of Officers. It is a duplicate of Article XII

Section III. Renumbered remaining items in this Section.

- Article XIV Section III Item #4: Added clarification that minutes of Executive Board Meeting (including Emergency and Special Meetings) be sent 3 days prior to the next regular meeting.
- Article XIV Section III Item #5: Changed ‘shall’ to ‘may’ for defraying of registration fee and meals of delegates to Conventions, as we may not always have the funds available.
- Article XIV Section III Item #6: Modified to state that the Chairperson of the Fundraising and Development Department will be a member of the Budget Department not the Chairperson.
- Article XIV: Added new sections: IV, V, VI, VII, VIII, IX and X.