

Wichita Falls Woman's Forum

By-Laws

(Revised 5-22-18)

ARTICLE I – NAME

The name of the organization shall be Wichita Falls Woman's Forum hereinafter sometimes referred to as The Woman's Forum.

ARTICLE II – MEMBERSHIP

Members of The Woman's Forum must be interested in promoting study and appreciation of fine arts and academic pursuits. They must be willing to encourage all ages of women in community service. Members of The Woman's Forum must pay dues, which gives them the privilege of attending all social events, programs and activities of The Woman's Forum.

ARTICLE III – FEES AND DUES

Section 1 – ANNUAL DUES

Dues to The Woman's Forum are set by the Board of Directors and are due by July 1. They are delinquent if not paid by July 31, with the exception of the Senior-Junior Forum. Dues for members of the Senior-Juniors Forum are due no later than the end of January.

Section 2 – RESTRICTIONS ON REFUNDS

Dues shall not be refunded or transferred.

Section 3 - FISCAL YEAR

The fiscal year shall be July 1 to June 30.

ARTICLE IV – ELECTED OFFICERS

Section 1 – PRESIDENT

The President shall preside at all general meetings of The Forum and the Board of Directors and shall serve as a non-voting ex-officio member of all department Boards.

Section 2 – VICE PRESIDENT

The Vice President shall assume the duties of the President in her absence. The Vice President shall be responsible for the social correspondence for The Woman's Forum. The Vice President shall become familiar with the President's duties throughout the year and will assume the Presidency when the current President's term is completed.

Section 3 – SECRETARY

The Secretary shall keep the minutes of the Board of Directors Meetings. She shall serve as a member of the membership committee. She shall sign, with the President, all contracts and official documents authorized by the Board.

Section 4 – TREASURER

The Treasurer shall work with the various departments to ensure the effective acquisition, utilization, security and disposition of all Forum assets in accordance with the annual budget. In order to facilitate her duties as the chief financial officer of The Woman's Forum, she shall be a signer on all Departments' banking accounts, excluding Senior-Juniors. She shall serve on the Ways and Means committee.

Section 5 – PARLIAMENTARIAN

The Parliamentarian shall be the most immediate past president. She shall serve as Parliamentarian and bylaws chairman. She shall advise the President and others on procedures and rules of order if requested.

ARTICLE V – COMMITTEES

Section 1 – STANDING COMMITTEES

A. ELECTIONS COMMITTEE

(1). **Composition of the Elections Committee.** The Elections Committee shall be composed of five (5) members. One (1) member, who shall serve as chair, will be appointed by the Board of Directors from members of the previous committee. Three members shall be elected in May each year by the Board of Directors from a slate of seven (7) names. The fifth member shall be the Vice President.

(2). Duties. The Elections Committee shall present a slate of officers to the Board of Directors at the March meeting. The approved candidates for office will be posted online and in writing to members two weeks prior to the May voting meeting. The Elections Committee shall also slate candidates for the Elections Committee.

(3). Vacancies. In the event of any vacancy of an elected position, the Elections Committee shall present a name or names to the Board of Directors for a vote. Any appointed position that becomes vacant shall be filled by the President.

B. FINANCE - A finance committee composed of the Treasurer and two other members to be appointed by the President shall oversee the financial management of The Woman's Forum, including preparation of the annual budget.

C. MEMBERSHIP - A Membership Committee will encourage the growth of the Woman's Forum by recruiting new members and planning membership Functions.

D. WAYS AND MEANS - A Ways and Means Committee will plan and carry out various fundraising endeavors of The Woman's Forum, coordinating efforts with The Woman's Forum departments and the Kemp Center of the Arts.

Section 2 – SPECIAL COMMITTEES

There shall be committees or a combination of committees to perform the following functions:

A. Newsletter

B. Parliamentarian

C. Programs/Special Events

D. Yearbook/Membership - The Yearbook Chair shall also maintain a correct and current Membership listing.

ARTICLE VI – BOARD OF DIRECTORS

Section 1 – FUNCTION AND DUTIES

The Board has general charge and control of the affairs, funds and property of The Woman's Forum.

Section 2 – MEETINGS

Regular Meetings of the Board of Directors shall be the fourth Tuesday in May, August and October, January and March.

Section 3 – PERSONNEL

The Board of Directors shall be composed of the President, Vice President, Recording Secretary, Treasurer, a designated representative of each of the Forum departments, and up to one additional member appointed by the President.

ARTICLE VII – RESIGNATIONS/OBJECTIONS

Section 1 - RESIGNATIONS

All resignations of Officers and Chairs shall be in writing to the Board of Directors.

Section 2 - OBJECTIONS TO MEMBER

In case of the objection to a member, the accusation shall be written and signed by five (5) members. It shall state the objections to the accused member. The Board of Directors shall have the power to appoint a committee of three (3) to investigate said member. After the report of the investigation committee is presented to the Board of Directors, a ballot vote shall be cast by the Board, two-thirds vote being necessary to drop a member from the Woman's Forum

ARTICLE VIII – DEPARTMENTS

Section 1 – DEPARTMENTS

The Departments of the Forum shall be:

Alpha Forum

Book Club

Bridge

Culture Club

Garden Club

Gourmet Club

Junior Forum

Senior-Junior Forum

Section 2 – NEW DEPARTMENT

With the approval of the Board of Directors, ten members wishing to pursue a certain course of study or work may start a new department or a section of an existing department.

Section 3 – ASSUMPTION OF DUTIES

Duties of officers, board members and chairs shall begin immediately after the President's May Meeting or at their final departmental meeting in May.

Section 4 – DEPARTMENTAL CONTRIBUTIONS

Departments are expected to support the Woman's Forum activities as designated by the Board of Directors.

Section 5 – WORKING RULES OF DEPARTMENTS

A Department may make its own working rules so long as they are consistent with the Constitution and Bylaws of The Woman's Forum. The Board of Directors will occasionally review Department by-laws to determine compatibility with Woman's Forum by-laws. All Departments should be aware of current Woman's Forum by-laws.

Section 6 – CALENDARS

Caleendars for departmental meetings and activities shall be set and submitted to the President of The Woman's Forum annually by June 1.

Section 7 – ELIGIBILITY FOR JUNIOR FORUM

A mother/guardian whose daughter desires membership in the Junior Forum must have been a member of The Woman's Forum since September of the girl's ninth grade year. If a girl wishes to join the Junior Forum at a later date, her mother/guardian must pay all The Woman's Forum back dues dating to September of the girl's ninth grade year.

ARTICLE IX – FUNDS

Section 1 – GENERAL

A. ADMINISTERING OF FUNDS - All funds shall be administered by the Board of Directors.

B. CHECK SIGNING - All drafts and checks shall be signed by two of the following: President, Vice President, Secretary or Treasurer.

C. NON-BUDGETED EXPENDITURES - Non-budgeted expenditures of more than \$50.00 must be approved by the Forum Board of Directors.

Section 2 – OPERATING FUNDS

The sources of this fund shall be interest income, fund-raising, dues and undesignated donations.

Section 3 – DESIGNATED FUNDS

Designated gifts from donors shall be used as requested. Undesignated gifts shall be used at the discretion of the Board of Directors.

ARTICLE X – QUORUM

Seven members of the Board of Directors present and voting shall constitute a quorum.

ARTICLE XI – ROBERT'S RULES

Robert's Rules of Order shall be the basis for parliamentary decisions in cases not defined by the Constitution and Bylaws of the Woman's Forum.

ARTICLE XII – AMENDMENTS

An amendment to the Bylaws of the Woman's Forum may be made at any regular meeting of the Board of Directors by two-thirds vote, provided the proposed amendment has been presented in writing at a previous meeting or four weeks before the vote.