

**FRIDLEY WOMEN OF TODAY
BYLAWS**

Article 1: NAME, ADDRESS AND LOCATION

- Section 1: The name of this corporation shall be the Fridley Women of Today.
- Section 2: The mailing address of this corporation shall be: P.O. Box 32547, Fridley, MN 55432.
- Section 3: The principle location of this corporation shall be located in the city of Fridley, county of Anoka, state of Minnesota.

Article II: PURPOSE, MISSION AND CREED

- Section 1: The purpose of this corporation is to promote civic, educational, and recreational activities for the community; and to provide social, educational, and recreational activities for the members of this group.
- Section 2: The mission of the Minnesota Women of Today is to help members improve their own lives and the lives of people in the communities around them. The organization shall be a place in which women are actively encouraged to become involved and hold positions of leadership. The organization shall provide opportunities for members:
- a. To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
 - b. To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and becoming capable leaders.
 - c. To develop friendships and to 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 the world a better place because we lived and served within it.
- Section 4: **US 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 friendships and beliefs in the future.

Article III AFFILIATION

- Section 1: This organization shall be and hereby is affiliated with the Minnesota Women of Today, District 7 and the United States Women of Today in regard to payments of dues, support of State and National projects when possible, and compliance with District, State and National By-Laws and Policies.

Article IV MEMBERSHIP

- Section 1: A member in good standing is any person at least eighteen (18) years of age when their dues are paid.
- Section 2: Any member in good standing may be active with voting privileges. They shall be eligible to hold any office and/or serve as a Program Manager.
- Section 3: Any member may resign from this organization by giving notice to the Board of

**FRIDLEY WOMEN OF TODAY
BYLAWS**

Directors. At such time they shall be required to turn over any and all records belonging to this organization to the local president.

Section 4: Chapter membership must include 10 members to retain active chapter status.

Article V: DUES AND FISCAL YEAR

Section 1: The annual dues of this corporation shall be \$60.00(\$45 State, \$5 National, \$4 district, \$6. Fridley Chapter

Section 2: Each member's dues are due and payable during the anniversary trimester of her/his membership.

Section 3: No refund of dues shall be made under any circumstances.

Section 4: District dues can be paid by the chapter at the Spring and Fall District Meetings or 1 (one) payment at the Spring district meeting.

Section 5: The fiscal year of this corporation shall be June 1st to May 31st of each year.

Section 6: A new member's dues can be split into payments to be paid in full during their first trimester of membership.

Section 7: 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 OF THE OFFICERS

Section 1: The officers of this corporation shall be the President, State Delegate, Programming Vice President, Membership Vice President, Secretary, Treasurer and Past President/Chairman of the Board/Parliamentarian.

Section 2: PRESIDENT

- A. Shall preside at all meetings of this corporation and perform all duties pertaining to her/his office.
- B. Shall submit the State of Minnesota Annual Registration by August 1.

Section 3: STATE DELEGATE

- A. Shall, in the absence or disability of the President, perform all the duties of the President.
- B. Shall distribute State and District Programming information to the Internal and External Vice Presidents and verify reporting for each trimester.
- C. Is to attend or an alternate is to attend all local Board meetings of this corporation and is the voting representative at all State and District meetings of the Minnesota Women of Today. If additional votes are allotted to the chapter, the voting delegates shall be selected from members attending the meeting, with the State Delegate heading the voting delegation.
- D. Shall attend to all State correspondence and is responsible for extension service to newly organizing Women of Today Chapters.

Section 4: PROGRAMMING VICE PRESIDENT

- A. Shall oversee the Program Managers
- B. Shall disperse all chapter information to the Local Program Manager.

**FRIDLEY WOMEN OF TODAY
BYLAWS**

The Local Programming areas are:

- A. Community Connections
- B. Living and Learning
- C. State Priority Program
- D. Women's Wellness
- E. Youth of Today

Section 5: MEMBERSHIP VICE PRESIDENT

- A. Shall be responsible for overseeing the membership areas of the chapter, which include recruitment, orientation, activation and retention (ROAR).

Section 6: SECRETARY

- A. Shall keep the minutes of all proceedings and record the same, and perform such other duties as her/his office shall require.

Section 7: TREASURER

- A. Shall issue notice of dues payable and be responsible for the collection thereof. She/He shall submit State and National dues for members as required in the State and National By-Laws. There shall be one (1) checking account. Checks shall require two (2) signatures, from either : the Treasurer, current President, immediate Past President or State Delegate. No check may be signed by member receiving reimbursement.

Section 8: IMMEDIATE PAST PRESIDENT

- A. Shall be known as the Chairman of the Board and Parliamentarian.
- B. Shall remain a member of the Board of Directors, in an advisory capacity for one (1) year.
- C. She/He shall be responsible for a yearly By-Law review.

Section 9: NEWSLET EDITOR

- A. Shall publish a chapter newsletter at least once a trimester.

Section 10: PUBLIC / MEDIA RELATIONS COORDINATOR

- A. Shall request posting on Community Center marquee to advertise our monthly meetings
- B. Shall promote MNWT events such as Founder's Day, Women of Today week, Day at the Diamond, National Volunteer Recognition week
- C. Shall keep our chapter brochure updated
- D. Serves as the webmaster/Social media Coordinator

Section 11: SUCCESS COORDINATOR

- A. Shall submit SUCCESS reports at end of each trimester by deadline

Section 12: An officer not fulfilling his/her duties shall be suspended by a vote of the Board of Directors. The officer in question shall receive written notice from the Board of Directors. She/He shall have ten (10) days to show good cause why they should not be suspended from their term of office.

Section 13: Each year the Board of Directors may designate an audit committee of three (3), excluding the current Treasurer, President, Chairman of the Board and State Delegate, to audit the books of the Fridley Women of Today, to be completed by June 1.

ARTICLE VII: BOARD OF DIRECTORS

**FRIDLEY WOMEN OF TODAY
BYLAWS**

- Section 1: The government of the corporation shall be vested in a Board of Directors consisting of the President, State Delegate, Programming Vice President, Membership Vice President, Secretary, Treasurer and Chairman of the Board.
- Section 2: All of the above Board members, with the exception of the Chairman of the Board, shall be elected in the manner and for the term provided in said By-laws and Policies of this corporation.
- Section 3: The Board of Directors shall have control and management of the property of the corporation, subject to the will of the membership.
- Section 4: Vacancies in the Board of Directors shall be filled by a vote of the membership; such appointees to serve for the duration of term of the individual being replaced or until the regular election.
- Section 5: The Board of Directors shall meet at any time deemed advisable by the President and a majority of the members of the Board, notice of which will be given at the General Meeting or by telephone call and/or email to each member. Any chapter member may attend Board meetings.
- Section 6: The Board of Directors shall approve all expenditures, shall be authorized to act on all matters relative to the policies of the corporation, its welfare and membership, and may direct activities for the general good of the corporation, subject to the will of the membership.
- Section 7: The membership can overrule a decision of the Board of Directors with a simple majority vote given that a quorum is present.
- Section 8: The Board of Directors shall be authorized to spend \$50 per year without the approval of the membership. If the decision is approved by the general membership, the authorization to spend \$50 remains.

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

- Section 1: Not less than sixty (60) days prior to the annual election, a nomination committee may be formed, consisting of the Chairman of the Board and up to two other members in good standing, selected by the Board of Directors.
- Section 2: The nominating committee shall, not less than thirty (30) days prior to the annual election, decide upon and make recommendations to the members, the names of candidates for election. At least one (1) person should be nominated for each office. The nominating committee shall make available, upon request, at the election meeting the number of votes each candidate received. The candidate receiving the majority of votes shall be declared elected.
- Section 3: Members may hold the same office more than once in succession for a maximum of three (3) years. Filling an unexpired term of less than six (6) months shall not be considered a term of office. A member may return to a previous board position after taking one year off from previously held position.
- Section 4: Additional names may be placed in nomination by any member in good standing.
- Section 5: Voting shall be by individuals and no person shall cast more than one (1) ballot. Proxies will not be accepted; however, absentee ballots will be accepted. The President shall

**FRIDLEY WOMEN OF TODAY
BYLAWS**

withhold her/his vote to be used in case of a tie.

Section 6: To be eligible to vote at the election, a member must have dues paid in full. -

Section 7: All officers shall take office May 1.

ARTICLE IX: MEETINGS

Section 1: The annual election meeting shall be held by the end of March.

Section 2: The corporation shall hold regular monthly meetings with the exception of December at the discretion of the President. Special meetings may be called or suspended as agreed on by the general membership.

ARTICLE X: PARLIAMENTARY PROCEDURE

Section 1: The Parliamentarian shall be the Past President/Chairman of the Board

Section 2: Robert's Rules, Newly Revised shall govern the proceedings of all meetings of the corporation and its constituent parts, except as provided in these By-Laws.

ARTICLE XI: QUORUM

Section 1: One-third (1/3) of the membership in good standing including two (2) members of the Board shall constitute a quorum for the transaction of business.

Section 2: At all meetings of the Board, a majority of board members shall constitute a quorum.

Section 3: If a quorum is not established at a meeting, a vote can be done by phone or email within a timely manner. Responses shall be sent to the President.

ARTICLE XII: AMENDMENTS

Section 1: These By-laws may be amended by a two-thirds (2/3) vote of members present and voting at any regular or special meeting, provided that written notice of the proposed amendment(s) has (have) been mailed or e-mailed to the last known address of each member at least ten (10) days prior to the date of such meeting, or oral announcement at least thirty (30) days prior to voting.

Section 2: These By-laws may be suspended by two-thirds (2/3) vote of all those present at a scheduled membership meeting, providing a quorum is present.

ARTICLE XIII: DELEGATIONS OR SPECIAL COMMITTEES

Section 1: Delegations or special committees shall be appointed by the President, subject to the approval of the Board of Directors, to represent the corporation at any convention, meeting or assembly as may be necessary. Such delegations or committees shall exercise only those powers specifically vested in them by the Board of Directors.

ARTICLE XIV: FINAL AUTHORITY

**FRIDLEY WOMEN OF TODAY
BYLAWS**

Section 1: The Minnesota Women of Today By-laws and Policies shall have final authority of the Fridley Women of Today.

ARTICLE XV: DISSOLUTION

Section 1: In the event the membership desires to dissolve the 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 ninety (90) 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 of two-thirds (2/3) of the general 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 the time, qualify as exempt under Section 501 (c) (3) of the Internal Revenue Service.

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.