

## FAIRFIELD GLADE LADIES CLUB BYLAWS Article IV

### Article IV: The Board

**Section 1.** The Purpose: The Board is the governing body of The Club.

#### **Section 2. The Board Composition**

The Board is composed of the elected officers and standing committee chairs.

##### **A. Elected Officers**

The elected officers of The Club are President, President-Elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer. The Immediate Past President is an ex-officio member of The Board with voting rights. The elected officers of The Club constitute the Executive Committee.

##### **1. The President**

- a. Presides at all meetings and is the Chair of The Board.
- b. Acts as ex-officio member of all committees.
- c. Appoints Ad Hoc committees as needed.
- d. Appoints a parliamentarian from among members of The Board.

##### **2. The President-Elect**

- a. Is a learning position preparing to become the President at the end of the current President's two-year term of office, or sooner in the event the current President cannot fulfill her duties.
- b. Will become familiar with the Bylaws of The Club as well as all the functions of each committee.
- c. Performs such other duties as assigned by the President.
- d. Presides over all meetings in the absence of the President.
- e. If the president's office is vacated, presides over all meetings and performs the duties of that office.

##### **3. The First Vice President**

Serves as Program Chair, coordinating programs and special events.

##### **4. The Second Vice President**

- a. Serves as Membership Chair, registering all new members and keeps updated contact data.
- b. Introduces new members and guests at each meeting.
- c. Coordinates the New Member Tea.
- d. Coordinates the preparation of a membership directory/yearbook annually to be made available to paid members.

##### **5. The Recording Secretary**

Keeps The Club records including the minutes of membership meetings, The Board meetings, Executive Committee meetings, and other duties as assigned.

##### **6. The Corresponding Secretary**

Is responsible for all correspondence for The Club.

##### **7. The Treasurer**

- a. Signs on The Club's bank accounts and receives all monies, except for Travel, and deposits same into the authorized accounts.

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- b. Pays out monies only as necessary for the operation of The Club.
- c. Prepares and submits monthly financial reports to The Board in a timely manner.
- d. Presents a preliminary annual budget for the following fiscal year for review at the June Board meeting.
- e. Presents an annual budget for approval at the September Board meeting.
- f. Provides all documents required for the annual review of The Club's financial records by a non-member accountant commencing after The Club's fiscal year end of June 30. The report, signed by the accountant, shall be presented to The Board at its next regularly scheduled meeting after receipt. Copies of the review report shall be filed with the Secretary and Treasurer.

### 8. The Assistant Treasurer

- a. Signs on The Club's bank accounts.
- b. Reviews and affirms monthly bank reconciliations.
- c. Screens charitable requests and provides a list of those qualified to the Executive Committee for potential Charitable Fund distributions.
- d. Assists the Treasurer where needed and performs other duties as assigned.
- e. Is authorized to conduct the Treasurer's duties in the absence of the Treasurer.

### B. Standing Committees

Standing Committee Chairs, to be appointed by the President, shall chair these committees: Community Relations, Nominating, Publicity, Reservations, Scholarship, Service, Travel, and Ways & Means.

#### 1. The Community Relations Committee

Solicits sponsors, maintains a relationship with the current year's Club sponsors, and reports sponsor attendees for each membership meeting to Reservations, the President, and the Recording Secretary.

Oversees Veterans' Affairs.

#### 2. The Nominating Committee

Presents its slate of officers at the April meeting every other year unless a special election is declared necessary or as otherwise stated herein.

#### 3. The Publicity Committee

- a. Reports newsworthy items to newspapers for publication.
- b. Maintains The Club's website.
- c. Communicates with members through emails.
- d. Acquires photos of The Club's events.
- e. Keeps an up-to-date scrapbook of The Club's activities and submits completed records to the Cumberland County Archives.

#### 4. The Reservations Committee

- a. Makes arrangements for and takes reservations for Club events as assigned.
- b. Collects luncheon payments and reconciles funds with the Treasurer.
- c. Provides table signage and decorations for brunches/luncheons and other special events.

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### **5. The Scholarship Committee**

Implements the Fairfield Glade Ladies Club Pam Biggs Scholarship awards. Amounts requested for funding should be submitted to the Executive Committee by April of each year.

### **6. The Service Committee**

- a. Investigates prospective recipients and implements a monthly service project.
- b. Prepares and submits a list of potential recipients to the President for approval at the start of each club year.

### **7. The Travel Committee**

- a. Plans and implements all trips.
- b. Keeps its own financial records and bank account(s) to be included as part of The Club's annual review.
- c. Provides a copy of the most recent bank statement to The Board on a monthly basis.
- d. Provides the final report to The Board for each trip completed during the prior month, accounting for the trip's receipts, expenses, and amount of profit or loss.

### **8. The Ways & Means Committee**

Initiates and is responsible for fundraising projects and events as approved by The Board.

## **Section 3. General Responsibilities of The Board Members**

- A. Board members are expected to attend The Board meetings.
- B. Each Board member, except Past President, is responsible for annual updates to their committee's Procedures Manual.
- C. The Board members are responsible for preparing written reports covering their activities for The Club and submitting them to the Recording Secretary prior to the monthly Board Meetings.