

Mint Hill Women's Club – Constitution

(Revised October 7, 2024)

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. Mission

The mission of the MHWC is to facilitate friendship and a sense of belonging through self-enrichment activities, community service, and fundraising among women who reside in and around Mint Hill, NC.

3. Objective

The purpose of this club is to:

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

4. 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.
- This club does not discriminate on the grounds of race, religion, age, marital status, disability, or sexual orientation.
- Dues for membership are for the club year June - May. Dues paid from March 1 forward will be applied to the following club year.
- This club shall not participate in any political campaign or cause on behalf of (or in opposition to) any candidate for public office.
- This club shall not support any activity that serves as a point of recruitment for a political or religious organization.

5. Communication

- The Communication Chair is responsible for mass mailings. Requests to disseminate information to all club members are to be sent to the Communication Chair for distribution.

6. Executive Board

The Executive Board members make decisions in between board meetings and resolve urgent issues facing the club.

- 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. Officers shall be elected for a term of one year.

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- The outgoing President is invited to be an Advisor to the new Executive Board and would vote in the event of a tie.

7. Club Meetings

The official club year is June 1 - May 31 of the calendar year.

7.1. Membership Club Meetings

Regular monthly meetings shall be held September through May at a place and date designated by the current Executive Board. Social activities may also occur June through August, if planned by the Summer Seasonal Team or designated others.

7.2. Officer Installation

The installation of officers shall be held in May, with the new officers assuming office June 1.

7.3. Special Meetings

A special meeting may be called by the President, or the majority of the board.

7.4. Quorum and Voting

The members present at board or club meetings shall constitute a quorum for conducting club business. Any business voted on will be decided by a simple majority, following Roberts Rules of Order, recording the number of yeas, nays and abstentions.

The board has no authority to change the vote unless they go back to the membership and have a re-vote. In the event a re-vote is deemed to be necessary, the board must provide an explanation of the reason that a new vote will be taken to the membership in writing 14 days prior to voting.

7.5. Board Meetings

The Executive Board, the Committee Chairs, and Seasonal Team Leaders 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, following Roberts Rules of Order, recording all the number of yeas, nays and abstentions. All board member votes must be in person. All members are to be able to hear comments from the other members prior to voting.

7.6. 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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8. Conflict of Interest

- 8.1. Board members must disclose any potential conflict of interest.
- 8.2. Board members who also represent other organizations in an official capacity cannot benefit from any financial or in-kind donation from the club.
- 8.3. Club members are prohibited from benefiting personally, financially, or in-kind, from any club activity.

9. Binding Contracts

- 9.1. No member may enter into a binding contract on behalf of the MHWC without prior review and approval by the Executive Board.
- 9.2. All verbal or written communication binding the MHWC must be submitted to the Executive Board for consideration, approval and recording, prior to implementation. All relative and subsequent documents are to be submitted to the MHWC for recording.

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1. Executive Board

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

1.1. President

All communications from the President to the board, membership, or any outside organization are to go through the official club email account. All emails are to be kept and maintained according to the retention policy.

- Establish the direction of the club and lead its implementation.
- Preside at all meetings.
- Ensure financial solvency.
- Foster communications.
- Perform all the duties pertaining to this office.
- Appoints a chairperson to assemble ad-hoc committees from membership.

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

- Record the minutes at all board and club meetings.
- Email board meeting minutes to the Executive Board within 5 days. Upon Executive Board approval, the minutes are submitted to the full board prior to publication.
- 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.
- Record membership dues received, and report non-payments as needed.
- Maintain financial records according to the records retention policy.
- Prepare and submit financial reports monthly to the board and Webmistress in PDF.
- Oversee all approved allocations and report on balances or discrepancies.
- Report monthly on current financial status to board and club meetings.
- Prepare and publish Club year-end financial report in June of each club year.
- Reimburse members for approved and allocated expenses upon submission of original receipts.
- File Federal forms.
- Support and assist in implementation of club goals.

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- **Oversee the Budget Process:**
 - 1.4.1. Determine funds available to be allocated/reallocated into the next fiscal year budget. A minimum balance of at least \$400.00 (unallocated) shall be carried forward for the forthcoming fiscal year. Any funds unspent at the time of budgeting for the next fiscal year will be used in the allocation of the forthcoming year budget, unless identified as needed in the current fiscal year.
 - 1.4.2. Present available funds to the Executive Board to develop a financial plan of proposed allocations for the next fiscal year to the board.
 - 1.4.3. Submit the next year's financial plan and proposed allocations to the full board for approval at the April board meeting.
 - 1.4.4. Present the board's approved next year's financial plan and proposed allocations to membership for approval at the April club meeting.
- 1.5. **Advisor (Past President)**

Ensure year to year continuity by advising and assisting the new President, as requested. The Advisor shall only attend Board meetings when needed, and at the request of the Executive Board. The advisor is not a voting member at a board meeting. However, in the event of a tie at an Executive Board meeting, the vote shall be brought to the Advisor.
- 2. **Executive Board and Committee Chairs**
 - 2.1. **Nominations**

The President will facilitate the nominations of candidates for Executive Board and Committee Chairs. All nominees are directed to read the by-laws. 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, inducted at the May club meeting, and assume office for the next club year beginning June 1.
 - 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 nominate replacement, from a member of the club to assume the office, for board approval.

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2.5. Removal

All board members are to conduct themselves professionally and ethically while maintaining the integrity of the organization. Should a board member conduct themselves in an unprofessional and/or unethical manner, the Executive Board has the responsibility to address the issue with the parties involved. If the issue is not resolved through the initial discussion, the Executive Board will seek resolution by asking for the board member's voluntary resignation. If the board member refuses to resign, the Executive Board will schedule a special meeting with the full Board, including the affected board member. The meeting notice shall be sent out a minimum of 14 days prior to the meeting with a copy of a draft "Resolution for a Membership Removal Vote".

Upon approval of a simple majority of the Board meeting quorum, the club membership will be provided a minimum 14-day prior notification of the upcoming Vote for Removal. If possible, the vote will be taken at the regularly scheduled membership meeting, but a special meeting will be called if necessary. A super majority vote (two thirds of members) is required to approve removal.

2.5.1. Examples of conduct that may cause this action include but are not limited to the following:

- The board member has consistently not completed their basic responsibilities (through negligence or blatant recklessness).
- The board member has violated policies of the organization or acted unethically or criminally.
- The board member has created a hostile environment, or culture of abuse, division, or bred dysfunction within the board and/or membership.

3. Committee Chairs

The Chairs will solicit other members to participate on the committee they lead, encouraging participation by all members.

3.1. Communication

- Obtain an Executive Board member approval and distribute all information both internally and externally (articles on club activities to local papers).
- Publish the club's activities in a newsletter on a monthly basis and submit newsletter to the Webmistress in PDF.
- Inform members through email of meetings, and other necessary information, via email.
- Maintain presence with pictures, etc. on all relevant social media. Maintain club email Contact List (MHWClub@gmail.com) and Evite Contact List when new members join or notified of email changes.

3.2. Corresponding Secretary

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

3.3. Membership

- Publish and distribute membership directory annually to members.
- Take member pictures for Directory.
- Assign all members that are not on a board position to a seasonal team. Notify the member and seasonal team lead of the assignment.
- Maintain membership database and disseminate information to executive board and Communications Chair.
- Coordinate membership drive prior to the first meeting, as the Executive Board deems necessary.
- Assist with new member orientation. Implement “buddy” system for new members.
- Welcome visitors, and new and current members at monthly meetings.
- Provide name tags for all members and visitors. Collect and store tags for future meetings.
- Keep a record of attendance at monthly meetings by name.
- Gather follow-up information on visitors and new members and follow-up via email or phone call, as needed.

3.4. Service

- Identify and present service opportunities/community needs to the board for consideration and approval.
- Implement and oversee approved service projects using funds allocated by the Executive Board and approved by club membership.
- Take photos of event, create writeup and submit for publication in newsletter and social media.

3.5. Webmistress

- Maintain www.MHWClub.com as a repository of all club activities.
- Store all financial reports and meeting minute documents in PDF format.
- Upload documents listed in the records retention policy to the club's website.
- Purge records after the required holding period.
- Review website and recommend updates to the board members.

3.6. Fundraising

All monthly, seasonal and annual fundraisers fall under this role.

- Research fundraising ideas and present to the board for approval.
- Implement/oversee approved fundraising activities, using approved funds.

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3.7. Scholarship

- Identify and present scholarship and education needs for board consideration.
- Define the criteria for awarding the scholarship(s) and obtain board approval.
- Award (and monitor, as needed) approved scholarship(s).

4. Seasonal Team

Quarterly designation is as follows:

SUMMER – June, July, August (no monthly meetings)

FALL - September, October, November

WINTER – December, January, February

SPRING – March, April, May

- Conduct team planning and review the quarter's plans at board meetings.
- Advise Communications Chair and Corresponding Secretary no later than 3 weeks in advance of the activity to notify all club members through regular newsletter and/or special email.
- Arrange for refreshments, room set-up, clean-up and reset, and storage of MHWC Banner and Feather Flag.
- Engage all team members in planning and implementing activities.
- Organize meal gatherings. Decide on location, time and date. Make reservations as needed.
- Personal Enrichment: Plan a variety of interesting outings to develop minds, character, knowledge and enjoyment.
- Take photos of event, create writeup and submit for publication in newsletter and social media.

5. Dues

5.1. Amount

Changes to the annual dues shall be recommended by the board and presented for membership vote.

5.2. Due Date

Members must pay dues by the October club meeting to remain an active member with all benefits and voting rights.

6. Mailing Lists and Endorsements

6.1. Club Directory

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- The club directory (printed or digital) 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:
 - a) recognize MHWC supporters and sponsors.
 - b) include paid advertisements of local businesses.

6.2. Activities for Profit

- Any endorsement by the club of a “for profit” activity will be prohibited.
- No member will be permitted to present a product / service for sale at club activities for financial gain.
- Donations or in-kind are at the discretion of the board and only to non-profit organizations.

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 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 Webmistress 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. At the beginning of the fiscal year, the password will be changed by the Webmistress and communicated to the Executive Board.

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 the local area within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.