

Berry Creek Country Club **Women's Association By-Laws**

Article I - Name

The name of the organization shall be The Berry Creek Country Club Women's Association (BCCCWA).

Article II - Objectives

The objectives of the BCCCWA shall be to promote friendship and good fellowship among its members and to encourage participation in the social activities of The Berry Creek Country Club (The Club).

Article III - Membership

Section 1. The active membership shall consist of women members who are in good standing in The Club.

Section 2. Dues-paying members of the BCCCWA shall be classified as active. They shall have voting power in all BCCCWA meetings and shall be eligible to hold office.

Section 3. Acceptances of membership in the BCCCWA shall be processed by the Membership Chairperson.

Section 4. Cessation of BCCCWA membership will be automatic when a member resigns from The Club. Any member wishing to resign from the BCCCWA shall present her resignation to the Membership Chairperson.

Section 5. Alumni of BCCCWA who are no longer members of The Club shall be allowed to continue as grandfathered members as long as they pay the annual dues. These dues shall be paid directly to the BCCCWA Treasurer.

Section 6. If you are not a member, but live in Berry Creek, guests may attend three BCCCWA events the first year at a cost to be determined by the event. At onset of the second year, guest will be required to join Berry Creek Country Club and BCCCWA to further participate in the Women's Association events. Non-resident guests may attend three BCCCWA events per year at a cost to be determined by event.

Article IV - Meetings and Events

Association meetings and events of the BCCCWA shall be held the 4th Tuesday of each month unless otherwise scheduled.

Article V - Officers

The elected officers of the BCCCWA shall be a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer.

Article VI - Executive Board

Section 1. There shall be an Executive Board consisting of the officers of the BCCCWA and all Chairpersons of Standing Committees elected by the BCCCWA.

Section 2. The Executive Board shall be installed and assume their duties at the May event each year. Each term of office shall be for a period of one full year from the date of installation.

Section 3. The Executive Board shall handle the general supervision of affairs between all Association meetings and events, approve all committees, fix the hour for meetings and perform such other duties that may be required.

Section 4. The Executive Board shall meet a minimum of five times annually at times suitable to the Board members.

Section 5. A majority of the Executive Board will constitute a quorum.

Section 6. Vacancies occurring on the Executive Board other than by the expiration of term shall be filled by appointment of the President.

Section 7. The President will vote only in the case of a tie.

Article VII - Duties of Executive Board Officers and Chairpersons

Section 1. The Executive Board shall consist of the elected officers and chairpersons of all standing committees. The Executive Board shall have the power:

- To make rules and policies for all meetings and events which the BCCCWA may decide to sponsor.
- To expend the funds of the BCCCWA in carrying out its objectives and purposes.
- To assist the Board of Governors of The Club with clubhouse activities as appropriate. Any requests for assistance shall be directed to the President and Executive Board for approval.
- To define the duties of all appointed committees.
- To be responsible for keeping a record of their actions and individual responsibilities which will be passed on to their successor(s) at the end of their term.
- To set annual dues.

Section 2. The President, or in her absence or disability, the First Vice President shall preside at all meetings and events of the BCCCWA and of the Executive Board, and shall have general supervision of the affairs of the BCCCWA. The President shall appoint such special committees as necessary. She shall serve as liaison between The Club and the BCCCWA.

Section 3. The First Vice President shall be in charge of all events of the BCCCWA. She shall be the Program Chairperson for the BCCCWA.

Section 4. The Second Vice President shall be in charge of recruiting members, maintaining a current membership roster. She shall serve as liaison between The Club Accounting Office and the BCCCWA regarding dues. She shall be the Membership Chairperson.

Section 5. The Secretary shall keep minutes of all Association and Executive Board meetings. She shall also maintain a copy of the BCCCWA By-Laws.

Section 6. The Treasurer shall be responsible for the monies belonging to the BCCCWA and shall have the records open to inspection at all times. She shall present a written report at Association and Executive Board meetings held by the BCCCWA. All expenditures, with the exception of approved on-going expenses, shall be authorized by the Treasurer with Executive Board approval. In the absence of the Treasurer, the President shall have the authority to sign checks and approve any expenditure. The Treasurer shall bill all grandfathered members for their annual dues on September 1st of each year. The Treasurer shall present her books for audit at the May Executive Board meeting.

Section 7. The Reservations Chairperson shall handle event reservations and provide the names and number of attendees to the Executive Board, including preparation of name tags for events.

Section 8. The Publicity Chairperson shall provide event information to BCCCWA members and The Club membership.

Section 9. The Decorations Chairperson shall coordinate with the Program Chairperson and the catering staff of The Club to provide an attractive physical atmosphere for the monthly events.

Article VIII - Finances

Section 1. The fiscal year of the BCCCWA shall begin September 1st and end August 31st of each year.

Section 2. Annual dues to the BCCCWA shall be a minimum of \$35.00 per year. The amount is prorated to \$20.00 on January 1st for the balance of the fiscal year.

Section 3. All dues shall be charged to the BCCCWA member's Club bill on the September billing. Members who join after the annual billing by The Club Accounting Office will pay dues directly to the BCCCWA Treasurer or Membership Chairperson, and thereafter be billed annually by The Club.

Section 4. Grandfathered members of the BCCCWA will be billed directly by the BCCCWA Treasurer on September 1st of each year.

Section 5. End of year balance in the treasury shall be a minimum of \$2,500.00 to be carried over for the following year.

Article IX - Elections

Section 1. The BCCCWA shall hold its election of the Executive Board at the May Association meeting.

Section 2. The Nominating Committee shall consist of three qualified voting members selected by the Executive Board at a regular Executive Board meeting. The immediate past president shall not serve on the Nominating Committee except in an advisory capacity. Members of the Nominating Committee shall not be barred from becoming a nominee for office.

Section 3. A list of nominees for each Board position shall be presented by a member of the Nominating Committee at the April Association meeting. The President will then ask for further nominations from the floor. If there are any nominations from the floor, the membership shall vote by secret ballot on the nominees during the May Association meeting and event and the results announced as soon as the count is completed by the Secretary and the Nominating Committee. If there are no other nominations from the floor, the membership shall vote by acclamation at the May Association meeting and event.

Section 4. There shall be no absentee voting.

Section 5. The Executive Board members are elected for a minimum of one year and may be reelected for a maximum of three years.

Article X - Amendments

Amendments to the By-Laws may be passed by a two-thirds majority vote of BCCCWA members present at an Association meeting, providing the amendments were read at a previous meeting.

Article XI - Rules of Order

Section 1. The following order of business shall be observed at Board Meetings of the BCCCWA.

- Minutes of Previous Meeting
- Treasurer Report
- Committee Reports
- Old and New Business
- Adjournment

Section 2. Robert's Rules of Order, Revised shall be the authority on all questions of Parliamentary Procedure not covered by these By-Laws.