

BY - LAWS of THE MEDFORD LAKES WOMEN'S CLUB

ARTICLE I - NAME

The name of this association is "The Medford Lakes Women's Club" or "MLWC" as used in this document.

ARTICLE II - MISSION STATEMENT

The Medford Lakes Women's Club is an organization of women who belong to the Medford Lakes Colony. The mission of MLWC is to support our community through volunteerism and provide meaningful connections with a fun, diverse and welcoming group of women.

MLWC believes that:

- Collaboration creates a thriving group of women.
 - Women connecting with women creates unique opportunities.
 - Effective communication engages the community.
 - Respect, hospitality, camaraderie, and compassion are vitally important.
 - Social opportunities give women meaningful ways of connecting.
 - Investing and giving back to the community benefits everyone.
 - Politics should not play a part in the club meetings, events and activities.
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ARTICLE III - DIRECTORS AND OFFICERS

Section 1: The affairs of MLWC shall be managed by an Executive Board composed of the officers of MLWC. The officers are President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. A Past President will also be an Executive Board member. The Past President will be someone who served as President in the last five years. Members of the Executive Board may appoint assistants as needed.

Section 2: The Executive Board shall be elected to the following terms:

- The Vice President shall be elected for one term and shall serve as President the following term.
- The Recording and Corresponding Secretaries shall serve a one year term but can be reelected for subsequent terms without limitations.
- The Treasurer shall serve a two year term but can be reelected for subsequent one year terms without limitations.
- All terms start on January 1st through December 31st of each year.

Section 3: A vacancy in the Executive Board occurring by reason of resignation or otherwise shall be filled by appointment by the President of MLWC. The person so appointed shall serve the then remaining portion of the unexpired term.

Section 4: Any Executive Board member of MLWC may resign at any time. This resignation shall be made in writing, and shall take effect at the time specified therein and, if no time be specified, at the time of its receipt by the President or Recording Secretary.

Section 5: No compensation, remuneration or payment of any kind or in any form shall be paid to any

Executive Board member for her services as such. However, all members may be reimbursed for actual expenses incurred on behalf of MLWC subject to the approval of the Treasurer or President if the Treasurer is the member being reimbursed.

ARTICLE IV - NOMINATIONS AND ELECTIONS

The procedure for nomination of MLWC members as candidates for the Executive Board shall be governed by the following provisions:

- (a) At the MLWC September meeting of each year, the President will announce that the nominations are being accepted for all eligible Executive Board positions.
 - (b) Immediately after the September meeting, an online form will be used for nominations. The form will be posted on the MLWC social media accounts, the monthly MLWC newsletter as well as the Medford Lakes Colony newsletter.
 - (c) If more than one member has been nominated for an Executive Board position, an election shall take place no later than October 10th of that year.
 - (d) The results of the nomination and election process will be announced at the October meeting as well as posted to the MLWC social media accounts.
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ARTICLE V - DUTIES OF OFFICERS

Section 1: The President shall:

- (a) Act as presiding officer of all meetings of MLWC membership or Executive Board
- (b) Call special meetings of the Executive Board and the members of the MLWC.
- (c) With the assistance of the newly elected Executive Board, plan the monthly meetings and events for the year.
- (d) Attend Medford Lakes Colony meetings when necessary.
- (e) Consult with the various MLWC committees and provide assistance as needed.
- (f) Assist the Recording Secretary with the monthly newsletter.
- (g) Receive proposed amendments to the by-laws
- (h) Receive proposals for disbursement of MLWC funds raised.

Section 2: The Vice-president shall:

- (a) Act as presiding officer at all meetings of MLWC membership or Executive Board when the President is absent.
- (b) In the absence of the President, perform all other acts or duties ordinarily required of the President.
- (c) Attend the Medford Lakes Colony meetings if the President cannot attend.
- (d) Shadow the President of MLWC to learn about the events of the club.

Section 3: The Recording Secretary shall:

- (a) Attend all meetings of MLWC membership or Executive Board and record minutes for such meetings.
- (b) Secure meeting hosts and location for all monthly meetings. Once these meetings are determined, post a calendar of events to the various MLWC social media accounts.
- (c) With the assistance of the President, design a monthly newsletter to be emailed to all members and posted to the various MLWC social media accounts within five days of the

monthly meeting.

- (d) Maintain and update MLWC website and social media accounts.
- (e) Receive proposed amendments to the by-laws
- (f) Receive proposals for disbursement of MLWC funds raised.
- (g) Appoint a Webmaster/Social Media Coordinator if needed.

Section 5: The Corresponding Secretary shall:

- (a) Attend to all correspondence on behalf of MLWC and the Executive Board.
- (b) Consult with committee heads to ensure that thank you letters are sent to community members that assisted with the success of the club. This will also include businesses that sponsor the various events run by MLWC.
- (c) Once a quarter, request a list of new residents from the Colony Office. After the list is received, send a welcome letter to all new residents inviting them to join MLWC.

Section 6: The Treasurer shall:

- (a) Keep a running record of MLWC members including when and how dues have been paid and share the list of MLWC members with the Executive Board.
- (b) Collect money from members for dues and events.
 - All Past Presidents are exempt from paying dues.
 - Report any prospective member who is not a Colony Member in Good Standing to the President and send notice to prospective members that she is ineligible to be a member of MLWC.
- (c) Deposit all funds and email the Colony Office a breakdown of deposit.
- (d) File all deposit slips in case they are needed.
- (e) Approve all expense reimbursement.
- (f) Keep a running record of the MLWC bank account including deposits and expenses for each MLWC event.
- (g) Maintain a running record of expenses for all MLWC events and fundraisers to help aid budget determination for the following year.

Section 7: Should the President and the Vice President be absent from any meeting, the officers in the following sequence shall preside: Recording Secretary, Corresponding Secretary, Treasurer.

ARTICLE VI - MEETINGS

Section 1: The Executive Board shall meet and correspond when needed.

Section 2: The monthly meetings will be held on the third Thursday of each month unless otherwise announced.

Section 3: Special meetings of the membership may be called by the President.

ARTICLE VII - MEMBERSHIP

In order to be a member of MLWC, the member must also be a Medford Lakes Colony Member in Good Standing. The member must also pay the annual dues required of the club. All Past Presidents are exempt from annual dues.

If a MLWC member has moved out of Medford Lakes but left as a Medford Lakes Colony Member in Good Standing, the President may request the Colony to approve her continued membership.

ARTICLE VIII - DUES

All members of MLWC shall pay annual dues in the amount determined by the Executive Board. All dues shall be payable by the February meeting or prior to participating in any MLWC events or activities. All Past Presidents are exempt from annual dues.

ARTICLE IX - AMENDMENTS

These by-laws may be amended at any stated meeting of MLWC by a two thirds (2/3) vote of the members. Prior to the vote, any proposed amendment must first be submitted in writing to the President and the Recording Secretary. The proposed amendment will then be disseminated to all MLWC members at least one week prior to the vote.

ARTICLE X - MLWC FUNDS

Section 1: At the end of each term (December 31st), there shall be no less than \$7,500 left in the bank account. This minimum amount can be amended by a two thirds (2/3) vote of the members.

Section 2: Of these funds, \$2,000 shall be set aside for the MLWC Canoe Carnival float. If the Canoe Carnival Planning Committee would like to spend in excess of \$2,000, they must raise these funds.

Section 3: Once MLWC has received the figures for the previous year's fundraising activities, all members will be given 30 days to submit a proposal on how and where the money shall be donated. All proposals must be in writing and directed to the President and Recording Secretary. All proposals must directly benefit the Medford Lakes community.

Section 4: Once proposals are received, they will be presented to all members who will then vote on the proposals. The proposal with the most votes will be deemed the winner and the money will be donated to that project.