

Mint Hill Women's Club – Constitution

1. Name

The name of this organization shall be MHWC “Mint Hill Women's Club” registered as an unincorporated association with a classification as a Charitable Non-Profit Organization.

2. Objective

The purpose of this club is to:

- Provide service to the community through volunteering and fund raising. Proceeds of fundraising will be returned in support of the community.
- Arrange social gatherings to enrich old friendships and foster new ones.
- Encourage self-improvement through guest speakers at monthly meetings and educational trips that appeal to a wide variety of interests.

3. Membership and Dues

- Membership in this club is open to those in the Mint Hill vicinity and those who are interested in Mint Hill civic and social activities.
- Dues for membership are for the club year July –June. This club does not discriminate on the grounds of race, religion, age, marital status, disability, or sexual orientation.
- This club shall not participate in any political campaign or cause on behalf of (or in opposition to) any candidate for public office.

4. Executive Board

- The officers of the club shall be President, Vice President, Secretary, and Treasurer.
- The officers of the club shall be President, Vice-President, Secretary and Treasurer. This structure shall be the standard organization but may be adjusted year by year to account for resource constraints. Any realignment of the board structure shall be approved by the full Board and documented in the minutes of the First Board Meeting of the year. They shall be elected for a term of one year.
- The outgoing President is invited to be an Advisor to the new Executive Board and would vote in the event of a tie.

5. Monthly Club Meeting

5.1. Club Year

The official club year is July 1st – June 30th of the calendar year.

5.2. Club Meetings

Regular monthly meetings shall be held September through May at a place and date designated by the current Executive Board.

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Social activities may, also, occur June through August, if planned by the Summer Seasonal Team or designated others.

5.3. Officer Installation

The installation of officers shall be held in May, with the new officers assuming office at the end of June. The month of June is a transition period for both Administrations.

5.4. Special Meetings

A special meeting may be called by the President, or on application of two-thirds of the members; the President shall call such meeting.

5.5. Quorum

The members present at a monthly club meeting shall constitute a quorum for conducting club business. Any business voted on will be decided by a simple majority.

5.6. Board Meetings

The Executive Board, the Committee Chairs, or their representative, and the current Seasonal Team Leader(s), may meet before the regular club meeting every month at a time and date agreed upon by the Executive Board. A majority of the board members present shall constitute a quorum and any business voted on will be decided by a simple majority.

5.7. Amendments

This Constitution and By-Laws may be amended at any regular club meeting by majority of the members present, providing that the amendment has been submitted at the previous meeting or emailed to members 14 days prior.

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1. Executive Board

The President, Vice President, Secretary, and Treasurer shall constitute the Executive Board.

1.1 President

- Establish the direction of the club and lead implementation.
- Preside at all meetings.
- Ensure financial solvency.
- Foster communications.
- Perform all the duties usually pertaining to this office.

1.2 Vice President

- Arrange monthly club meeting programs (September-May).
- Perform all the duties of the President, in the absence or disability of the President.
- Support and assist in implementation of club goals.

1.3 Secretary

- Take the minutes at all board meetings. Take the minutes at regular club meetings when voting decisions are made.
- Email minutes to the board in a timely manner. Once the minutes have been approved by the board, submit the minutes to the Webmaster in PDF.
- Maintain club email Contact List (MHWClub@gmail.com) and Evite Contact List when new members join or notified of email changes.
- Support and assist in implementation of club goals.

1.4 Treasurer

- Receive and disburse all funds of the club in a timely manner to ensure financial solvency.
- Maintain financial records according to the records retention policy.
- Submit financial reports monthly to the webmaster in PDF.
- Oversee finances for club fund-raising events (50/50 raffle, card party, etc.)
- Report monthly on financial status.
- Publish club year-end financial report in June of each club year.
- Support and assist in implementation of club goals.

1.5 Responsible for filling out and submitting all Federal and State required forms.

1.6 Responsible for developing and presenting a financial plan for the following club year to the board.

1.7 Advisor (Past President)

Ensure year to year continuity by advising and assisting the new President. The Past President shall be a voting member of the Executive Board in the event of a tie.

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2. Executive Board and Committee Chairs

2.1. Nominations

The President will facilitate the nominations of candidates for Executive Board and Committee Chairs. A slate of officers will be presented no later than the April meeting.

2.2. Election Date

All officers shall be elected at the April regular club meeting and shall assume office for the next club year (July to June) at the close of the regular club meeting in June.

2.3. Term of Office

It would be advisable that no member shall hold the same office more than two years in succession. It is also advisable that no member shall serve on the board for more than five years in succession.

2.4. Resignation

Should an officer resign during the club year, the President shall appoint a member of the club to assume the office.

3. Committee Chairs

3.1. Year-Long Assignments

- Communications, Corresponding Secretary, Membership, Service, Fundraising, and Webmaster serve the full club year.
- As a member of the Board, the Chair (or designated representative) will provide a report on their area at called Board meetings.
- The Chairs will solicit other members to participate on the Committee they lead, encouraging participation by all members.

3.2. Duties of Year-Long Assignments

3.2.1. Communication

- Newsletter – Publish the club's activities in a newsletter form on a monthly basis and submit newsletter to the Webmaster in PDF.
- Special Notices – Inform members through email of meetings and other necessary information.
- Membership Directory – From Membership list provided by Membership Chair, publish and distribute membership directory annually to members.
- Promote publicity by furnishing articles on club activities to local papers.
- Maintain presence with pictures, etc. on all relevant social media.

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3.2.2 Corresponding Secretary

- Handle correspondence for the club, including “Hugs” cards to members and their families.
- Send out Evite Communications to membership.

3.2.3 Membership

- Coordinate membership drive prior to the first meeting if Executive Board deems necessary.
- Maintain membership database and disseminate information to executive board.
- create subcommittee, if needed, to assist with new member orientation.
- Welcome visitors, new members, and current members at monthly meetings
- Provide name tags for all members and visitors. Collect and store tags for future meetings.
- Gather follow-up information on visitors and new members on form provided and follow-up via email or phone call.
- Keep a record of attendance at monthly meetings by name.
- Implement “buddy” system for new members.
- Take member pictures for Directory

3.2.4 Service

- Coordinate opportunities for community service.
- Select programs for service projects and be responsible for overseeing implementation of these service projects using funds allocated by the Executive Board and approved by club membership.

3.2.5 Webmaster

- Maintain www.MHWClub.com as a repository of all club activities.
- Upload documents listed in the records retention policy to the club's web site; purge them after the required holding period.
- Review website and recommend updates to the board members.
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3.2.6 Fundraising

- Research fundraising ideas and oversee their implementation.
- All Monthly, seasonal and Annual fundraisers fall under this role.

3.3 Partial Year Assignments

- Scholarship is recognized as partial year assignment.

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- During the months it is active, the Chair (or designated representative) will provide a report on their area at called Board meetings.

3.4 Duties of Scholarship

3.4.1 Scholarship

- Work with CPCC Foundation in awarding MHWC scholarships to deserving students from the Mint Hill area.

4. Seasonal Teams

4.1 At initial joining and at membership renewal, each member not on the Board is requested to join a Seasonal Team.

4.2 Quarterly designation is as follows:

- FALL – September, October, November
- WINTER – December, January, February
- SPRING – March, April, May
- SUMMER – June, July, August (no monthly meeting)

4.3 Team Leader(s)

- Seasonal Team Leader(s) will be appointed to represent each team on the Board.
- The Seasonal Team Leaders will conduct team planning and review the quarter's plans with Executive Officers at called Board meetings. Leaders will advise Communications Coordinator in sufficient time to notify all club members thru regular newsletter and/or special email of activity opportunities.

4.4 The team in charge for the quarter is responsible for:

- Social: Arrange for refreshments, room set-up and reset, set-up and storage of MHWC Banner and Feather Flag, and cleaning up after meetings.
- Lunch Bunch: Decide on location, time and date (if different from standing date of the 3rd Friday of each month).
- Personal Enrichment: Plan a variety of interesting outings to develop minds, character, and knowledge.

5. Dues & Bank Balance

5.1 Amount

The annual dues shall be recommended by the current Executive Board and Committee chairs.

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5.2 Due Date

Members must pay dues by the October club meeting or be removed from the club Contact Lists.

5.3 Treasury Balance

At the end of the fiscal year, a minimum balance of at least \$400.00 (unallocated) shall be carried forward for the forthcoming year.

6. Mailing Lists and Endorsements

6.1 Club Directory

The club directory printed or electronically will not be used to solicit business or shared outside of the MHWC.

At the recommendation of the President with the approval of the Executive Board, the pages of the printed Club Directory may be used to:

- a) Recognize MHWC supporters and sponsors and or
- b) Include paid advertisements of local businesses

6.2 Activities for Profit

- Any endorsement by the club of a “for profit” activity will require a portion of that profit be provided to the club.
- No member will be permitted to present a program to the MHWC for financial gain.

7. Records Retention Policy

- 7.1. MHWC will maintain all meeting minutes, newsletters and financial reports on the club's web site for the past three full fiscal years plus the current fiscal year.
- 7.2. The Treasurer will maintain a hard or electronic copy of all financial reports and supporting documentation for the same time frame. As one Treasurer leaves office, she will pass these records to the incoming Treasurer.
- 7.3. All documents will be sent to the Webmaster in PDF with a standardized file name: name of report, month, day (if any) and year. For example: FinancialReport.Nov.2016. Newsletters will be on the MHWC website without password protection. Minutes and financial reports will be password protected. Annually in June, the password will be changed by the Webmaster and communicated to the Executive Board.

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8. Suspension of By-Laws

The By-Laws may be suspended in case of emergency by unanimous vote of all those present at a regular monthly club meeting.

9. Upon dissolution of our association, all remaining funds or assets are to be distributed to various charitable non-profit organizations in local area.