

Revised June 1992
Revised March 1993
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BYLAWS OF THE ARLINGTON/GREEN ISLE WOMEN OF TODAY

ARTICLE I. NAME

The name of this corporation shall be the Arlington/Green Isle Women of Today.

ARTICLE II. PURPOSE, MISSION STATEMENT, AND CREEDS

Section 1. The purpose of this corporation shall be to encourage, foster, and support the growth and establishment of Women of Today chapters in Minnesota and throughout the United States.

Section 2. The mission of this corporation is to help women improve their own lives and the lives of the people in the communities around them. This organization shall provide opportunities for members to:

A. Contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.

B. Develop and foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.

C. Develop friendships and find personal support within the organization.

Section 3. Minnesota Women of Today Creed: We, the Women of Today, are Service, Growth, and Fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave this world a better place because we lived and served within it.

Section 4. United State Women of Today Creed: We, the United States Women of Today, are dedicated to serving our community and nation, are committed to strengthening our individual talents and stand united by our friendship and belief in the future.

ARTICLE III. MEMBERSHIP

Section 1. This organization is a member of the Minnesota Women of Today, in regard to the dues, support of projects whenever possible, and compliance with bylaws and policies.

Section 2. This organization is a member of the United States Women of Today in regard to the dues, support of projects whenever possible, and compliance with bylaws and policies when not in conflict with those of the Minnesota Women of Today.

Section 3. This organization is a member of District 16 Women of Today in regard to district dues, support of projects whenever possible, and compliance with bylaws and policies when not in conflict with those of the Minnesota Women of Today.

Section 4. The objectives of this corporation are purely civic, educational, recreational, and social. It is not organized for religious, political, or private purposes and shall not function for profit or for personal monetary gain to any of its members.

Section 5. A member in good standing is any person at least 18 years of age when his/her dues are paid.

Section 6. Any member may resign from this corporation by giving written notice to the local President. At such time, she/he shall be required to turn over any and all records belonging to this organization to the local President.

Section 7. Members will always act in a manner that represents AGI Women of Today. If any member has displayed conduct which is not conducive to the AGI Women of Today values, the organization may review and or dismiss the member from the organization. A vote to dismiss a member must require 1/3 of the members in good standing and to include a unanimous vote of the Board members.

ARTICLE IV. FISCAL YEAR AND DUES

Section 1. The fiscal year shall begin May 1 and end April 30 of each year.

Section 2. The Treasurer will budget for all active members full membership dues at the beginning of each fiscal year.

A. Regular members shall pay annual dues based on the points earned in the prior year. See Policy Letter J.

B. New members shall pay 50% of the US/MN membership dues on their date of membership join.

C. If funds are not available in the AGI Women of Today account to cover the organizations portion of the dues, the member will pay the full amount and request reimbursement when the funds become available.

Section 3. A member transferring in within the State of Minnesota shall not have to pay any dues until his/her next dues date; a member transferring in from out of state shall be regarded as a new member in regards to dues.

Section 4. Any member whose dues are not paid by his/her anniversary quarter shall lose all membership privileges.

Section 5. If membership is dropped due to lateness in fees, they can rejoin again at anytime once the required dues are paid in full.

ARTICLE V. FINANCES AND MANDATORY LIABILITY INSURANCE

Section 1. The official bank of this corporation shall be the Arlington State Bank, Arlington, MN 55307.

Section 2. One Officer and one member in good standing shall be required to co-sign all checks. No check shall be signed by any officer unless the check is completely filled out.

Section 3. The Budget Committee shall be made up of the President, Treasurer, Past President, and Past Treasurer. A proposed budget shall be presented at the January general membership meeting.

Section 4. The financial activities for the prior month will be reported at the following month's general membership meetings for everyone to review. Anyone may ask to see a detailed receipt at anytime.

Section 5. The board of directors shall have the authority to authorize disbursements for reasonable project related expenses approved by the Project Chairperson. Donation requests or expenses not related to a specific approved budgeted project will need general membership approval.

Section 6. Liability insurance shall be obtained through the Minnesota Women of Today with remittance made annually at the request of the state organization.

ARTICLE VI. OFFICERS AND DUTIES

Section 1. The officers of this corporation and their general duties shall be:

A. President

- 1. Shall preside at all general, special, and board meetings of this office.**
- 2. Shall be an ex-officio member of all committees except the Nominating Committee.**

3. Shall appoint, with the approval of the Board of Directors, a Parliamentarian and all local chairmen and program managers except the chairman of the Nominating Committee.

B. Vice President

1. Shall preside at all general, special and board meetings in the absence of the President.
2. Shall immediately succeed to the office of President in the event of a vacancy in that position.
3. Shall oversee the Local Program Managers.
4. Shall aid the State Delegate in completing his/her quarterly report.

C. Secretary

1. Shall keep the minutes of all proceedings, record the same, prepare correspondence, and perform such other duties as the office shall require.

D. Treasurer

1. Shall issue notice of dues payable and be responsible for the collection thereof.
2. Shall keep the books of the corporation, disperse funds upon authorization, and regularly (or monthly) report on the financial condition of the corporation.
3. Shall file all sales tax forms and income tax forms before they are due.
4. Quarterly shall send the state and national dues to the Minnesota Women of Today Chapter Service Center.
5. Monthly, shall submit new members, along with any address changes and transfers, to the Minnesota Women of Today Chapter Service Center.
6. Upon completion of a project, shall aid in filling out the correct transmittal form and sending copies to the State Treasurer and appropriate State Program Manager.
7. Shall serve as chairman of the Budget Committee.

E. State Delegate

1. Shall represent the chapter as the voting delegate at all district and state meetings.
2. If additional votes are allotted the chapter, voting delegates shall be selected from the members attending the meeting with the State Delegate heading the delegation.
3. Shall promote visitations to other chapters and attendance at district and state meetings.
4. Quarterly, shall thoroughly complete and promptly send in the State Delegate's Report to the District Director.
5. Shall attend to all district and state correspondence.
6. Shall see that news articles concerning the local chapter are submitted to the NEWSLET for publication.

F. Past President

1. Shall act as an advisor to the Board of Directors.
2. Shall serve as chairman of the Nominating Committee.
3. Shall serve on the Budget Committee.

G. Parliamentarian

1. Shall advise the President and work with him/her in selecting the proper procedure to transact business.
2. Shall serve as chairman of the Bylaws and Policies Review Committee.
3. Shall be responsible for sending in the chapter's bylaws and policies to the State Parliamentarian and District Director and keeping them updated on any revisions made during the course of the year.
4. Shall have a copy of the bylaws and policies with him/her at every meeting.
5. Shall be appointed by the President and be a non-voting member of the Board of Directors.

H. In the event that one or more of these positions are not filled, the responsibilities may be shared among Board Members.

I. At a minimum, the President and Treasury position must be filled at all times.

ARTICLE VII. BOARD OF DIRECTORS

Section 1. This board shall be composed of the officers of this corporation.

Section 2. The Board of Directors shall meet monthly or at any time deemed advisable by the President or a majority of the members of the board.

Section 3. The Board of Directors shall be authorized to act on all matters relative to the policies of this corporation, its welfare and membership, and may direct activities for the general good of the corporation.

Section 4. A majority of the Board of Directors shall constitute a quorum at a Board of Directors meeting.

Section 5. The general membership can overrule any decision of the Board of Directors' meeting.

Section 6. Any board member who misses three (3) consecutive Board of Directors' meetings without a legitimate reason shall be dropped from the board and a new member appointed to his/her position by the board.

Section 7. A board member not fulfilling his/her duties may be suspended by a vote of the Board of Directors. The officer in question shall receive written notice from the Board of Directors and shall have ten (10) days to show just cause why he/she should not be suspended from his/her term of office. See Policy Letter D.

ARTICLE VIII. ELECTION OF OFFICERS

Section 1. The nominating committee shall be composed of the Past President, Current President, and one member not holding a Board position, with the Past President serving as chairman. This committee shall be set up two (2) months prior to the election meeting.

Section 2. One (1) month prior to the election meeting, the nominating Committee shall present its report with at least one (1) nominee for each office.

Section 3. The nomination committee shall conduct the election at the annual meeting by secret ballot. Absentee and proxy votes shall not be accepted. The candidate receiving the majority number of votes shall be declared elected.

Section 4. Vacancies in any elected office shall be filled by a majority vote of the Board of Directors for the unexpired term of that office; however, the Vice President shall succeed to President in the event of a vacancy in that office.

Section 5. The officers of this corporation are elected for a term of one (1) year.

ARTICLE IX. MEETINGS

- Section 1.** The regular membership meeting shall be held on the 2nd Tuesday of each month.
- Section 2.** The regular meeting on the 2nd Tuesday of March shall be known as the Annual Meeting and shall be for the purpose of electing officers and committees, and any other business pending.
- Section 3.** One-third (1/3) of the membership in good standing, including 50% of the Board of Directors, shall constitute a quorum for the transaction of business.
- Section 4.** In the absence of a quorum, documented emailed votes may suffice if a general membership voting is required.
- Section 5.** A special meeting may be called by the President or a majority of the members provided a five (5) day notice is given.

ARTICLE X. DISSOLUTION OF THE ARLINGTON/GREEN ISLE WOMEN OF TODAY

- Section 1.** In the event the membership desires to dissolve this corporation, a special meeting shall be called to vote on dissolution of the chapter with a written notice sent to all members, the State President, and the District Director thirty (30) days prior to the special meeting.
- Section 2.** This corporation may be dissolved at the special meeting called for that purpose upon the affirmative vote by ballot of two-thirds (2/3) of the membership provided a quorum is present.
- Section 3.** Upon dissolution of the chapter, any remaining assets, after the payment of existing debts including money owed to the Minnesota Women of Today, are to be given to organizations organized exclusively for charitable, educational, or scientific purposes as shall at that time qualify as exempt under Section 501 (c) (3) of the Internal Revenue Code.
- Section 4.** Dissolution will not be final until the proper papers have been completed and received by the Chapter Service Center and all required records turned over to the District Director.

ARTICLE XI. AMENDMENTS AND SUSPENSIONS OF THESE BYLAWS

- Section 1.** These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, a quorum being present, provided the amendment has been submitted in writing and read to the membership at a regular meeting at least thirty (30) days prior to voting on the proposal or the proposal has been mailed to each voting member at least ten (10) days prior to the meeting where action will be taken.
- Section 2.** Such proposed amendments may be revised at the meeting, before being acted upon, without further notice being given to the membership.
- Section 3.** These bylaws may be suspended by a two-thirds (2/3) vote of those present at a meeting provided a quorum is present.

ARTICLE XII. AUTHORITY

- Section 1.** Robert's Rules of Order, Newly Revised shall govern this corporation except when in conflict with these bylaws.
- Section 2.** The Minnesota Women of Today Bylaws and Policies shall have final authority over the Arlington/Green Isle Women of Today.

Established 12/90.

**POLICIES OF THE
ARLINGTON/GREEN ISLE WOMEN OF TODAY**

A. POLICY

1. These policies have been established to assist members in understanding the operations and the functions of this corporation.
2. The Bylaws and Policies Review Committee shall annually review these policies and make recommendations for revision, if any, to the general membership.
3. As it becomes necessary, these policies may be amended, repealed, or added to at any general membership meeting by a majority vote of the members present, providing a quorum is present.

B. OUTSIDE REQUESTS

1. No officer or member of this corporation shall publicly state any policy, enter into any agreement, or otherwise obligate this corporation except upon authorization of the general membership provided, however, that if a question must be decided prior to the next general membership meeting, it may be decided by the Board of Directors.

C. STATE AND NATIONAL OFFICERS AND PROGRAM MANAGERS

1. Any member seeking a state or national office or program manager position shall first obtain the endorsement of the chapter before sending in a bid.
2. Any local members serving on the state or national Executive Council shall be an ex-officio, non-voting member of the Board of Directors.

D. BOARD OF DIRECTORS

1. Any Board member that will be missing a Board/General Meeting needs to contact another Board member to have their responsibilities covered, prior to the scheduled meeting.

E. Chapter President is not to hold any LPM position excluding newsletter if they wish to do the chapter newsletter.

F. Chapter President will not chair any local projects.

G. If any chapter member holds the office of District Director, State Program Manager, or State Officer, they will not be allowed to chair or co-chair any local projects.

H. If funds are available, chapter treasury pays for quarterly LPM and Member awards and year-end awards.

I. If funds are available, chapter pays for half of President and State Delegate's registration fee for State meetings.

J. If funds are available, chapter pays for a portion or all of an active member's US/MN dues

1. Members dues are based on the following point structure:
 - 0 – 10 points = full price membership
 - 11 – 15 points = 25% off membership fee
 - 16 - 20 points = 50% off membership fee

21+ points = free membership

New members = 50% off 1st membership fee

2. Members points are earned:

- * 10 points for holding a formal Board Position; (President, Treasurer, Membership VP, Secretary or State/District Delegate)**
- * 10 points for recruiting a new member**
- * 5 points for chairing an event**
- * 2 points for co-chairing an event**
- * 2 points for attending a State/Dist. Meeting or Convention**
- * 1 point for helping at an event**
- * 1 point for attending each monthly meeting (12 possible points)**