

Citrus Hills Women's Club, Inc.
By-Laws

Article I

Name and Location:

The name of the organization is the Citrus Hills Women's Club, Inc. Hereinafter referred to as the CHWC. The principal mailing address is P.O. Box 1494, Hernando, FL.

Article II

Purpose and Mission:

The corporation will be operated as a 501(c)(3) domestic not for profit publicly supported Charity incorporated in the state of Florida. It will be managed exclusively for charitable and educational purposes as described under Section 501(c)(3) of the Internal Revenue Code, or corresponding sections of current or any future federal tax code. The CHWC is a charitable and educational organization established for the purpose of providing charitable efforts and educational programs, events and opportunities throughout Citrus County, Florida. Members work together in a spirit of friendship for the betterment of the community and to help each other.

Article III

Membership:

- Section 1 Membership shall include women residents of the area defined as the current Villages of Citrus Hills. Any member who joined prior to the 2020-2021 membership year shall continue to be a member in the club as long as the dues are current. (See addendum 1 for a listing of the current Villages of Citrus Hills.)
- Section 2 Payment of dues shall be a requirement for membership.
- Section 3 Membership in the CHWC is required in order to vote, hold office, formulate policies of the CHWC or participate in its activities. Exception: non-members may be invited to attend selected activities and fundraisers.

Article IV

The Board of Directors

- Section 1 The Board of Directors, hereinafter referred to as the Board, shall consist of the elected officers, the outgoing President and the appointed Chairs of the following Standing Committees: Activities, Community and Charity Outreach, Electronic Media, Hospitality, Membership, Member Support, Public Relations, and Scholarship.

Citrus Hills Women's Club, Inc.

By-Laws

- Section 2 The Board shall review and approve as necessary the CHWC's activities and fund-raising events as recommended to the Board for the current fiscal year.
- Section 3 The Board shall review the financial budget of each fiscal year at the first Board meeting of the new fiscal year.
- Section 4 The Board shall have the authority to approve, allocate and disburse funds raised throughout the fiscal year for local charitable organizations, scholarships, and for other expenses as necessary.
- Section 5 The Board shall have the authority to review and approve proposed changes to policies and procedures.

Article V

Officers:

Section 1

Elected Officers:

The elected officers of the Club shall be President, First Vice President, Second Vice President, Secretary, and Treasurer. In addition to these elected officers, the outgoing President shall serve in an advisory capacity for a one-year term. Co-officers may be elected.

1.1

The elected officers shall serve as members of the Executive Committee. The Executive Committee shall appoint the chairs of the Standing Committees.

Section 2

Election of Officers:

2.1

The Executive Committee shall appoint a Nominating Committee in January. The Committee shall prepare a slate of officers to be presented to the general membership at the March meeting. Nominations from the floor shall be accepted at this time with the nominee's consent. A simple majority vote of the general membership present at the Annual Meeting held in April shall elect the officers for the next fiscal year.

2.2

Elected officers shall be installed at the May meeting. The term of office shall be for one year, with the option of each officer to be re-elected for on additional year.

2.3

A vacancy arising in any office, other than that of the President, due to any cause, shall be filled by appointment of the Executive Committee, and approved by the Board. The First Vice President shall fill a vacancy in the office of the President.

Section 3

Duties of Officers:

3.1

The President shall preside at meetings of the CHWC membership, the Board, and the Executive Committee. She shall be a member of the Finance Advisory

Citrus Hills Women's Club, Inc.

By-Laws

Committee and an ex-officio member of all committees except the Nominating Committee. The President shall prepare an annual organization report and present the report at the Annual Membership Meeting.

- 3.2 The First Vice President shall plan and implement the CHWC's events or programs for the purpose of raising funds for community charities and scholarships as determined by the Board for the current fiscal year. This includes appointing chairs for the various events and fundraisers and assisting at all events as needed. She shall preside at meetings in the absence of the President, serve on the Finance Advisory Committee and perform additional duties as designated by the President.
- 3.3 The Second Vice President shall coordinate the monthly membership luncheons: select menus, take reservations, and arrange seating. When indicated on the monthly luncheon schedule, she shall plan programs and secure appropriate speakers. She shall preside at meetings in the absence of the President and First Vice President and perform additional duties as designated by the President.
- 3.4 The Secretary shall record and distribute the minutes and keep the corporate records and correspondence of the CHWC. She shall preside at meetings in the absence of the President and the Vice Presidents.
- 3.5 The Treasurer shall collect the CHWC membership dues, pay approved expenses, and keep a full and accurate account of all transactions. She shall submit the annual federal and state corporate filings, prepare the records and make arrangements for an annual review of the CHWC's financial records. The Treasurer shall chair the Finance Advisory Committee.

Article VI

Meetings

- Section 1 There shall be a minimum of eight (8) monthly membership meetings throughout the year.
- Section 2 There shall be a minimum of eight (8) Board of Directors meetings throughout the year.
- Section 3 The Annual Membership Meeting shall be held in April.
- Section 4 When space is available, guests may attend monthly luncheon meetings at an additional charge as determined by the Board.
- Section 5 Special meetings may be called by the President, the Executive Committee, or a simple majority of the Board.

Citrus Hills Women's Club, Inc.
By-Laws

Article VII

Standing Committees

- Section 1 With the exception of the Finance Advisory Committee, the Executive Committee shall appoint the standing Committee chairs for a three-year term with the option of reappointment. Co-chairs may be appointed.
- Section 2 The Activities Committee shall plan and implement the CHWC's non-fundraising activities, events and/or trips scheduled for the current fiscal year. The Activities Chair shall appoint event/ chairpersons/ relevant meetings.
- Section 3 The Community and Charity Outreach Committee shall facilitate the collection and delivery of members' in-kind donations received at the monthly CHWC Luncheons. The Committee shall oversee the process for consideration of a charitable donation, review and select recipients, and report their findings and recommendations to the Finance Advisory Committee. The Committee Chair shall preside at meetings of the Committee and serve on the Finance Advisory Committee.
- Section 4 The Electronic Media Committee shall coordinate all events and activities with the CHWC Board to create the distribution of the monthly Newsletter and provide Internet based communications as needed. The Committee Webmaster shall maintain, update, and redesign, as needed, the CHWC Website.
- Section 5 The Finance Advisory Committee shall prepare an annual budget for the Board's approval, review ongoing and anticipated expenses and income, review scholarship and charity donation recommendations, and make recommendations to the Board. The Committee shall include the President, the First Vice President, the Treasurer, the Community and Charity Outreach Committee Chair, and the Scholarship Committee Chair. The Treasurer shall preside over the Committee's meetings.
- Section 6 The Hospitality Committee shall prepare and maintain nametags, welcome members and guests at the monthly luncheon meeting, and assist at other CHWC functions as needed. The Committee Chair shall preside at meetings of the committee.
- Section 7 The Membership Committee shall maintain membership records, notify the Board, Hospitality Committee and other related committees of changes in membership, prepare and distribute the Membership Handbook, and coordinate dues payment records with the Treasurer. The Committee Chair shall preside at all meetings of the committee.

Citrus Hills Women's Club, Inc.
By-Laws

- Section 8 The Member Support Committee shall send cards to members who are ill or recovering from surgery and make a memorial donation in the event of the death of a member or her spouse, coordinate the Share the Wealth activity at the monthly Luncheon Meetings, and present an Inspirational Reading at the monthly Luncheon Meeting. The Committee Chair shall preside at the Committee's meetings.
- Section 9 The Public Relations Committee shall manage deadlines, create a publicity calendar, and coordinate pre-event publicity and news releases with the CHWC Board and committee chairs on all events and fundraisers. This committee will work to preserve the CHWC's history by cataloging media coverage and taking/coordinating photography for CHWC functions.
- Section 10 The Scholarship Committee shall seek donations via raffle ticket sales at the monthly Luncheon meetings, distribute scholarship applications, review and select recipients, and report their recommendations to the Finance Advisory Committee. The Committee Chair shall preside at meetings of the committee and serve on the Finance Advisory Committee.

Article VIII

Voting

- Section 1 A simple majority of members present at a monthly luncheon meeting shall constitute a quorum.
- Section 2 Each elected or appointed member of the Board shall have one vote.
- 2.1 All issues to be voted on shall be decided by a simple majority of those physically or electronically present at the meeting in which the vote takes place.

Article IX

Fiscal Policy

- Section 1 The fiscal year shall be from June 1 to May 31.
- Section 2 Annual dues are payable prior to June 1 for the next fiscal year.
- Section 3 The Treasurer shall have check signing authority for payment of the CHWC's expenses. In the Treasurer's absence, the President shall have the authority to sign checks.

Citrus Hills Women's Club, Inc.

By-Laws

Section 4 The Executive Committee shall have the authority to approve necessary expenditures during the period when the Board does not meet.

Article X

Parliamentary Authority

Section 1 Proceedings of the CHWC shall be guided by Robert's Rules of Order, newly adopted and revised.

Section 2 The Executive Committee may appoint a Parliamentarian to advise the Board on Parliamentary procedures at monthly Board meetings.

Article XI

Amendments

Section 1 The Board shall receive, review and approve proposed by-law amendments prior to distribution to the Membership.

Section 2 The proposed amendments/revisions must be presented in writing or electronically to the Members at least ten (10) days prior to the vote.

Section 3 The Amendments will become final upon a simple majority vote of the Members present at a regular luncheon meeting or a special meeting called for that purpose.

Article XII

Acknowledgement of Conflict of Interest Policy

Section 1 Each officer and member of a standing committee with Board delegated powers shall be required to sign a statement that affirms that such person:

- a) has received a copy of the conflict of interest policy
- b) has agreed to comply with the policy and
- c) understands that the CHWC is a charitable organization, and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish its tax-exempt purpose.

Article XIII

Dissolution

Section 1 The dissolution of the CHWC may be considered by the Board at any regular Board meeting. If dissolution is deemed necessary, and upon simple majority approval of the Membership, a written notice shall be sent to each current paid member of the CHWC. Upon dissolution and after all liabilities are paid, all assets of the CHWC shall be distributed exclusively for the purposes of the corporation or to an organization(s) that is qualified as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Tax Code.

Citrus Hills Women's Club, Inc.
By-Laws

By laws: Amended September 8, 2021

Addendum 1

The Current Villages of Citrus Hills

Belmont Hills

Brentwood

Cambridge Greens

Canterbury Lakes

Celina Hills

Citrus Hills 1st Addition

Oaks Estates

Meadows Estates

Northridge Estates

Emerald Estates

Fox Run Estates

Clearview Estates

Fairview Estates

Forest Ridge

Greenbriar

Hampton Hills

Kensington Estates

Lexington Estates

Meadowview

Presidential Estates

River Oaks East

Terra Vista

Waterford Place

Approved by Membership September 8, 2021