**Welcome Club of Sarasota/Manatee, Inc.**

**Bylaws**

as of October 2019

Adopted – 1998

Amended – 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2011, 2012, 2013, 2016, 2019

**Article I**

*Name and Purpose*

The name of this organization shall be ***The Welcome Club of Sarasota/Manatee, Inc***. and its purpose shall be to provide opportunities for residents to become acquainted with one another and the community and to become participants in social, cultural and philanthropic activities. The Welcome Club of ***Sarasota/Manatee, Inc***. shall be a non-profit organization and shall conduct its business from January to December.

**Article II**

*Membership*

**The Welcome Club of Sarasota/Manatee, Inc.** offers membership to women who have established residency in Sarasota County or Manatee County and can show residency with a copy of a current Florida driver’s license. Membership is for one to three years from the date of acceptance into the Club. At the end of any membership period, an option to continue membership may be exercised for one, two or three years.

A member in good standing shall be defined as any member who is current in the payment of their dues.

Past presidents of the Welcome Club of South Side Sarasota and subsequently **The Welcome Club of** **Sarasota/Manatee, Inc**. are honorary life members of **The Welcome Club of Sarasota/Manatee, Inc.,** hereafter referred to as the Club.

**Article III**

*Dues*

Dues shall be payable upon application for membership and upon renewal of membership. Changes in the amount of dues shall be proposed by the Executive Committee and approved by a simple majority of those members present at the next regularly scheduled monthly General Meeting.

If the option to continue membership is exercised, dues for those years shall be remitted on the anniversary date of membership.

**Article IV**

*Officers*

The Officers shall be President, First Vice President, Second Vice President, Recording Secretary and Treasurer. They shall perform their duties as specified in Article VII and such other duties essential to the performance of their offices. They shall hold office for one year or until successors have been elected. A member may be elected an officer if such member is in good standing as of January 1 of the year in which they are elected to serve.

Officers may not succeed themselves in the same office unless their term is extended by a majority vote of the Executive Committee. No term of office shall be extended more than one year.

The Nominating Committee shall be created by the President no later than May 1, and shall select the Officers, Standing Committee Chairs and Coordinators for the following year. The Committee shall consist of five members, two of whom shall be the President and the First Vice President and three of whom shall be selected form the general membership. Other than the First Vice President, members of the Nominating Committee are not eligible for elected office. A slate of candidates for Officers, ~~and~~ Standing Committee Chairs and Coordinators shall be presented to the Executive Committee for approval at the September Executive Committee Meeting.

Candidates for elected office shall be permanent year-round residents of Sarasota County or Manatee County, and possess the requisite skills for the selected office.

**Article V**

*Election of Office*

The slate of candidates for office shall be presented to the Executive Committee by the Nominating Committee for approval at the September Executive Committee meeting. After approval, the slate of officers shall be presented to and voted upon by the membership at the October General Meeting. The candidates receiving the majority of votes from the members present and in good standing shall be declared elected to serve in office for the following year. The annual meeting for the installation of officers shall take place at the December General Meeting.

With the exception of the Office of President, a vacancy in any office shall be filled by nomination by the Executive Committee and confirmed by a majority of votes of the membership present and in good standing at a monthly General Meeting.

**Article VI**

*Executive Committee and Board of Directors*

The Executive Committee shall consist of the elected Officers (See Article V) and is the governing body of the Club. It shall meet as often as necessary to conduct the Club’s business.

The Board of Directors shall consist of the Executive Committee and the Standing Committee Chairs (See Article VIII). Its duties shall be to assist in coordinating and planning activities of the Club and managing its affairs.

A quorum for the conduct of business at an Executive Committee Meeting shall be a simple majority, one of whom shall be the President or the First Vice President. A quorum for the conduct of business at a Board of Directors Meeting shall be a simple majority. A quorum for the conduct of business at a monthly General Meeting shall be those members present and in good standing.

**Article VII**

*Duties of the Officers*

The **President** shall be the Chief Executive Officer of the Club and shall be an ex officio member of any Committee that exists or is established. The President shall perform such other duties as usually pertain to the Office of the President.

The **First Vice President** shall preside in the absence of the President at any meeting at which the President normally presides. The First Vice President shall perform such other duties as may be assigned by the President. Should the Office of President become vacant, the First Vice President shall automatically fill it for the remainder of the unexpired term and shall remain eligible to be elected President for the following Club year.

The **Second Vice President** shall serve as Chair of the Membership Committee and shall accept membership applications, renewals, collect dues, maintain the Club membership database and publish the Club directory. The Second Vice President shall preside at Board of Directors Meetings in the absence of the President and First Vice President.

The **Recording Secretary** shall take minutes at Executive Committee meetings and meetings of the Board of Directors and shall send the drafts to the presiding officer within one week of the meetings. The presiding officer shall make any additions or corrections to the minutes. The President shall distribute the final edition of the minutes to the Executive Committee and Board of Directors no less than one week prior to their next meeting. Approval of said minutes by a simple majority shall take place at their next ~~Board~~ Meeting.

The **Treasurer** shall receive and record all dues and fees collected on behalf of the Club, set up and maintain the Club’s bank account, keep accurate records of the Club’s finances, disburse funds on the order of the Board of Directors and obtain receipts. A report shall be given at Executive Committee and Board of Directors meetings. The Treasurer is required to keep a separate record of funds raised for charitable causes or community service projects. The funds shall be distributed prior to the end of the fiscal year as determined by the Executive Committee. The Club shall comply with all federal and state tax regulations. In December, the Treasurer shall prepare an operating budget to be presented in January to the Executive Committee for approval. In the Treasurer’s absence, the President shall sign checks on behalf of the Club.

**Article VIII**

*Standing Committees Chairs*

The following Standing Committees are specified but additional Committees may be formed by a majority vote of the Executive Committee members when needed to facilitate the functioning of the Club. Similarly, Committees whose purposes are no longer considered necessary to the function of the Club may be eliminated by majority vote of the Executive Committee. Each committee shall have a Chair, selected by the Nominating Committee, and serve on the Board of Directors. Committee Chairs shall form their Committees, including assigned Coordinators, and coordinate the activities of the Committees. Expenses for all committees shall not exceed the established annual budgeted amount without approval of the Executive Committee prior to the event.

**Charities and Community Service** – Shall be in charge of all charitable and service projects. The committee chair shall propose the list of charities for the following calendar year to the Executive Committee meeting in November for approval. All funds raised shall be turned over to the Club Treasurer with a detailed financial report.

**Communications –** Shall be in charge of members communications including the Newsletter, Internal Communications and Website.

**Day Trips and Tours** – Shall plan educational and fun day trips for members.

Luncheon **Program -** shall develop and execute programs for monthly General Meetings, except for the Executive Committee designated Charity month, which is the responsibility of the Charity Chair. A proposed program schedule shall be presented to the Executive Committee and Board and should cover at least six months in advance.

**Luncheon Reservations** - Shall keep an accurate record of all reservations and payments securing those reservations for all monthly General Luncheon Meetings and shall arrange for a refund of any payments for reservations received after the reservation deadline date. The Committee is also responsible for an appropriate monthly seating chart.

**Luncheon Venues** – Shall select a cross-section of venues and accompanying menu options in Sarasota County and Manatee County for hosting the monthly General Meetings and shall not exceed the established annual budgeted amount without approval of the Executive Committee prior to the event.

**Social Activities** – Shall plan and execute social events that will entertain or provide experiences for forming friendships among the Club members.

*Committee Coordinators*

The following Coordinators are specified but additional Coordinators may be formed by a majority vote of the Executive Committee members when needed to facilitate the functioning of the Club. Similarly, Coordinators whose purposes are no longer considered necessary to the function of the Club may be eliminated by majority vote of the Executive Committee. Coordinators may select other members to assist in performing their roles.

Expenses for all committees shall not exceed the established annual budgeted amount without approval of the Executive Committee prior to the event.

**Buddy Program** – Shall assist new members in acclimating into the Club and may include contact(s) with other new members, planning group specific social events and assigning an established member as a Buddy requested by the new member.

**Charity Fund Collections –** Shall sell raffle tickets at monthly General Meetings and assist in collecting other monies raised for the purpose of supporting the Club’s charitable efforts in Sarasota County and Manatee County.

**Fashion Show** – Shall solicit local clothing establishments to conduct a fashion show. Shall find appropriate number of Club members to use as models.

**Greeters** – Shall provide greeters for each General Luncheon Meeting and shall be responsible for welcoming prospective and new members at the monthly luncheon.

**Internal Communications** – Shall distribute information to the membership via an electronic delivery system.

**Membership** – Shall plan all New Member Brunches and assist the Second Vice President in accepting membership applications, renewals, collect dues, maintain the Club membership database and publish the Club directory.

**Member to Member** – Shall convey the Club’s sympathy or concerns to members, who are ill, injured or have lost a spouse or child.

**Newsletter Editor** – Shall be responsible for preparing a monthly newsletter for distribution to the general Club membership. Shall review and edit all submitted articles prior to submitting for publication. Responsibility for final approval and submission rests with the President or her designee.

**Photos**– Shall photograph events and activities and submit to the newsletter editor and website manager.

**Special Interests** – Shall coordinate the groups established to serve the particular interests of Club members. Requests for new groups should be submitted to the Coordinato~~r~~ of Special Interest Groups. The Executive Committee approves all new groups. Group Leads may be appointed by the Coordinator or selected by members of the group. Members shall be eligible to serve as Group Leads of Special Interest Groups if the members are in good standing as of January 1 of the year in which they will serve. If they are permanent but seasonal residents of Sarasota County or Manatee County, they must have a co-lead who will be available in their absence. Individual Groups’ activities shall not be established for the promotion of members’ personal businesses. Costs to the members of a Group shall be limited to costs incurred by the actual organizing of the activity involved, such as transportation, materials or rentals.

**Web Manager**. - Shall monitor the website on an ongoing basis.

**Article IX**

*Club Directory*

Under the direction of the Membership Chair, an annual Club Directory shall be published and distributed to all members in good standing. Directories shall be clearly marked: “CONFIDENTIAL. Club members may not use any information contained in this directory for promotion of business interests (Article IX Bylaws)”. Directories shall be published for January distribution.

**Article XI**

Club Bylaws may be amended, or new Bylaws adopted, by a majority vote of the members present and in good standing at a monthly General Meeting. Written notice of proposed changes to the Bylaws must be given to the attending members at a monthly General Meeting, prior to the meeting at which they will be voted upon.

**Article XII**

Roberts Rules of Order, Newly Revised, shall be the authority in all questions of Parliamentary Law.

**Article XIII**

The immediate Past President shall act as Club Advisor, is a non-voting member ex-officio member of the Board of Directors and shall serve as Club Advisor for a period not to exceed one year.

**Standing Rules**

1. Interpretation of the Standing Rules rests with the Executive Committee.
2. Standing Rules may be rescinded or amended at any monthly General Meeting by a majority vote of those members present and in good standing.
3. Members and guests attending monthly General Meetings are required to pay the cost of the lunch.
4. The Treasurer will reserve $3,500 to be held over for the next calendar year.
5. A person must be at least eighteen (18) years of age to attend Club functions.
6. For the purpose of reimbursement, unless previously budgeted, Board members are limited to spending $100 on behalf of the Club without Board approval. Third party receipts must be provided for all reimbursements.
7. Past Presidents are honorary lifetime members, and are welcome to attend all Club activities at their own expense.
8. If a member has their membership in The Welcome Club of Sarasota/Manatee, Inc. interrupted by a life-threatening illness of longer than six (6) months duration, that member may be reinstated and extended for a time equal to the absence providing the member presents their request to the Board.